

RRCC FLAC AUTOMATION: TIPS FOR E-APPROVERS

APRIL 2013

COMPLETING AN E-APPROVAL

COMPLETE – all approvers must **ALWAYS** click on the **COMPLETE** button when finished working on records, regardless of whether you approve, deny, or leave a record undecided. Records will be released to the next level of approval, or sent back for correction to the previous level, or left undecided.

- If you leave a record undecided, Banner workflow will nag the eApprover by email to complete. However, you must click on **COMPLETE** when finished reviewing the eApproval screen.

TOTAL WORKLOAD APPROVAL - all Workload Level 1 and 2 approvers (deans and VP) must click on the **TOTAL WORKLOAD APPROVAL** button before clicking on **COMPLETE** – regardless of whether the record is approved, denied, or left undecided. If you fail to approve total workload, the assignments will revert back to the previous approval level and will have to be re-approved.

- **SAVE, QUIT, and X-ing out of the eApproval screen – DO NOT CLICK ON THESE BUTTONS!**
 - **SAVE:** This button only saves your work. It does not release assignments that are denied or approved. However, it seems to create an added complication – accessing the record again to act upon it.
 - **QUIT:** Reserves the records for future work, but you will have the same problem – accessing the record again.
 - **X-ing out of the eApproval screen:** Has the same effect as QUIT.

Red Rocks has had the same save/complete issues with eAssignment. And one huge problem with clicking on SAVE, QUIT, or X-ing out of the screen is it that no one else can access the record to work on it. It is reserved for only that person. If you walk away from your desk, break your leg, and end up in the hospital (or go on vacation! – that’s more pleasant), we would have to do a work-around to get those assignments paid. **COMPLETE** finishes your work and completes the workflow activity.

WRONG APPROVER: Click this button if you are the wrong approver. A workflow email will be sent by Banner to the RRCC DAQ Specialist, and the approval queue will be corrected.

Approval Level	Line Items	Total Workload	Overload	Comments
ORG / CHAIR	X			X
DEAN	X	X	MARKS	X
VP		X	X	X

***IMPORTANT INFO FOR FOAP APPROVERS:**

Though pay information is open for modification, DO NOT make any corrections on the approval screen. If pay is wrong, then RRCC procedure requires that the Org approver denies the assignment with appropriate comments. This will send the assignment back to the FLAC Assigner for corrections.

EXPLANATION OF FIELDS in eAPPROVAL

THE INSTRUCTIONAL SCREEN

- CRN: Course number = unique numeric identifier for each course in a given semester.
 - Name above the CRN is the FLAC eAssigner who loaded the assignment.
 - **TIP**: View comments and assignment status: Hover your cursor directly over the FLAC eAssigner name to view.
- Prefix/Course/Section:
 - Prefix – abbreviation indicating course discipline
 - Course – unique course number/content within a discipline
 - Section – may be multiple sections (classes) for each prefix/course combination
- Session: Some lecture/lab courses are split under the same CRN into session 01 and session 02. For these courses, expect two lines on eAssignment for the same CRN – 01 and 02. This allows correct payment automatically in SSB FLAC, according to the schedule type. Refer to the schedule type list provided to you during training.
- Override workload: Actual credit hours carried for that assignment by an individual.
 - It is from this field that the actual calculation of semester workload hours, overload pay and instructor pay is generated in Banner FLAC INB and SSB.
 - Indicates the exact number of credit hours the individual is carrying for that class. Scenarios where override workload will not match total course credit hours:
 - ACH is entered in this field when applicable for faculty baseload.
 - Split credits are entered here – example: two instructors split a 3.00crhrs class 50/50 – 1.50crhrs for each person. Results in accurate payment and calculation of total credit hours carried for a semester, whereas % responsibility only reduces total payment.
 - If a zero appears in this field, deny the contract – unless the class is listed as concurrent (a Y in that field). See discussion of concurrent classes below.
 - In the case of faculty courses split between base and overload:
 - If the number of credit hours in override workload is less than the total number of credit hours for the course, look for a NON-instructional assignment in the block below coded as OCRN – Overload CRN Split. The remainder of the credit hours will appear in the NON-Instructional OCRN assignment, along with a note in the description field of the CRN and course. The original MW Word workload form will include this information.
- Headcount: This field is active until approvals are complete. If a class is prorated for low enrollment, headcount may or may not match payment, depending upon whether approval to run the class was granted.
- Schedule type: Refer to the handout given to you during training for a list of types and rates. An explanation of why we have multiple types for lecture, lecture/lab, etc., lies in when and how the course is offered. Thyra Powers is our resident expert on these codes.

- **TIP:** Schedules types are only editable on SSASECT, the INB scheduling screen. If you think the schedule type is incorrect, talk to the eApprover before denying the assignment and also consult with Thyra Powers.
- **Online:** Informational field that does not populate. Does not affect payment. FLAC eAssigners have no access to this field at all – it does not appear on eAssignment. I think it’s an artifact from some iteration of automation. It could be removed via CCCS-IT change request. However, in general you can tell if a course is online by its section number: 470, 471, 471, etc., and also CC11, C12, etc.
- **Percent Responsibility:** If an instructor/faculty is only teaching 50% of a class, pay may be adjusted by % responsibility. However, reducing % responsibility does not reduce override workload credit hours and does not result in a correct credit hour total for the semester. In Banner, we can do one or the other, but not both – reduce override workload or reduce % responsibility.
- **Primary instructor:** Only an instructor marked as primary can enter grades into Banner. Both primary and secondary instructors can view rosters via the Portal and access the course in D2L. We can change the primary designation on eAssignment by a work-around, which will change the primary listed on the INB SSASECT scheduling screen, but sometimes we will have to wait until the assignment is applied by HR to make the change directly in INB.
 - **TIP:** When in doubt about the primary instructor field, please contact the FLAC eAssigner who loaded the assignment.
- **Assignment start/end dates:** Please pay attention to these dates. The FLAC eAssigner should verify that dates are correct and match SSASECT, as the dates drive the actual pay date(s) for the assignment.
- **Credit hours:** A non-editable field in both eAssignment and eApproval. If the credit hours are wrong, deny the assignment all the way back to the FLAC eAssigner.
 - **TIP:** A credit hour change would have to be made by our schedulers on SSASECT, which is complicated.
- **Contact hours:** **IGNORE** this field for course (instructional) assignments. The figure indicates weekly contact hours and is automatically calculated by Banner, based upon start/end dates, days, and meeting times. *RRCC does not pay instructional course assignments by contact hours.*
- **Credit/contact ratio:** Ignore this field. It will not populate, and we don’t use it at Red Rocks.
- **Concurrent class:** Should be blank except for classes that actually met concurrently.
 - Example: Three ART classes that meet in the same classroom at the same time on the same days. Red Rocks combines enrollment and pays the total only one of the courses. Expect only the paid class to have a rate and override workload, while the other concurrent classes have no rate and no override workload.
- **Calculated workload:** Calculates actual workload derived from both override workload and % responsibility. If override workload is reduced, then calculated workload is reduced to match. If % responsibility is reduced, override workload is reduced accordingly. NOTE: We never reduce both override workload and % responsibility because of the way the two calculations compound.
 - Example: 1.00crhr course, but instructor only teaching half the course.

- Reduce override workload to .50crhrs = .50crhr calculated workload
 - Reduce % responsibility to 50% = .50crhr calculated workload
 - Reduce both as above = .25crhr calculated workload
- Calculation method:
 - Workload = credit hours. We pay 99% of courses with CRNs by workload (credit hour).
 - Headcount –
 - Only internship and independent study courses are paid by headcount, and they are paid at the end of the semester after grades are assigned.
 - We won't be able to use headcount calculation for prorated course unless we wait to pay them after census date. eAssignment and Banner would calculate payment based upon headcount at the time the course payment is processed, which might be incorrect.
 - Contact hours – Red Rocks does not pay by contact hours except in the case of a non-instructional, hourly assignments.
 - Flat rate – Red Rocks never pays flat rate for courses. Flat rate is sometimes utilized for non-instructional assignments.
- Pay rate for Courses with CRNs: Refer to the schedule type list – rates associated with schedule types for all courses.
 - If you see a reduced rate for an instructional assignment, it's likely that payment is being prorated for low enrollment. Please do not deny the assignment – leave it undecided. Instead, contact the eAssigner or the Dean for more information. If you verify that the rate is truly incorrect, only then should you deny the assignment.
 - **TIP:** Formula to calculate payment for a prorated course: #students enrolled/12 X rate X #crhrs.
 - You must know the correct rate:
 - 1:1 ratio = 636.90
 - 1:1.5 ratio = 955.35
 - 1:2 ratio = 1273.80
 - 1:2.5 = 1592.25
 - 1:3 = 1910.70
- Incremental Pay: At this time Red Rocks does not use incremental pay. Ignore.
- Total Pay: Total pay field calculates override workload X rate.
- FOAP (Fund, Org, Account and Program):
 - ORG – budget code
 - FUND and PROGRAM – specific codes associated with each org, completing a triad of codes that point Banner to a specific budget. If the wrong fund and program codes are entered for an org, it creates a phantom budget which must be corrected by Business Services.
 - Refer to the FOAP list provided during training for correct codes.
 - **TIP:** Any org beginning with 111 (Ex: 111370) is associated with FUND 011010 and PROGRAM 1000.
 - ACCOUNT – code indicating specific type of activity, charged a specific part of the org (budget)

630010	Faculty Full Time Regular
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660010	Instructor Part Time
660020	Instructor Substitute
660030	Instructor Non-Teaching
660040	Instructor Dept. Chair
660070	Overloads Teaching
660080	Overloads Non-Teaching
660090	Dept. Chair Overload

- Percent FOAP Distribution: Always zero at this time for course on the instructional screen. If payment for a course or assignment needs to be split between two or more orgs, this is where % would be indicated. However, due to eAssignment issues, split org payments will only be indicated in the comment field and on the original, regular MS Word workload. The split orgs will be entered when the assignment is edited in SSB FLAC. If you would like a better understanding of the whys, please contact Jane Banzhaf.
- Overload or INST:
 - Y = compensated assignment. Either a faculty overload or an instructor payment.
 - N = baseload assignment for faculty. No extra pay generated for this assignment.
- Position/Suffix: Unique identifier for a particular assignment within a given semester, entered by the FLAC eAssigner in INB PROD, which triggers eApproval workflow. These codes may not be repeated within a given semester.
 - Position/suffix beginning with 3 = faculty baseload assignments. ALL baseloads must be coded with the 3xxxxx position/suffix.
 - Position/suffix beginning with 6 = all faculty overloads and instructor assignments (i.e., all assignment compensated via FLAC)
 - **TIP**: As an approver, you only need to pay attention to whether the baseloads and overloads have a position number beginning with the correct number – 3 or 6.
- Approval buttons:
 - Approve – moves the assignment forward one level.
 - Deny – moves the assignment back one level for correction.
 - **TIP**: A COMMENT is required when an assignment is denied.
 - Undecided – assignment stays as it is and neither moves forward for payment nor backward for correction.
 - Workflow will continue to remind you by email of records which need to be acted upon.
 - Overload approval required – deans must click this button next to all overload. The VP must approve.
 - Approve total workload –
 - Only deans and VP approve workload.
 - FOAP approvers (chairs) approve assignments on the org level only, never workload.


- **TIP** to DEANS AND VP: Notice that the workload button exists for both the Instructional and Non-Instructional portions of the eApproval screen. To move assignments in either section forward for payment or further approval, you must click on the workload button for that particular section.
- COMMENTS and CONTRACT STATUS:
 - A comment must be entered in eApproval for each assignment that is denied. Enter the comment into the comment field located to the right of approval buttons.
 - Comments and contract status may be viewed by hovering your cursor over the eApprover's or FLAC eAssigner's name.

THE NON-INSTRUCTIONAL SCREEN

- Activity Type:
 - Four-letter code for a specific activity. Refer to the list of activity type codes and rates given to you during training.
 - Name above the activity type code is the FLAC eAssigner who loaded the assignment.
 - Hover your cursor over the FLAC eAssigner's name to view comments and assignment status.
- Description: Each activity type has a specific description, which may be edited by the FLAC eAssigner for better understanding of the assignment.
- Department: Letter code indicating the discipline for which this activity has taken place, and the org from which it will be paid.
- Calculated workload: Credit hours associated with the assignment. Generates pay based upon rate.
- Hours: Contact hours for assignment. Generates pay based upon rate.
- Pay rate: May or may not match the activity type rate table. There are occasions where the rate table is generic and will not match the rate and calculation method in the activity type rate table. Check with your dean or FLAC eAssigner if you have questions.
- Assignment Start/End dates: Should match MS Word workload form. Dates drive actual pay dates.
- FOAP: See discussion above in the Instructional Screen discussion.
- Percent FOAP: Utilized when a non-instructional assignment is to be split between two or more orgs. The non-instructional screen does not have the same limitations as the instructional screen in this regard. An assignment may be listed more than once with the same information and different percentages and FOAPS.
- Total Credits: Derives from the calculated workload field.

- Total Pay: Calculates either workload X rate OR hours X rate. A positive value cannot exist in both the workload and hours fields. One field must be set at zero.
- Position/suffix and approvals options: See discussion above in instructional screen section.

TIP: The eApproval screen has lots of data in rows. The entire screen can be viewed at once on a 24" monitor, at 90% zoom.



Name: Blevins, Kent **S#:** S00002960 **Employee Class:** Faculty 11-12 Full Time **Term Code:** 201410
Primary Discipline: Radiologic Technology **Payroll (MN/BW):** Monthly **Faculty Position:** 300980 00 **Level:**

Instructional Assignments

CRN	Prefix	Sess	Ovr	Head	Schd	Online	Perc	Prim	Asgn	Asgn	Cred	Cont	Cred	Conc	Calc	Calc	Pay	Inc	TOT	FUND	ORGN	ACCT	PROG	Perc	Ovrid	Posn	Suff	CHAIR	DEAN	Ovrid	VP OPS	Comments
	Course		Wkld	Cnt	Type		Resp	Inst	Start	End	Hrs	Hrs	Ratio	Class	Wkld	Method	Rate	Pay	Pay				FOAP	or			A D U	A D U	Apprvl	Approve		
	Section						Chk	Chk	Date	Date				(Y/N)									Dist	INST					Req'd	Overload		
JBANZHAF 10449	DMS 101 470	01	2.0	0	LEC		100		08/03/13	07/28/13	2.0	2.0		N	2.0	Workload	636.90	0.00	1273.80	011010	211302	660070	1000	0.0	Y	621302	31	LSNYDER @ C C	@ @ @	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
JBANZHAF 10610	DMS 252 470	01	2.0	0	LEC		100		06/03/13	07/28/13	2.0	2.0		N	2.0	Workload	636.90	0.00	1273.80	011010	211302	660070	1000	0.0	Y	621302	30	LSNYDER @ C C	@ @ @	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
JBANZHAF 10611	DMS 262 470	01	2.0	0	LEC		100		06/03/13	07/28/13	2.0	2.0		N	2.0	Workload	583.82	0.00	1167.64	011010	211302	660070	1000	0.0	Y	621302	29	LSNYDER @ C C	@ @ @	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
JBANZHAF 10959	DMS 281 551	01	6.0	0	INT		100	Y	06/03/13	07/28/13	6.0	18.0			6.0	Workload	0.00	0.00	0.00	011010	211302	630010	1000	100.0		621302	32	LSNYDER @ C C	@ @ @	<input type="checkbox"/>	<input type="checkbox"/>	
JBANZHAF 10960	RTE 181 551	01	6.0	0	INT		100		06/03/13	07/28/13	6.0	18.0		N	6.0	Workload	0.00	0.00	0.00	011010	211302	630010	1000	0.0		621835	32	LSNYDER @ C C	@ @ @	<input type="checkbox"/>	<input type="checkbox"/>	
TOTALS											18.0	42.0			18.000					3715.24							Approve Total Workload	<input type="checkbox"/>	<input type="checkbox"/>			

Non-Instructional Assignments

Activity	Description	Dept	Calc	Hours	Calc	Pay	Asgn	Asgn	Perc	Ovrid	Total	Tot	Posn	Suff	CHAIR	DEAN	Ovrid	VP OPS	Comments			
Type			Wkld		Meth	Rate	Start	End	FOAP	or	Credits	Pay			A D U	A D U	Apprvl	Approve				
							Date	Date	Dist	INST							Req'd	Overload				
JBANZHAF DCHR	Sum2013 chair hrs, DMS	DMS	3.0	0.0	Workload	0.00	06/03/13	06/01/13	011010	111302	630010	1000	0.0	3.0	0.00	621302	28	@ @ @	@ @ @	<input type="checkbox"/>	<input type="checkbox"/>	
TOTALS											3.000	0.000			3.00	0.00			Approve Total Workload	<input type="checkbox"/>	<input type="checkbox"/>	

Save Complete Quit Wrong Ap