

**FACULTY LOAD  
REPORT**

**Training Guide  
& Reference**



To preserve proper pagination on double-sided printing,  
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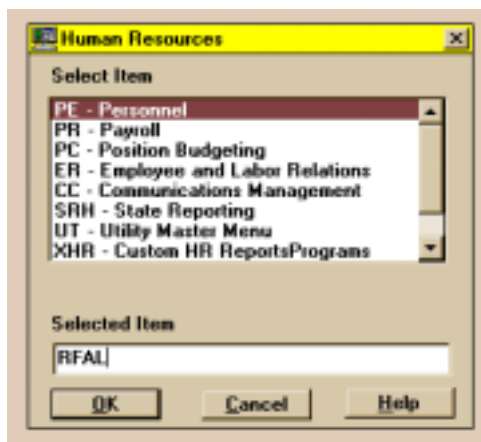
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## Faculty Load Report (Person Assignment Contract Report)

Colleague's Faculty Load Report (RFAL) is a nicely formatted document that shows key information including missing (unlinked) assignments, course section and campus org assignments, position number and title, start and end dates, points and stipend amounts. The report is broken down by individual with a separate sheet for each contract for each load period, making it an ideal document to file by individual and/or give to the individual.



To get to the RFAL screen, go to the HR Module (HR- from any ST menu). It is not necessary to find the mnemonic on the menu, just type in RFAL.

The report is always covers one load period. When the load period field (item 1) is empty you can enter the ellipse (...) and pick from a load period resolution screen. (Load periods roughly correspond to Terms.)

Item 2, Print Asgmt Contract Details should be marked Yes.

To produce this report for a those in a particular admin department (A1200 for example), a saved list can be created in HR Custom Reports (see page 7 below) and the name of that saved list entered here in item 3. If no saved list name is entered the makeup of the report will be determined solely by the criteria in the remaining fields.

Normally only contracts that have been CLPS'd, that is, moved to a payable status are importance. Enter PA in item 4.

The contract type will distinguish adjuncts from full-timers. PTCRED is for credit course adjuncts, FTFACL is for full-time in-loads, OVL is for full-time overloads. If nothing is entered in item 5, all contract types will be included.

Assignment contract numbers are not currently being used so skip item 6.

If the report is needed on only a few faculty members it is a simple matter to enter them (either by ID or through the name resolution screen) one-at-a-time in item 7. If no one is

named here, the makeup of the report will be determined by the criteria entered above.

Although item 8 invites you to supply additional criteria you probably will not find it useful. The reporting file is the PER.ASGMT.CONTRACT file (not PERSON or HRPER) with fields that are of little value to anyone outside of HR.

When field 8 is passed, the screen updates automatically.

02/06/02 14:29 FACULTY LOAD REPORT REFL

1 Load Period.....: 02/SP Spring Term 200  
2 Print Asgmt Contract Details: Yes

3 Saved List Name.....: WVZ.PAC.TEMP

4 Assignment Contract Statuses.: 1: PA Contract with Pay  
2:   
5 Assignment Contract Types....: 1: PTCRED Part-time, Credit  
2:   
6 Assignment Contract Number...: 1:   
2:   
7 Faculty Members.....: 1:   
2:   
3:   
4:   
8 Additional Selection Criteria: No

Load Period Lookup: 02/SP

Ready Ln 23 Col 21 CAPS

The report may be sent to your default printer, as shown here, or may be sent to the HOLD file and viewed on screen.

02/06/02 14:31 FACULTY LOAD REPORT RFAL

Peripheral: SETPTR.PEJ002.25947 Description: Faculty Contract Load Reports  
Process...: RFAL Description: Faculty Contract Load Report

1 \* Output Device: P Printer Spooler  
2 Printer.....:  
3 Form Name.....:  
4 Banner.....:  
5 Copies.....: 1  
6 Defer Time.....:  
7 \* Other Options:  
1: NFMT  
2:  
3:  
8 Page Width.....: 132  
9 Page Length.....: 60  
10 Top Margin.....: 0  
11 Bottom Margin...: 0

Ready Ln 6 Col 23 CAPS

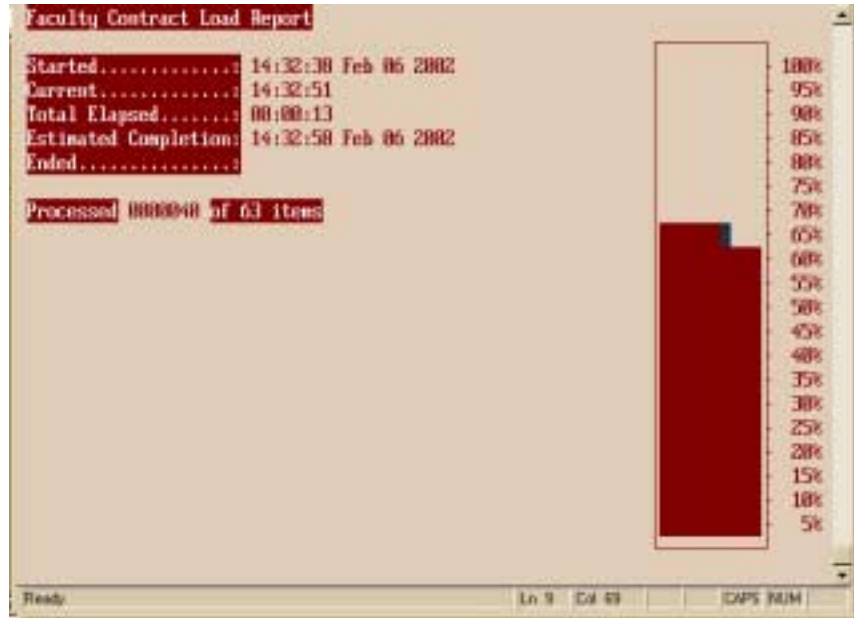
02/06/02 14:31 FACULTY LOAD REPORT RFAL

Job Description...:  
Job Statistics ID: RFAL\_JINMAN\_52191\_12456

1 Execute in Phantom mode?: N  
2 Phantom/Batch Queue.....:  
3 Batch Start Time.....:

Ready Ln 7 Col 31 CAPS

During the extraction of data from the records and the and formatting of the report the progress screen is shown.



Below is a screen shot of the report. Examples of the printed version appear on pages 5 and 6 below.

February 6 2002 12:32PM Contract Load Report Load Period 02/SP Spring Term 2002 Page 1

Faculty Member..... 0001638 Richard Lagasse Primary Location.: Dale Mabry Campus  
 Primary Position.: FPNC0671 Adjunct Art Instructor Primary Department: Associate in Arts Bfc -DH

Instructional Assignments Missing Contracts

Course Section	Term	Instructional Method	Start Dt	End Dt	Load
** none **					

Non-Instructional Assignments Missing Contracts

Campus Organization	Role	Start Dt	End Dt	Load
** none **				

Assignments not under Contract Total: 0.00

Contract Description.: Automatically Created PTCRED Intended Load.....: 45.00  
 Contract Number.....: \*\* part-time \*\* Start/End Date.....: 01/07/02 - 05/01/02  
 Contract ID.....: 7000 Payment Method.....: Fixed by Dept  
 Contract Type.....: Part-time, Credit Appointment Reason...:  
 EED Category.....:  
 EED/IFERS Tenure Type:  
 Comments.....:

Position	Stat	Stat Dt	Type	Agmt ID	Description	Start Dt	End Dt	Load	Stipend net
FPNC0671 Adjunct Art Inst PH		01/25/02	Course	44314	000-100 0-29369	01/07/02	05/01/02	30.00	1,598.00
			Course	44313	000-100 0-29367	01/01/02	03/30/02	30.00	1,598.00
			Course	44312	000-100 0-29366	01/25/02	02/16/02	30.00	1,598.00
Position Total:								90.00	4,778.00
Contract Total:								90.00	4,778.00

\*\* Total load is greater than contract load \*\*  
 \*\* Total load is greater than max full-time load \*\*

February 6 2002  
03:06PM

Contract Load Report  
Load Period 02/SP Spring Term 2002

Faculty Member....: 0001769 Ronald Vahl Primary Location..: Dale Mabry Campus  
Primary Position..: FPNC0052 Adjunct English Non-Native Speaking InstruPrimary Department: Associate in Arts Ofc -DM

Instructional Assignments Missing Contracts

Course Section	Term	Instructional Method	Start Dt	End Dt	Load
-----					
** none **					

Non-Instructional Assignments Missing Contracts

Campus Organization	Role	Start Dt	End Dt	Load
-----				
** none **				

-----  
Assignments not under Contract Total: 0.00

Contract Description.: Automatically Created PTCRED Intended Load.....: 45.00  
Contract Number.....: \*\* part-time \*\* Start/End Date.....: 01/07/02 - 05/09/02  
Contract ID.....: 7580  
Contract Type.....: Part-time, Credit Payment Method.....: Fixed by Asgmt  
EEO Category.....: Appointment Reason...:  
EEO/IPEDS Tenure Type:  
Comments.....:

Position	Stat	Stat Dt	Type	Asgmt ID	Description	Start Dt	End Dt	Load	Stipend Amt
-----									
FPNC0052 Adjunct English PA		01/25/02	Course	43879	PSY-2012-31239	01/07/02	05/03/02	30.00	1,590.00
			Course	44385	PSY-2012-00587	03/18/02	05/09/02	30.00	1,590.00
								Position Total:	60.00 3,180.00
								Contract Total:	60.00 3,180.00

\*\* Total load is greater than contract load \*\*  
\*\* Total load is greater than max full-time load \*\*

February 6 2002  
03:06PM

Contract Load Report  
Load Period 02/SP Spring Term 2002

Faculty Member....: 0001769 Ronald Vahl Primary Location...: Dale Mabry Campus  
Primary Position...: FPNC0052 Adjunct English Non-Native Speaking InstruPrimary Department: Associate in Arts Ofc -DM

Instructional Assignments Missing Contracts

Course Section	Term	Instructional Method	Start Dt	End Dt	Load
-----					
** none **					

Non-Instructional Assignments Missing Contracts

Campus Organization	Role	Start Dt	End Dt	Load
-----				
** none **				

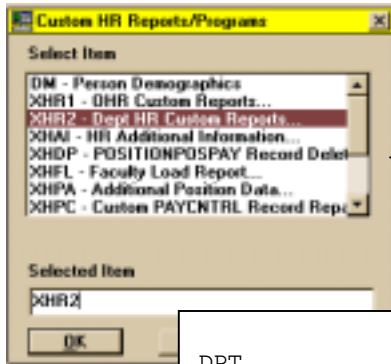
-----  
Assignments not under Contract Total: 0.00

Contract Description.: Automatically Created PTCRED	Intended Load.....: 45.00
Contract Number.....: ** part-time **	Start/End Date.....: 01/07/02 - 05/09/02
Contract ID.....: 7580	
Contract Type.....: Part-time, Credit	Payment Method.....: Fixed by Asgmt
EEO Category.....:	Appointment Reason...:
EEO/IPEDS Tenure Type:	
Comments.....:	

Position	Stat	Stat Dt	Type	Asgmt ID	Description	Start Dt	End Dt	Load	Stipend Amt
-----									
FPNC0052 Adjunct English PA		01/25/02	Course	43879	PSY-2012-31239	01/07/02	05/03/02	30.00	1,590.00
			Course	44385	PSY-2012-00587	03/18/02	05/09/02	30.00	1,590.00
								Position Total:	60.00 3,180.00
-----									
								Contract Total:	60.00 3,180.00

\*\* Total load is greater than contract load \*\*  
\*\* Total load is greater than max full-time load \*\*

## Creating a Person Assignment Contract (PAC) Saved List



```

DPT
Department HR actions & reports

1. Listings...
2. HRAR forms (Replaces PAN forms)...
3. Utilities...
? Where to find instructions

[Enter] to Quit

=====

Choice->
    
```

```

DPT|LST
Reports and Listings

1. Position reference reports...
2. Position control & position vacancy reports...
3. HRPerson reference & locator reports...
4. Faculty related reports...
5. Stipends reports...
6. Leave & evaluation data reports...
7. Administrative departments...
8. HR code translations...

9. FT Employee birthday list
10. Bargaining unit covered employees
11. Head count reports...
12. Who's in position
13. HR Custom Reports Usage          (TESTING)

[Enter] to Quit

=====

Choice->
    
```

```

DPT|LST|FAC
Faculty Related Reports

1. Special faculty data HRP saved list builders...
2. Special asgmt contract (PAC) saved list builders

3. Faculty general information (saved list optional)
4. Faculty by program
5. Faculty with A,B,C Rank
6. Academic Credentials (saved list optional)

7. Course Section Assignments
8. Unlinked Faculty Assignments
9. Campus Organization Assignments

10. Tenure reports...
11. Dual Enrollment reports...
[Enter] to Quit

=====

Choice->

```



**The PAC Saved List Builder**

```

Process: Saved list of assignment contracts

Descr.: User enters name for new PAC saved list, one or more
admin departments, and one or more load periods.

Saved list can then be used with RFAL process to print
individual contract recaps for each faculty member.

=====!

Name for PAC saved list ([Enter] to quit): XYZ.PAC.TEMP
Admin dept like...:=A12...
Load period like..: 02/SP

132 records selected to list 0.
HIT [NL] TO CONTINUE: record(s).

```

Selections on the RFAL may significantly lower the number reported.

Pick a name for the saved list. You will enter it later on the RFAL screen.