



Human Resources and You

Auto Pay Procedures for Faculty

Process #1 – Creation of Initial Auto Pay Report for Each Semester and Monthly Auto Pay Report

1. Academic Services

- A. Sends Human Resource Services, hiring recommendations and hiring paperwork in a timely manner per established procedure.
- B. If emergency hire approval is needed for instructors who must start before Board of Trustees approval, send an email request to Human Resource Services Director with a copy to Human Resource Services Supervisor.

2. Human Resource Services – Employment

- A. Submits hiring recommendation to Board of Trustees for review and approval. This is required for all new hires.
- B. Sets up new employees and their teaching assignments in Banner upon Board of Trustees' approval.

3. Academic Services

- A. Before each semester (Fall, Spring, Summer) begins, assigns load and enters auto pay positions (faculty) into Banner for:
 1. Part Time – Adjunct
 2. Contract
 3. Regular
 4. Temporary unit members teaching overload.
- B. Exceptions are to be excluded from Auto Pay, per Union contract sections 21F.4.a, 21F.4.c & 21F.4.d see below:
 1. Counselor
 2. Librarian
 3. Instructor Substitute
 4. Team Taught Courses
 5. Cancelled Courses
 6. Odd Hour Rating / Variable Hour Classes
 7. Approved Split Hours Load / Pay Courses
- C. If an administrator is teaching a class, please contact the Payroll Manager for instructions on how to pay.

4. Information Technology Services

- A. Two weeks prior to the beginning of each semester, ITS runs the Part-Time Faculty Step Increase report and the Auto Pay report in proof mode with the error report for each college and distributes to the colleges and Human Resource Services.

5. Academic Services

- A. Reviews the Part-Time Faculty Step Increase report for accuracy and make corrections, before the Auto Pay report is run in update mode. For details on the Step Increase Process, please contact Human Resource Services.
 1. If correction is due to course data entry error, then Academic Services makes correction directly into Banner SIAASGN.
 2. If correction is due to Step Increase program error, then Academic Services contacts ITS informing them that a correction is needed to resolve the issue (e.g., balance forward missing, instructor name missing, or change in union contract).
- B. Communicates with Human Resource Services directly on all corrections made due to the Part-Time Faculty Step Increase report. Banner SIAASGN does not automatically update Banner NBAJOBS.
- C. Reviews Auto Pay proof and error reports and makes corrections, as needed, before semester begins.
- D. Requests additional proof and error reports, as needed, to make corrections, until reports are accurate.
- E. Communicates with Human Resource Services directly to set-up new or late submission employees.

6. Human Resource Services – Payroll

- A. Informs Information Technology Services and Academic Services of the date that the Auto Pay update mode needs to be run, due to payroll processing deadlines.

7. Academic Services

- A. Reviews the Part-Time Faculty Step Increase report for accuracy and finalizes all step increases before the Auto Pay report is run in update mode.
- B. Upon completion of review and making corrections into the Banner screens, informs Information Technology Services and Human Resource Services that it is okay to run the Auto Pay report in update mode, prior to the start of the first monthly payroll process of the semester.

8. Information Technology Services

- A. After the Initial Auto Pay process has been completed, ITS runs the Auto Pay report monthly three days prior to the beginning of each monthly payroll process in update mode and distributes to each college and Human Resource Services.

9. Academic Services

- A. Reviews report and has the Vice President of Academic Services sign the report with his/her signature of approval on each monthly Auto Pay report indicating all entries are correct and authorized for payment.
- B. Sends the approved monthly Auto Pay report to Payroll Manager. The report is due to Payroll on the same deadline dates as the monthly time sheets.
- C. Informs instructors of their method of payment.
 1. Auto Pay - do not submit time sheets to the Payroll department, payment will be made automatically on a monthly basis, based on the hours and length of each course.
 2. Time sheet – (per Contract) must submit time sheets in a timely manner in accordance with established deadlines and get appropriate Administrator's signature.

10. Human Resource Services – Payroll

- A. Begins the payroll process (PHPTIME) which prevents other departments from making changes to the existing payroll information.
- B. Payroll compares the current monthly Auto Pay report to the Payroll data and makes any changes authorized by written notice (e.g., Auto Pay change form, etc.)

Process #2 – Corrections to Monthly Auto Pay Report after Initial Process Completed

1. Delete Employee from Auto Pay Report

A. Academic Services

1. Deletes instructor from teaching position in SSASECT and SIAASGN
2. Sends completed Auto Pay Change form to Human Resource Services, and Payroll Manager indicating the following:
 - a. Instructor Name
 - b. Instructor ID Number
 - c. Term Code, CRN and Course Number
 - d. Position Number and Position Suffix
 - e. Effective Date of Change
 - f. Reason for Change
 - g. Number of Hours the Instructor Previously Taught in the class before it was cancelled

B. Human Resource Services – Employment

1. Terminates Auto Pay position for employee – NBAJOBS
2. Confirms a time sheet position for employee is active if needed at current rate of pay (e.g. if class is cancelled)

C. Human Resource Services – Payroll

1. Reviews monthly payroll data against any Auto Pay Change form and deletes payroll information from PHAHOOR.
2. If notification received after the current monthly payroll processing has completed, calculates the amount of overpayment to the instructor and initiates the overpayment process.

2. Add employee to Auto Pay Report

A. Academic Services

1. Makes corrections into employee's Banner record – SIASSGN.
2. Requests "Paid Only By Timesheet" report from Information Technology Services.
 - a. To review and confirm all instructors on the report are eligible to be paid on timesheet per contract sections 21F.4.a, 21F.4.c & 21F.4.d
3. Completes Academic Services portion of Auto Pay Calculation form by filling in the following information
 - a. Instructor Name
 - b. Instructor ID Number
 - c. Term Code, CRN and Course Number
 - d. Position Number and Suffix
 - e. Effective Date of Change
 - f. Reason for Change
 - g. Type and Number of Course Hours converted into Auto Pay Hours for each class
 1. Lecture or Lab
 - h. Start and End Dates of Class
 - i. Number of Pay Periods for the Class
 - j. Hourly Rate - Total Pay for Class
 - k. GL Labor Distribution
 - l. Class Previously taught by a different instructor
 - m. The Number of Hours the Instructor Previously Taught in the class before it was cancelled
4. Notifies Human Resource Services that an Auto Pay position needs to be created by giving them the Auto Pay Calculation form with their portion completed and a copy of the "Paid Only by Timesheet" report.

B. Human Resource Services – Employment

1. Creates employee Auto Pay positions in NBAJOBS for each class, using information from Academic Services
 - a. Verify if class previously taught and retrieve information if yes, otherwise
 1. Posts Begin Date and End Date for job
 2. Calculates hours to be paid
 3. Posts hour information into NBAJOBS
 - b. Informs Academic Services via email.

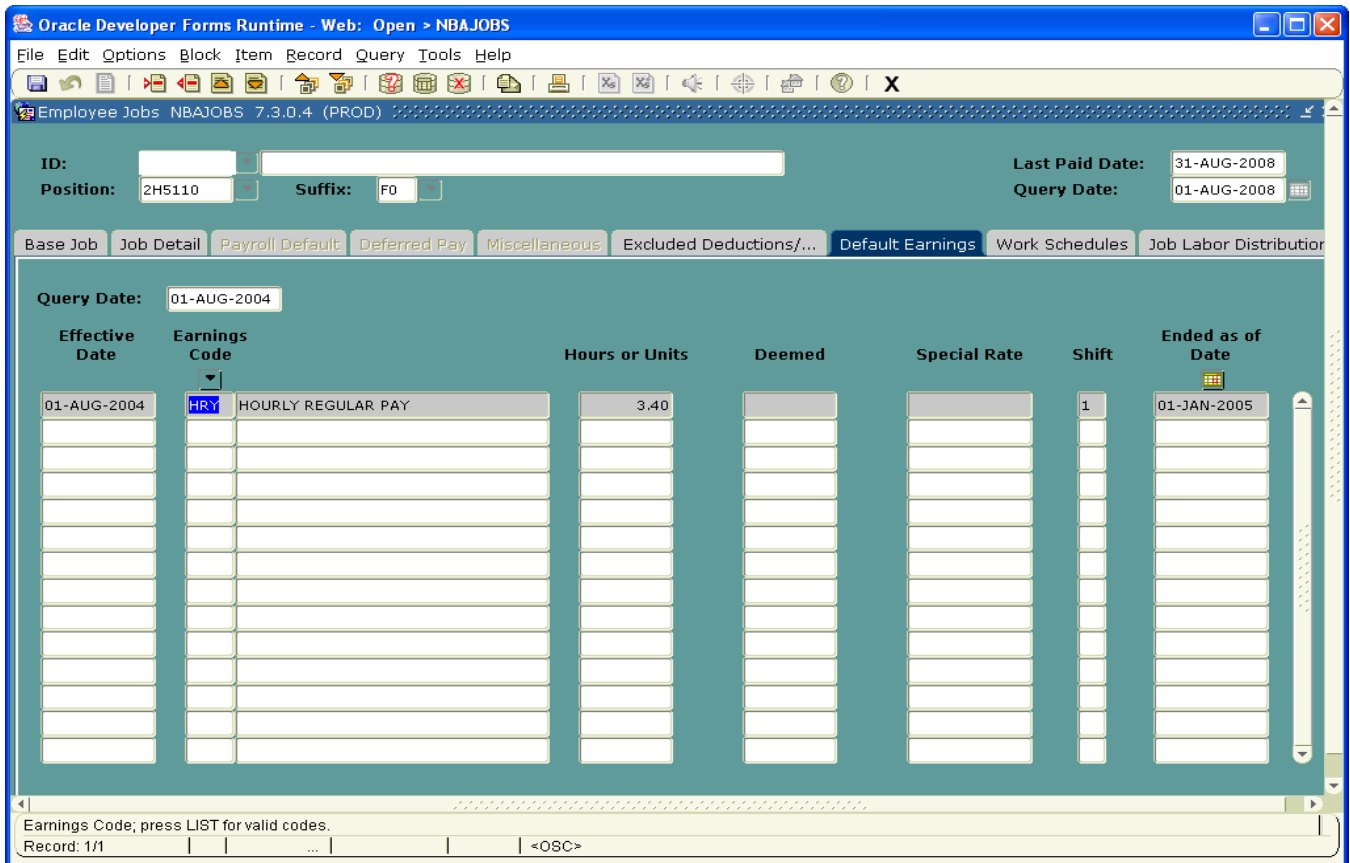
1. Auto Pay position created (view only for SIAASGN updated by Academic Services)
 2. Gives them position and suffix number for position.
- c. Informs Payroll that Auto Pay position has been created via Auto Pay Calculation form.

C. Academic Services

1. Posts the position and suffix only to SIAASGN
2. Employee will now automatically show up on the next monthly Auto Pay report

D. Human Resource Services – Payroll

1. Reviews Payroll data to Auto Pay Calculation form and makes corrections to pay instructor.



NBAJOBS – Default Earnings for AUTO PAY

Oracle Developer Forms Runtime - Web: Open > SIAASGN

File Edit Options Block Item Record Query Tools Help

Faculty Assignment SIAASGN 7.3.2.clp (PROD)

Confidential

ID: Term: 200802

CRN	Session	Subject	Course	Section	Session Credit	Institutional Credit	Percentage of Session	Primary Instructor	Override Conflicts
20074	01	MTT	63A	E01	2.000	2.000	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Workload:		4.500	Percent Responsibility:		100	Generated Credits:		8.000	Position Number:
Override Workload:		.000	Weekly Contact:		9.00	FTE:		0.00	Position Number Suffix:
Calculated Workload:		.000	Total Contact:		66.00	Contract Type:		FY	Additional Instructors:
Assignment Type:									
20074	02	MTT	63A	E01	.000	.000	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Workload:		4.500	Percent Responsibility:		100	Generated Credits:		.000	Position Number:
Override Workload:		.000	Weekly Contact:		4.80	FTE:		0.00	Position Number Suffix:
Calculated Workload:		.000	Total Contact:		33.60	Contract Type:		FY	Additional Instructors:
Assignment Type:									
20077	01	MTT	60A	E01	4.000	4.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Workload:		4.500	Percent Responsibility:		100	Generated Credits:		40.000	Position Number:
Override Workload:			Weekly Contact:		10.20	FTE:		.30	Position Number Suffix:
Calculated Workload:		4.500	Total Contact:		74.80	Contract Type:		FY	Additional Instructors:
Assignment Type:									

WARNING Active faculty workload rules not defined for this term

Record: 1/? | ... | <OSC>

SIAASGN – Without AUTO PAY With LOAD

Oracle Developer Forms Runtime - Web: Open > SIAASGN

File Edit Options Block Item Record Query Tools Help

Faculty Assignment SIAASGN 7.3.2.clp (PROD)

Confidential

ID: Term: 200702

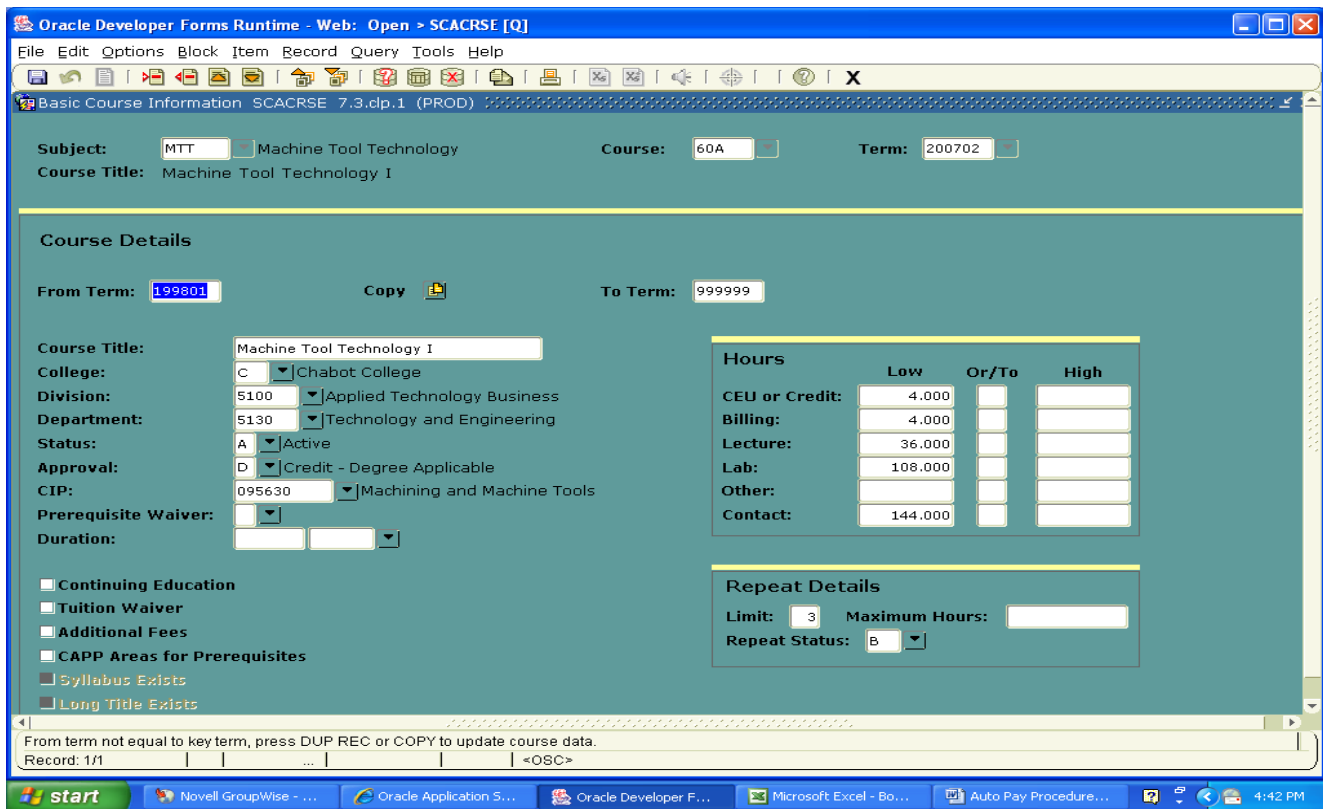
CRN	Session	Subject	Course	Section	Session Credit	Institutional Credit	Percentage of Session	Primary Instructor	Override Conflicts
20066	01	WEXP	96	071	1.000	1.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Workload:		1.000	Percent Responsibility:		100	Generated Credits:		21.000	Position Number:
Override Workload:			Weekly Contact:		1.00	FTE:		.06	Position Number Suffix:
Calculated Workload:		1.000	Total Contact:		15.00	Contract Type:		PT	Additional Instructors:
Assignment Type:									
20068	01	WEXP	95	071	1.000	1.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Workload:		1.000	Percent Responsibility:		100	Generated Credits:		15.000	Position Number:
Override Workload:		2.000	Weekly Contact:		15.00	FTE:		.13	Position Number Suffix:
Calculated Workload:		2.000	Total Contact:		255.00	Contract Type:		PT	Additional Instructors:
Assignment Type:									
20977	01	WEXP	95	001	1.000	1.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Workload:		1.000	Percent Responsibility:		100	Generated Credits:		26.000	Position Number:
Override Workload:		3.000	Weekly Contact:		15.00	FTE:		.20	Position Number Suffix:
Calculated Workload:		3.000	Total Contact:		255.00	Contract Type:		PT	Additional Instructors:
Assignment Type:									

CRN; press LIST for valid CRNs, CQUERY for faculty schedule.

Record: 1/? | ... | <OSC>

Oracle Developer Forms Runtime - Web: Open > SIAASGN

SIAASGN – With AUTO PAY



SSAOVRR – Overrides SIAASGN, if set-up