

Banner 9: Assigning Credits for Faculty

Entering Credit Load

Go to the **SIAASGN** form and search for the faculty member you would like to assign credits to and the term you are assigning credits in.

Click on the “Insert” button located in the upper right hand corner and then enter the following fields on the form:

1. CRN
2. **ONLY** enter an amount in the “Override Workload” field if there is a change to the amount of credits currently listed in the “Workload” field.
3. For the POT process please **DO NOT** zero out or remove credits or position(s) – this process is designed to capture and pay all adjunct POTs for each semester regardless of the start and end dates.
4. Then click Save located in the bottom right corner of the form

Faculty Assignment SIAASGN 9.3.0 (TST9)

ID: [REDACTED] Term: 201920

Start Over

Insert Delete Copy Filter

CRN 21859

Session 01

Subject CIS

Course 101

Section 200

Session Credit 3.000

Institutional Credit 3.000

Percentage of * 100

Session

Primary Instructor

Override Conflicts

Workload 3.000

Override Workload

Calculated Workload 3.000

Assignment Type

Percent * 100

Responsibility

Weekly Contact 2

Total Contact 32

Generated Credits 84.000

FTE

Contract Type

Compensation Applied

Position Number SC0011

Position Number

Suffix

Additional Instructors

1 of 3 Per Page Record 1 of 3

Entering Non-Instructional Credits

To view/enter information on the non-instructional screen, click on the “Next Section” button located on the bottom left side of the form. The “Faculty Non-Instructional Assignment” screen will then appear.

Next Section

EDIT Record: 1/3 SIRASGN SIRASGN_CRN [1] ©2000 - 2018 Ellucian. All rights reserved. ellucian® SAVE

FACULTY NON-INSTRUCTIONAL ASSIGNMENT

Insert Delete Copy Filter

Type	Workload	Weekly Contact	College	Department	TOPS	Contract	FTE	Assignment Type	Position Number	Position Suffix

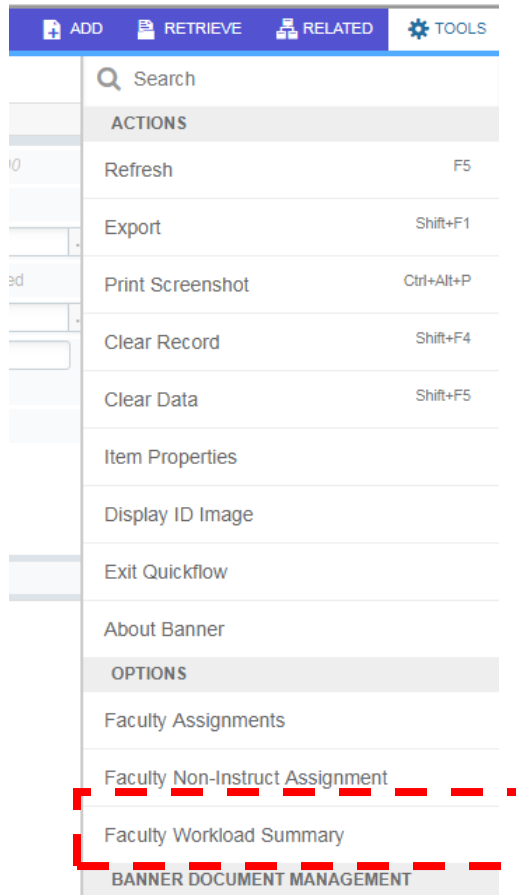
1 of 1 Per Page Record 1 of 1

Description Compensation Applied

Compensation Extracted

Faculty Workload Summary

To view the Faculty Workload Summary, select the **“Tools”** menu (formerly known as “Options” in Banner 8) and select **“Faculty Workload Summary.”**



The screenshot shows the Banner 9.3.8 interface for Faculty Workload Summary. The top bar includes the ellucian logo, user name, and navigation buttons (ADD, RETRIEVE, RELATED, TOOLS). The main content area is divided into two sections:

FACULTY WORKLOAD SUMMARY

Workload Rule			
Credit Hours	0.000	Instructional Workload	9.000
Generated Hours	0.000	Non-Instructional Workload	0.000
Weekly Contact	0.000	Total Workload	9.000
Term Contact	0.000	Term FTE	0

FACULTY WORKLOAD AND ANALYSIS

Workload Rule	Low	High	Under/Over
Credit Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>
Generated Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>
Weekly Contact	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Contact	<input type="text"/>	<input type="text"/>	<input type="text"/>
Instructional Workload	<input type="text"/>	<input type="text"/>	<input type="text"/>

The bottom status bar shows 'Record: 1/1', 'WORKLOAD.SIBINST_WKLD_CODE [1]', and the ellucian logo.