Part Time Faculty Contracts
3CBG – Bakersfield
April 6, 2005 – 10:30 to 11:30 am

Ventura County
Community College District
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Introduction

This presentation will describe the VCCCD’s process, using data entered into the Student and HR modules to:

- Create and print hourly faculty contracts (offers)
- Instructional and non-instructional assignments,
- Overload assignments,
- Stipends, Facilitators and other special assignments.

This process also creates job assignments for payroll processing.
Timetable

- Workgroup began in Summer of 2001
- Offers “beta” test Fall 2001
- First offers produced Spring 2002
- Payroll integration “beta” test during payroll implementation Spring 2002
- Full go-live Summer 2002
Timesheet assignments total hours, hourly rate.

Equal pay assignments hours per week. Base rate. Total amount to be paid.
Student System Tasks and Processes

- Faculty Assignments – Instructional and Non-Instructional
- Insert Offers/Print Exceptions
- Offers Maintenance Form
- Offers Report (CHA)
- Print Offers
HR System Tasks and Processes

- Part-time Faculty Grade/Step
- Salary Group by Term
- Position Error Report
- Error Types
All assignments start on the student screen SIAASGN. Hours to be paid extra-hourly are entered here. Hourly positions are pooled.
All Non-CRN assignments are entered here.  9000 Dept codes insert an assignment description on the Offer.
Non-instructional codes
Equal Pay, Timesheet and Full-time

Assignment TYPE codes are created for various types of assignments. Type description is printed on the offer.
9000 Department codes are used as descriptions on the Offer. They are created on an as need basis.
Running this process populates the Offers table and prints an error report.
CHAs are run by the Division, signed by the Dean and submitted to the Campus HR office. The Campus HR person proofs again for correctness and compares to the Offers database prior to printing an offer. NO Offer is printed without a signed CHA submitted.
Account numbers for assignments have been cross-walked from fiscal. The black box indicates no cross-walk available. In this case the division must provide the account number for the assignment.
This is the main Offers screen. All CHAs are compared to this screen and account number corrected or are entered here. Once an Offer has been printed the Print Ind box is automatically checked. Once the Offer is signed by the Instructor the Accept Ind is checked by Campus HR. NO Offer is paid unless the Accept Ind has been checked.
As revisions are made, the changes are reflected on the SWAOFFER screen. Red indicates there was an assignment but it no longer exists. Yellow indicates there has been a change in the assignment. Both are reviewed by the Campus HR.
Offer of Temporary Non-Contract Employment.

Term: Fall 2002

Ventura College
4667 Telegrapah Road Ventura, CA 93003

Offer of Temporary Non-Contract Academic Employment

You are being recommended to the Governing Board of the Ventura County Community College District to be employed as a temporary non-contract academic employee. This employment is contingent upon Governing Board approval. Your employment will begin with the Fall 2002 term, beginning on August 19, 2002 and ending on December 19, 2002.

Instructor Name: Ventura, CA 93004

Social Security ID Number:

Home Number (605)

Work Number

Job FTE: 42

Name of Course

Title

Units

FTE

Cost

Account #

Per Meile Mile Rate

Total Time

Week 1

Week 2

Week 3

Week 4

Week 5

Week 6

Total Equal Pay

V100 T2084 Technical Composition 10 1.00 0 111-30094-1531-100400 40.00 46.46 8/19/2002 - 12/14/2002

Total Time:

Month/yr

The assignments listed above will be based on timesheet hours submitted each pay period.

Equal Pay:

V100 T2084 Technical Composition 10 1.00 0 111-30094-1531-100400 40.00 46.46 8/19/2002 - 12/14/2002

IMPORTANT

This offer MUST be SIGNED and ACCEPTED OR REJECTED, and RETURNED by November 18, 2002. Please indicate acceptance or rejection on the enclosed form and return immediately.

I understand that my employment will terminate with the district effective on the last day of service as described above, or upon the date of cancellation of the assignment due to indeterminate contract termination or for other reason.

Accept

Reject

Signature

Date

White: Campus HR Dept.

Yellow: Employee Copy

Pink: Suspension Copy

Offer of Temporary Non-Contract Employment.
Payroll System Tasks and Processes

- NYSOFRJ – Create Jobs from Offers
- Compare Offer Reports to Jobs
- NYRNOCL – No Assignments for SWAOFFR – Verify Cancellations
- Update NBAJOBS Manually for Changes
- PHAHOURL – Adjust for Backpays & Dockbacks

Once the Offers are printed and accepted, the payroll process begins.
Part-time Faculty Grade/Step maintained in PEAREVW

<table>
<thead>
<tr>
<th>Review Type</th>
<th>Date Due</th>
<th>Completed</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>TB Test Due</td>
<td>01-FEB-2006</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>FS PT Faculty Step</td>
<td>01-MAY-2002</td>
<td>□</td>
<td>MAST2</td>
</tr>
<tr>
<td>TB Test Due</td>
<td>13-FEB-2002</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>FS PT Faculty Step</td>
<td>01-JUL-2001</td>
<td>□</td>
<td>MAST1</td>
</tr>
<tr>
<td>EA Annual Eval - Classified</td>
<td>30-JUN-2000</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>PP Fingerprint Report Due</td>
<td>01-JAN-1998</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>TB Test Due</td>
<td>01-JUL-1997</td>
<td>□</td>
<td></td>
</tr>
</tbody>
</table>

Hourly Faculty pay step increases are entered here.
Salary Group in GTVSDAX by Term

The external code field is updated with the current salary group when the payroll salary group is changed.
Position Error Report (HR Consultants) 
Oracle Report – Term/College

Offer to Job Error report
NYROERR Errors (from View)

- **Position Code/Suffix Error**
- **Posn/Coll/Orgn Mismatch**
- **No PEAEMPL Active Record**
- **No FED Deduction Record**
- **No NBAPBUD Record**
- **No Salary Grade or Step**
- **Missing/Invalid FOAP**
- **Not Accepted or Rejected**
- **Accepted Offer - no Asgn**
- **Posn/Suf/Sal/Hrs Non-Match**
- **Missing College Code**
- **Pay Hours/Zero Workload**

Types of Errors in job creation.
NYSOFJRJ - Create Jobs from Offers

This process creates job records (NBAJOBS) from Offers (SWAOFFR). The first part of the report shows records processed. These records will be jobs that were created and also records that contain mismatches of pay hours from NBAJOBS to SWAOFFR. The second part of the report shows job records that were not created.

<table>
<thead>
<tr>
<th>C Empl ID</th>
<th>Name</th>
<th>Posn/Suf</th>
<th>Eff Date</th>
<th>Ofr Hrs</th>
<th>Job Hrs</th>
<th>Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>Prog</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>LJ</td>
<td>VPT001-EP 01-AUG-02 36.75 31.50 111</td>
<td>30190 1321 200100 <strong>Job Exists - Check Pay Hours</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>F</td>
<td>VPT001-EP 01-AUG-02 26.25 10.50 111</td>
<td>30110 1321 110100 <strong>Job Exists - Check Pay Hours</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>PJ</td>
<td>VPT001-EP 01-AUG-02 90.00 90.00 111</td>
<td>30120 1321 120300 <strong>Job Created</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The first part of the report contains the following fields:

- Employee ID
- Employee Name
- Effective Date of Job (NBAJOBS)
- Offer Hours (SWAOFFR)
- Fund
- Orgn
- Acct
- Program
- Message

NYSOFJRJ – Jobs processed.
The second part of NYSOFJRJ shows the job records that were not created.

<table>
<thead>
<tr>
<th>Empl ID</th>
<th>Name</th>
<th>Posn/Suf Cd/Pct</th>
<th>Tb Grade Step</th>
<th>Hrs/Pay Fund</th>
<th>Orgn Acct</th>
<th>Prog Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>R</td>
<td>,JA</td>
<td>VPT001-EP</td>
<td>70873</td>
<td>FE DOCTR</td>
<td>3 10.50 111 30190 1321 200100 <strong>Not Accepted or Rejected</strong></td>
</tr>
<tr>
<td>K</td>
<td>,JH</td>
<td>VPT001-TS</td>
<td>72323</td>
<td>16.00</td>
<td>111</td>
<td>1231 070300 <strong>Not Accepted or Rejected</strong></td>
</tr>
<tr>
<td>G</td>
<td>,MD</td>
<td>VPT001-EP</td>
<td>40.00 FE CRED</td>
<td>5 21.00</td>
<td><strong>Job Exists - no Assignments</strong></td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>,AA</td>
<td>VPT001-EP</td>
<td>728691</td>
<td>0 .00 111</td>
<td>30228 1321 493080 <strong>Posn/Suf/Sal/Hrs Non-Match</strong></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>,AM</td>
<td>VPT001-TS</td>
<td>788893</td>
<td>0 .00 111</td>
<td>30228 1321 493080 <strong>Posn/Suf/Sal/Hrs Non-Match</strong></td>
<td></td>
</tr>
<tr>
<td>J</td>
<td>,DA</td>
<td>VPT000-EP</td>
<td>78356</td>
<td>21.00 111</td>
<td>30110 1321 110300 <strong>Position Code/Suffix Error</strong></td>
<td></td>
</tr>
<tr>
<td>T</td>
<td>,S</td>
<td>VPT001-EP</td>
<td>78340</td>
<td>17.50 111</td>
<td>30163 1321 150900 <strong>Not Accepted or Rejected</strong></td>
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</tr>
<tr>
<td>G</td>
<td>,RW</td>
<td>VPT001-EP</td>
<td>33.33 FE MSTR</td>
<td>3 21.00</td>
<td><strong>Job Exists - no Assignments</strong></td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>,N</td>
<td>VPT001-EP</td>
<td>35.00 R RST</td>
<td>35.00 R RST</td>
<td><strong>Pension Ind/Ded Warning</strong></td>
<td></td>
</tr>
<tr>
<td>VPT001-EP</td>
<td>STIE</td>
<td>FE MSTR</td>
<td>20.20 111</td>
<td>31002 1323 083500 <strong>Position Code/Suffix Error</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VPT001-EP</td>
<td>STIE</td>
<td>MASTR</td>
<td>18.00 111</td>
<td>31002 1323 083500 <strong>No Salary Grade or Step</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Cd/Pct (CRN/NIST code from SWAOFFR ;
CRN is a class assignment code & NIST is usually a non-instructional code)
When making manual adjustments to NBAJOBS, you will need to update default earnings, job detail, and possibly job labor distribution.
<table>
<thead>
<tr>
<th>COA Index</th>
<th>Fund</th>
<th>Org</th>
<th>Acct</th>
<th>Prog</th>
<th>Adv</th>
<th>Locn</th>
<th>Percent</th>
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<tbody>
<tr>
<td>1</td>
<td>111</td>
<td>30170</td>
<td>1321</td>
<td>170100</td>
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<td>75</td>
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<tr>
<td>1</td>
<td>111</td>
<td>30170</td>
<td>1323</td>
<td>170100</td>
<td></td>
<td></td>
<td>25</td>
</tr>
</tbody>
</table>
Questions????