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## ~~10~~ EASY STEPS TO...

### Add Administrative Hours to a Workload

1. Select "HR/Campus Solutions"
2. Select "Curriculum Management"
3. Select "Instructor/Advisor Information"
4. Select "Instructor Term Workload"
5. Enter correct ID
6. Select "Search"  
PLEASE NOTE: If necessary, select the correct faculty record from the list generated; the record will default to the most current term and/or the most recent term worked
7. Add a line by selecting the plus ("+") sign
8. On the "Workload Assignment" tab, enter the appropriate information:
  - a. DESCRIPTION: Department Administration  
College Administration  
Other Appropriate Description (ex: ABET, Program Coordinator, Chair, etc.)
  - b. ASSIGN TYPE: ADDEP – Department Administration  
ADCOL – College Administration  
ADCHR – Chair Administration
  - c. WORK LOAD: correct number of hours
9. On the "Job Code" tab select the magnifying glass under "Empl Rcd#"
10. Select the appropriate title/job code from the pop up window
11. Select "Save"
12. Select "Return to Search" to work on the next record