

# 12

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

# Add an Adjunct Professional Hour to a Workload

*NOTE: An Adjunct Professional Hour should only be added when an Adjunct Faculty member is working six (6) or more hours in one semester. Additionally, if a class is cancelled or dropped, and the total teaching load falls below six (6) hours, you must remove the Adjunct Professional Hour from the 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: Adjunct Professional Hour
  - b. ASSIGN TYPE: ADJPH
  - c. WORK LOAD: correct number of hours (one (1) hour for the Adjunct Professional Hour)
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