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~~10~~ EASY STEPS TO...

Change Full Time Teaching Hours to Extra Compensation (Adjunct) Hours

1. Select "HR/Campus Solutions"
2. Select "Curriculum Management"
3. Select "Schedule of Classes"
4. Select "Maintain Schedule of Classes"
5. Enter Search Criteria
 - a. Academic Institution – NYT01
 - b. Term – select term
 - c. Subject Area – select area
 - d. Catalog Nbr – select course number
6. Select "Search"
7. Select "Meetings" Tab
8. Use the left and right arrows in the upper right corner to scroll through sections
9. On the appropriate section, select the magnifying glass under "Empl Rcd#"
10. Select the appropriate title from the pop up list; generally speaking the correct code for extra compensation is the title, followed by the letter "H" for "Hourly"
11. Select "Save"
12. Select "Return to Search" to work on the next record