

12

~~10~~ EASY STEPS TO...

Reduce Workload 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 "Workload" tab
10. Under the "Work Load" column change the hours to the correct hours
11. Select "Save"

NOTE: You may receive a "warning" message indicating that the total "load factor" is wrong in some way. You may disregard this message and select "OK."

12. Select "Return to Search" to work on the next record