

# 18

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

### Split Full Time Teaching Hours with 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 selection, add a second assignment line by selecting the plus ("+") sign
10. On the new line, assign the same instructor a second time with the same "Access"
11. Select the "Workload" tab
12. Split the workload hours between the two lines to reflect the Full Time and Extra Compensation (Adjunct) Hours
13. Update the "Assign Type" as needed:
  - a. Full Time: TERIC
  - b. Extra Compensation (Adjunct): TCOHR

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14. Return to the "Assignment" tab
15. Select the magnifying glass under "Empl Rcd#" for each line
16. 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"
17. Select "Save"
18. Select "Return to Search" to work on the next record

hmmr