Assigning Instructors to Classes with the correct job code

When an instructor is assigned to a class in CUNYfirst (department staff selects the appropriate EMPLID), at the time of assignment, the correct **EMPL record** (job) associated with the instructor <u>must also be assigned</u>.

The instructor must have an active job record in the CUNYfirst HR system <u>AND</u> must be listed in the CUNYfirst Instructor/Advisor table in order to be assigned to a class.

If an instructor's EMPLID <u>is not</u> listed as an option to be assigned to the class, contact Suwen Brunot (Suwen.Brunot@qc.cuny.edu), Faculty Workload Coordinator for Queens College with a request to add the instructor to the Instructor/Advisor table for your department. You may need to follow up with HR to find out the status of the instructor's HR record.

If an instructor's EMPLID <u>is</u> listed, BUT the correct job/EMPL record is not available, contact the HR office to determine the status of the instructor's HR record.

Guidelines for EMPL record selection:

- Select an EMPL record associated with a job at Queens College
- If more than one Queens College job exists, select an instructional title over a noninstructional title (e.g., choose associate professor, do not choose non-teaching adjunct)
- If more than one Queens College instructional job record exists be sure that the EMPL record (job) associated with the teaching assignment is accurately selected is the course being taught as part of the faculty member's annual workload? Or is the faculty member being paid extra to teach the course?
 - (H) titles are for when a faculty member is getting paid to teach a course in addition to his/her normal salary. Workload associated with (H)ourly titles will not count towards the faculty member's annual workload.
- For instructors in a GC <u>Graduate Assistant</u> title, be sure to select the EMPL record for that title.
- If the appropriate job/EMPL record is not showing up in the selection available in CUNYfirst, contact HR to determine the status of the correct job.

Steps to assign instructors to classes with the correct job code

1. Navigate to the Schedule Class Meetings page on CUNYfirst using the following navigation:

Curriculum Management \rightarrow Schedule of Classes \rightarrow Schedule Class Meetings

2. Enter the Academic Institution, Term, Class Nbr and Class Section fields. Hit the "Search" button.

Schedule Class Meetings

Enter any information you have and click Search. Leave fields blank for a list of all values.

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3. Enter the Emplid for the instructor you wish to assign to the class in the "ID" text box.

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4. Hit the "Tab" button on your keyboard. The name of the instructor and the job code populates. The "Empl Rcd #" value has been pre-populated by the system, but it may not be the correct job assignment for the instructor.

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5. As an alternative to manually entering the instructor's emplid (steps 3 and 4), you may select the magnifying glass to the right of the "ID" text box to display a list of instructors.

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6. Select the "Last Name" link to sort the list in alphabetical order by last name and select the instructor's record.

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7. The name of the instructor and the job code populates. The "Empl Rcd #" value has been pre-populated by the system, but it may not be the correct job assignment for the instructor.

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Subject Area:	ANTH	A	TH - Anthropology				
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8. Click the magnifying glass to the right of the "Emp Rcd#" value box to display all possible job values.

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- 9. Select the appropriate record by clicking on the correct hyperlink. Before selecting an option, confirm that the "Institution" field reads "QNS01", verify the "Department" and the "Job Title" fields.
- 10. The following warning may appear.

Message
Warning - Instructor Class is Pull-Time, Job is Parl-Time. (14600.602)
Instructor class and job do not match for full/part time assignment.
OK

- 11. Click "OK" to bypass the message.
- 12. Click "Save" at the bottom of the page.