

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 must also be assigned.

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

If an instructor's EMPLID **is not** 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 **is** 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 non-instructional 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 Graduate Assistant 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 → Schedule of Classes → 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.

Find an Existing Value

Search Criteria

Academic Institution: = ▾ QNS01 🔍
Term: = ▾ 1188 🔍
Subject Area: = ▾ 🔍
Catalog Nbr: begins with ▾ 🔍
Academic Career: = ▾ 🔍
Campus: begins with ▾ 🔍
Session: = ▾ 🔍
Class Nbr: = ▾ 3506 🔍
Class Section: begins with ▾ 01 🔍
Description: begins with ▾ 🔍
Course ID: begins with ▾ 🔍
Course Offering Nbr: = ▾ 🔍

Case Sensitive

Search **Clear** [Basic Search](#)  [Save Search Criteria](#)

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

Meetings **Enrollment Cntrl** **Exam**

Course ID: 003300 Course Offering Nbr: 1
Academic Institution: Queens College
Term: 2018 Summer Term Undergrad
Subject Area: ANTH ANTH - Anthropology
Catalog Nbr: 102 Intro Human Evol

Class Sections

Session: 4W1 Four Week - First Class Nbr: 3506
Class Section: 01 Component: Lecture Event ID: 000797274
Associated Class: 1 Units: 3.00 [Associated Class Attributes](#)

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
SB-A101 🔍	52	MTR3 🔍	1:00PM	3:40PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/04/2018 06/27/2018

SCIENCE A101 Topic ID: 🔍 Free Format
Topic:
 Print Topic On Transcript [Contact Hours](#)

Instructors For Meeting Pattern Personalize | Find | View All First 1 of 1 Last

Assignment	Workload	ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
		<input type="text" value=""/>		Prim Ins	<input checked="" type="checkbox"/>			0 🔍	

Room Characteristics Personalize | Find First 1 of 1 Last

*Room Characteristic	*Quantity
43 🔍 General Classroom (Default)	1

Academic Shift Personalize | Find First 1 of 1 Last

Academic Shift
<input type="text" value=""/>

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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Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date
 SB-A101 52 MTR3 1:00PM 3:40PM [x] [x] [x] [] [] [] [] 06/04/2018 06/27/2018

SCIENCE A101 Topic ID: Free Format
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Instructors For Meeting Pattern Personalize | Find | View All | First 1 of 1 Last

Assignment	Workload	ID	Name	Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
		23593951	Shibata,Chihito	Prim Ins	[x]	Post		0	300003

Room Characteristics Personalize | Find | First 1 of 1 Last

Room Characteristic	Quantity
43 General Classroom (Default)	1

Academic Shift Personalize | Find | First 1 of 1 Last

Academic Shift

- 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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		<input type="text"/>		Prim Ins	[x]	Post		0	

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Academic Shift

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

CUNYfirst
 Home | Favorites | Main Menu > Curriculum Management > Schedule of Classes

Look Up ID

Empl ID: begins with
 Last Name: begins with
 First Name: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-86 of 86 Last

Empl ID	Name	Last Name	First Name
23123366	Amann Alexis L	AMANN	ALEXIS
15280115	Augustyniak Nadia	AUGUSTYNIAK	NADIA
10856088	Baker Mitchell	BAKER	MITCHELL
23037239	Bales Ashley D	BALES	ASHLEY
23534610	Barfon Scott Alves	BARTON	SCOTT
10859228	Bauer Alexander	BAUER	ALEXANDER
23803708	Bauman Carina	BAUMAN	CARINA
23042184	Bevin Amanuel Yosief	BEVIN	AMANUEL
10856889	Birth Kevin K	BIRTH	KEVIN
23009634	Bracken Justin David	BRACKEN	JUSTIN
23840470	Budd Tommy R	BUDD	TOMMY
23586347	Burgos Morakawa Walter Orlando	BURGOSMORAKAWA	WALTER
23022648	Canpolat Ezgi	CANPOLAT	EZGI
10870319	Chatterjee Nilanjana	CHATTERJEE	NILANJANA
23004655	Choi James	CHOI	JAMES
23128098	Christer Matthew Thomas	CHRISLER	MATTHEW
10850931	Collins John	COLLINS	JOHN
23006895	Coplin Jennifer Anne	COLPIN	JENNIFER
23470426	Crooks Misty A	CROOKS	MISTY
23046769	Cruz Margaret	CRUZ	MARGARET
11023933	Curtin Emily Jeanne	CURTIN	EMILY
10853617	Deboer Warren R	DEBOER	WARREN
23521854	DeLino Jennifer	DELEINO	JENNIFER
23001007	Elisha Qmri	ELISHA	QMRI
12118047	Eshak Agnes M	ESHAK	AGNES
12086881	Esposito Lauren A	ESPOSITO	LAUREN
23433415	Evans Katanna D	EVANS	KATARINA
23486184	Evans Paula	EVANS	PAULA

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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Room Characteristics Personalize | Find | View All First 1 of 1 Last

*Room Characteristic: 43 General Classroom (Default) Quantity: 1

Academic Shift Personalize | Find | View All First 1 of 1 Last

Academic Shift

8. Click the magnifying glass to the right of the “Emp Rcd#” value box to display all possible job values.

Meetings | Enrollment Cntrl | Exam

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Academic Shift

CUNYfirst
First-Step Curriculum & Services Tool

Favorites | Main Menu > Curriculum Management > Schedule of Classes > Schedule Class Meetings

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Academic Shift Personalize | Find | 1 of 1 Last

Academic Shift

Look Up Empl Rcd#

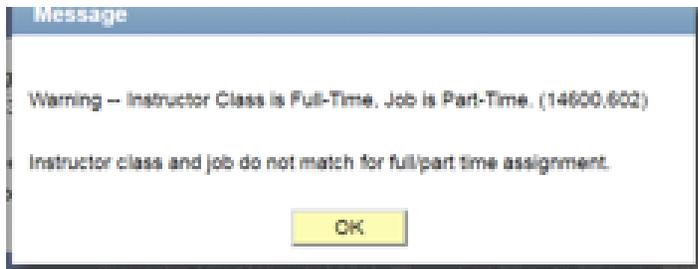
Empl ID: 23593951
Empl Rcd Nbr:
Department ID: begins with
Job Code: begins with

 [Basic Lookup](#)

Search Results View 100 First 1 of 1 Last

Empl Rcd Nbr	Business Unit	Department ID	Department	Job Code	Job Title	Organizational Relationship
0	QNS01	10015	Anthropology	300003	Adj Lecturer Emp	

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.



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