

Process Mnemonic : XFEM

Entering Faculty Employment Information

This tutorial covers step by step instructions for entering Faculty Employment Information in Colleague.

1. XFEM

Enter the process mnemonic, XFEM, for this process.



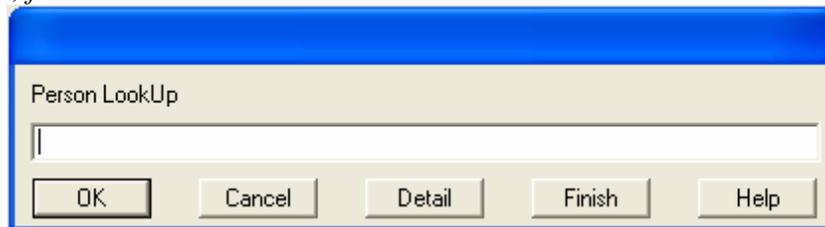
2. LookUp

At the Person LookUp prompt, enter the name, or ID of the Faculty Member. LookUp is not case-sensitive and can be entered in the following ways:

lastname

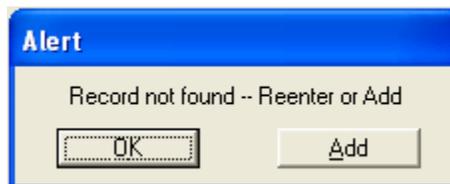
firstname lastname

lastname, firstname



3. Adding a Record

If no record exists for the name entered, click add to create a record for the Faculty Member.



This will bring up the NAE screen where the Last Name, First Name, and Middle Name should be entered. Update the screen to save the record, and the XFEM screen will return, with the name information entered.

*Be careful not to create duplicate records. If there is any doubt, call the Help Desk.

Emmanuel, Colin ID: 0269427

Prefix Person ID 0269427

Name LFM Emmanuel Colin

Suffix

Address 1

CSZ/Cnty

Res Cnty/

Country Source 1

Phone/Ext/Ty 1

Origin/Date

SSN

Birth Date Address Change

Ethnic/Gender Source

Mail Codes 1 Date

E-Mail Adr 1 By

Pref Name Colin Emmanuel

Mail Name 1 Colin Emmanuel

Other LFM 1

4. Existing Records

If the information entered in the LookUp matches any records, those records will appear in a resolution screen. The results can be scrolled through to find the correct record. Mark the box next to the record and click update, or type the corresponding number and hit Enter to open that record in the XFEM screen.

PERSON Lookup Screen
using PERSON, View: Combined

Seq	Name	Address	SSN
ID, Status (Reunion Class)			Entry Date
Source	(Birth Name)	Where Used	Birth Date
<input type="checkbox"/>	1: Emmanuel,		
	0081529		02/28/03
	P - Parent		
<input type="checkbox"/>	2: Emmanuel, Alicia	1100 West Chester Pike Apt L9	
	0213644	West Chester, PA 19382	09/24/03
	ST - Stude	APP,MAI	06/16/87
<input type="checkbox"/>	3: Emmanuel, Bryan		
	0269379		05/13/05
		APP	06/14/80
<input type="checkbox"/>	4: Emmanuel, Colin Matthew		
	0269403		06/23/05
	FAC - Facu	PER	

Controller LookUp Resolution Page 1/13
Seq Number, (F)lag, (V)iew, (S)ort/Select, (A)dd:

5. **SSN**

Enter the Social Security Number in the first field, SSN, which is required. Once entered, the numbers will be masked with ***_*_*_****.

XFEM-Faculty Employment Information

Faculty Employment Information
Emmanuel, Colin ID 0269403

Last Name Emmanuel SSN ***_*_*_****
 First Name Colin
 Middle Name Matthew

Hire Date	Stat	Category	Qual	Dept	Rank
1 06/08/05	C	Full time	ACA-Academ	DC	INS-Instru
2					

Contribution	Year	No.	Responsibility	Year	A	R	N	S	Comments
1 DPR -Disci	2005	2	1 UR -Teachi	2005	Y	Y	Y	Y	X
2			2 GR -Teachi	2004	N	N	N	N	X

Faculty Education					
Degree	Date	Discipline	Terminal	Highest	Other
1 MBA	2005	ELG-Electrical	Y	MBA	
2 BFA	2000	ELG-Electrical	N		

6. **Hire Status**

Enter a Hire Status in the Stat field as well as the corresponding Hire Date, Category, Qualification, Department and Rank. The date can be entered manually as shown or by using the calendar key to the right of the field.

*Valid entries for each field are displayed by clicking the arrow key to the right of the field. Valid entries for the Dept field are displayed by entering “...” in the field and hitting the Enter key.

Hire Date	Stat	Category	Qual	Dept	Rank
1 06/08/05	C	Full time	ACA-Academ	DC	INS-Instru
2					

7. **Contribution**

Enter Contributions and there corresponding Years, and No. of duplicate Contributions for that Year.

Contribution	Year	No.	Responsibility	Year	A	R	N	S	Comments
1 DPR -Disci	2005	2	1 UR -Teachi	2005	Y	Y	Y	Y	X
2			2 GR -Teachi	2004	N	N	N	N	X

8. Responsibility

Enter Responsibilities and their corresponding Year, A, R, N, S, and Comments. (Y)es or (N)o are valid entries for the (A)dmministrative, (R)esearch, (N)on-Credit Teaching, and (S)ervice fields. The Comments field is marked with an (X) when a comment is present. To create or modify a comment, click the Drill Down key to the right of the Comments field.

Contribution	Year	No.	Responsibility	Year	A	R	N	S	Comments
1 DPR -Disci	2005	2	UR -Teachi	2005	Y	Y	Y	Y	X
2			GR -Teachi	2004	N	N	N	N	X

9. Faculty Education

Enter Degrees and their corresponding Dates and Disciplines as well as whether or not the Degree is Terminal. The highest entered degree will appear in the Highest field. This field can be overwritten if a non PHD, MA, BA or AS is higher than what already resides in that field. Entering a new Degree will refresh this field with the new Highest degree unless a non PHD, MA, BA or AS is already present in that field.

Faculty Education						Other
Degree	Date	Discipline	Terminal	Highest		
1 MBA	2005	ELG-Electrical	Y	MBA		
2 BFA	2000	ELG-Electrical	N			

10. Other

Faculty Education						Other
Degree	Date	Discipline	Terminal	Highest		
1 MBA	2005	ELG-Electrical	Y	MBA		
2 BFA	2000	ELG-Electrical	N			

The Other field makes the options available to update the NAE screen, add Faculty Workload information, and add Valid Degrees for use with the Degree. To access these options, use the Drill Down key to the right of the field. In the window prompt, type the mnemonic of your choice and click OK or double click on your choice.

MENU

Select Item

- NAE - Name and Address Entry...
- ODEG - Other Degrees...
- PWKL - Faculty Workload...
- XAFE - Additional Faculty Emp. Info...

Selected Item

A. NAE

The NAE screen is the same as above and allows updates to information about a Person, such as last name and first name.

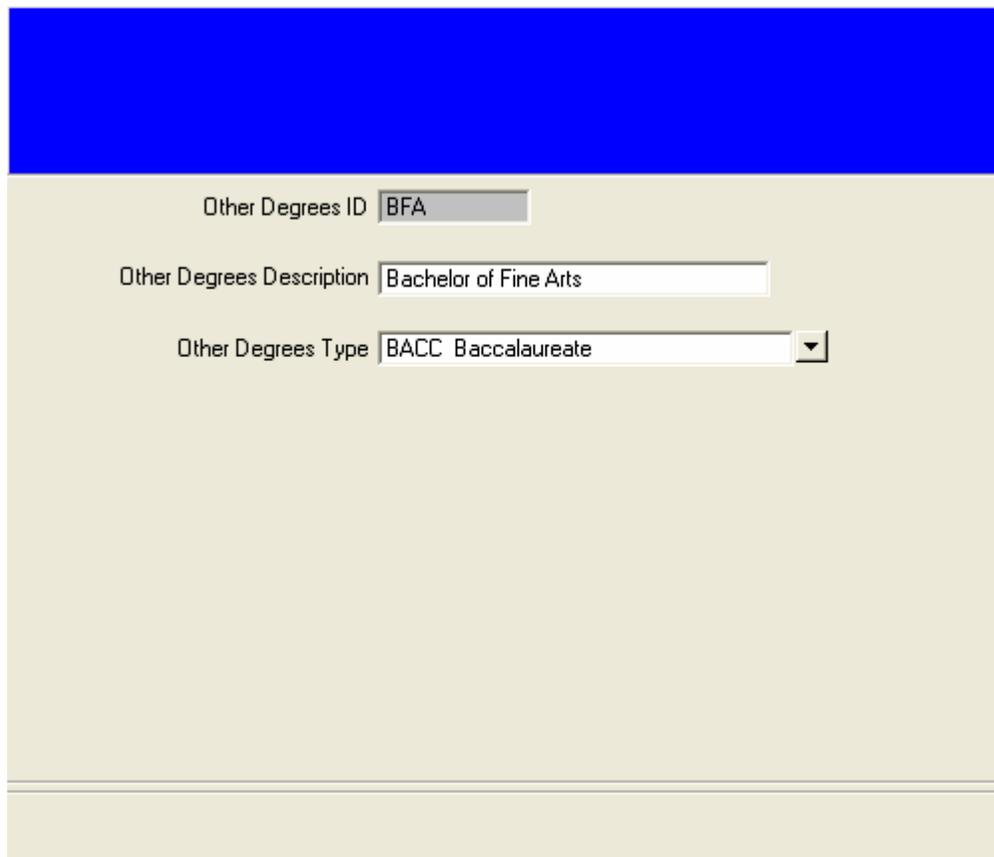
B. ODEG

The Other Degrees screen begins with a LookUp for Other Degrees. Enter the desired degree, and if it does not exist, there is an option to add it. If there are any matches for that degree, they will appear in a resolution screen from which one may be selected.

*Be careful not to create duplicates. To check current Other Degrees, type “...” and click OK to display them in a resolution screen.



The Other Degrees screen has fields for ID, Description, and Type. Examples of proper information entered in these fields can be seen by opening an existing Other Degrees record. These records can be accessed by using the LookUp and entering “...” as described above.



C. FWKL

The Faculty Work Load screen allows entry of Start and End Dates. Data for the Course field must be added in the SECT (Sections) screen. Data for the Activity field must be added in the COAA (Campus Org Advisor Assignment) screen. These can be accessed by using their respective mnemonics.

Emmanuel, Colin M. ID: 0269403 SSN: 345-67-8912 Faculty

Start/End Date [] []

Instructional Workload

Course	Start Date	End Date	Load
1			
2			
3			
4			
5			

Non-Instructional Workload

Activity	Start Date	End Date	Load
1			
2			
3			
4			
5			

Load 0.00

Load 0.00

Total Load 0.00

D. XAFE

The Additional Faculty Emp. Information screen includes extended information for the current Faculty.

Primary Dept []

Other Dept

1									
2									

Contract [] Mos. [] Start.Date [] End.Date []

Comments

Print [] Non.Print []

Department LookUp

i. **Primary Dept**

Enter the Primary Dept for the Faculty as well as any Other Dept with which the Faculty is associated.



A screenshot of a form titled "Primary Dept". It contains two rows of input fields. The first row has a label "Primary Dept" and a text box containing "DC". The second row has a label "Other Dept" and two text boxes: the first contains "1" and "BA", and the second contains "2" and "TM".

ii. **Course**

This window consists of Term specific Course information for the Faculty. Enter a valid Term first. Next enter a valid Course or type "...". Hit Enter to use the LookUp to find a valid Course. For the Section field LookUp can also be used which lists valid Sections for the corresponding Term and Course. The Section Field requires a Course entry and the Course Field requires a Term entry. Enter the Salary and Stipend corresponding with that data as well as any preferred Days of the week, Start Time and End Time. The Mt field will display an 'X' if a Section is entered and clicking the Drill Down button next to it will display the Meeting Times for that Section. Enter a 'Y' or 'X' in the Cancel field if this instructor is no longer teaching this section.

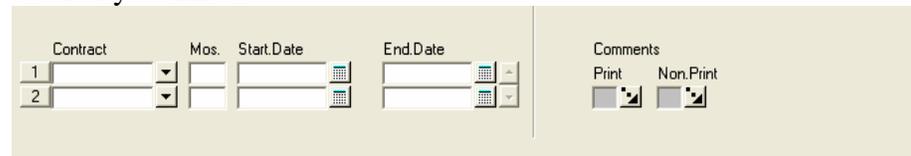
· To delete a Course or Section entry, press CTRL+D or click File->Field Delete



A screenshot of a form titled "Course". It has two rows of input fields. The first row has labels "Term", "Course", "Section", "Salary", "Stipend", "Mt", "Days", "St.Time", "Ed.Time", and "Cancel". The second row has corresponding input boxes. The "Salary" and "Stipend" fields have calculator icons. The "Mt" field has a grid icon. The "Days" field has a dropdown arrow. The "Cancel" field has a dropdown arrow.

iii. **Contract**

Enter the type of contract, the number of Months for which that contract is for, and the Start Date. The End Date will generate automatically based on the Start Date and the Months entered. The End Date can be overwritten, however, if the Start Date is re-entered, and there is a number entered for Months, the End Date will re-generate. Also, any comments may be added in the comments fields. There is a field for Printable comments and one for Non-Printable comments. Click the Drill Down button next to the appropriate field to enter any comments.



A screenshot of a form titled "Contract". It has two rows of input fields. The first row has labels "Contract", "Mos.", "Start.Date", "End.Date", "Comments", "Print", and "Non.Print". The second row has corresponding input boxes. The "Contract" field has a dropdown arrow. The "Start.Date" and "End.Date" fields have calendar icons. The "Comments" field has a grid icon. The "Print" and "Non.Print" fields have grid icons.

11. **Finishing Up**

Once the Other field is completed a window prompt appears requesting for either Update, Cancel or Return.



If all of the information is complete and correct, click Update. If the information should not be saved, click Cancel. If information needs to be added or changed, click Return.

*Return may be used if the Other field was accessed to add another degree type and that type needs to be added to the Degree field in XFEM before saving.

Once Update is clicked, the information is saved and can be accessed for updates by typing the XFEM mnemonic using the LookUp prompt.