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 entered in the following ways:
   - lastname
   - firstname lastname
   - lastname, firstname

3. **Adding a Record**
   If the 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.
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.
5. **SSN**

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

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.

7. **Contribution**

Enter Contributions and their corresponding Years, and No. of duplicate Contributions for that Year.
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)dministrative, (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.

<table>
<thead>
<tr>
<th>Contribution</th>
<th>Year</th>
<th>No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPR-Admin</td>
<td>2005</td>
<td>2</td>
</tr>
<tr>
<td>BF-Teach</td>
<td>2004</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Date</th>
<th>Discipline</th>
<th>Terminal</th>
<th>Highest</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA</td>
<td>2005</td>
<td>ELG Electrical</td>
<td>Y</td>
<td>MBA</td>
</tr>
<tr>
<td>BFA</td>
<td>2000</td>
<td>ELG Electrical</td>
<td>N</td>
<td>MBA</td>
</tr>
</tbody>
</table>

10. **Other**
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.
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.

D. XAFE
The Additional Faculty Emp. Information screen includes extended information for the current Faculty.
i. **Primary Dept**
Enter the Primary Dept for the Faculty as well as any Other Dept with which the Faculty is associated.

![Primary Dept Table]

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 “…” and 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

![Course Table]

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.

![Contract Table]

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.