
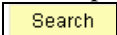



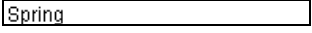



PATFABU Credits - Additional

1.	Click the University of Maine System link. 
2.	Click on HRMS .
3.	Click the Part-Time Faculty link.
4.	To Search for an existing employee record, enter EmplID, Name or Last Name. Drop-down menus can be used to select 'begins with', 'contains', etc. to assist in locating an employee. The more information that is entered, the narrower the search and the shorter the search results list for review.
5.	Click the Search button or click Enter key to continue. If multiple employee records are listed, click on the appropriate employee record to continue. 
6.	If an employee has Part-Time Faculty records with more than one Business Unit. The first Business Unit <u>numerically</u> will be the panel displayed. Click the Show next row button to find the correct Business Unit panel. If this is the first time that this employees will earn service credits at your campus, see <i>PATFABU Credits New</i> process 
7.	Click the Plus (+) key to add a new row. 
8.	Click the dropdown arrow to select from the Semester list. 
9.	Select the appropriate semester from list. NOTE: Only Spring and Fall semesters are included in the list. No service credits are earned for teaching assignments in summer, winter or May term. 
10.	Enter the appropriate Calendar Year field.
11.	Enter the number of course credits taught for this semester in the Course Credits field.
12.	Enter the number of courses taught for this semester in the Courses Taught field.
13.	Edit the total number of service credits earned for this Business Unit into the Service Credits field. .
14.	Only one service credit can be earned per semester per year regardless of the number of courses or credit hours taught.

Quick Guide



15.	Click the Save button. 
16.	End of Procedure.