PATFABU Credits - New

1. Click the University of Maine System link.

2. Click the HRMS link.

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.

   NOTE: If multiple employee records are listed, click on the appropriate record to continue.

6. Click the Look up Business Unit button.

7. Click an entry in the Business Unit column.

   NOTE: This step is not necessary if correct Business Unit is displayed when panel is opened.

8. Click the Drop-down Arrow to select from the Semester list.

9. Select the appropriate semester from the list. Only Spring and Fall semester teaching assignments are eligible to earn a service credit.

10. Enter the appropriate Calendar Year in field.

11. Enter the number of course credits for this semester into the Course Credits field.

12. Enter the number of courses taught for this semester into the Courses Taught field.

13. Only one service credit is earned per Business Unit per semester per year regardless of the number of courses taught in that semester.

   Enter the number of service credits earned into the Service Credits field.

14. Click the Save button.

15. End of Procedure.