



<b>File Name</b>	<b>PATFABU Credits - Additional.doc</b>
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## **PATFABU Credits - Additional**

### **Trigger:**

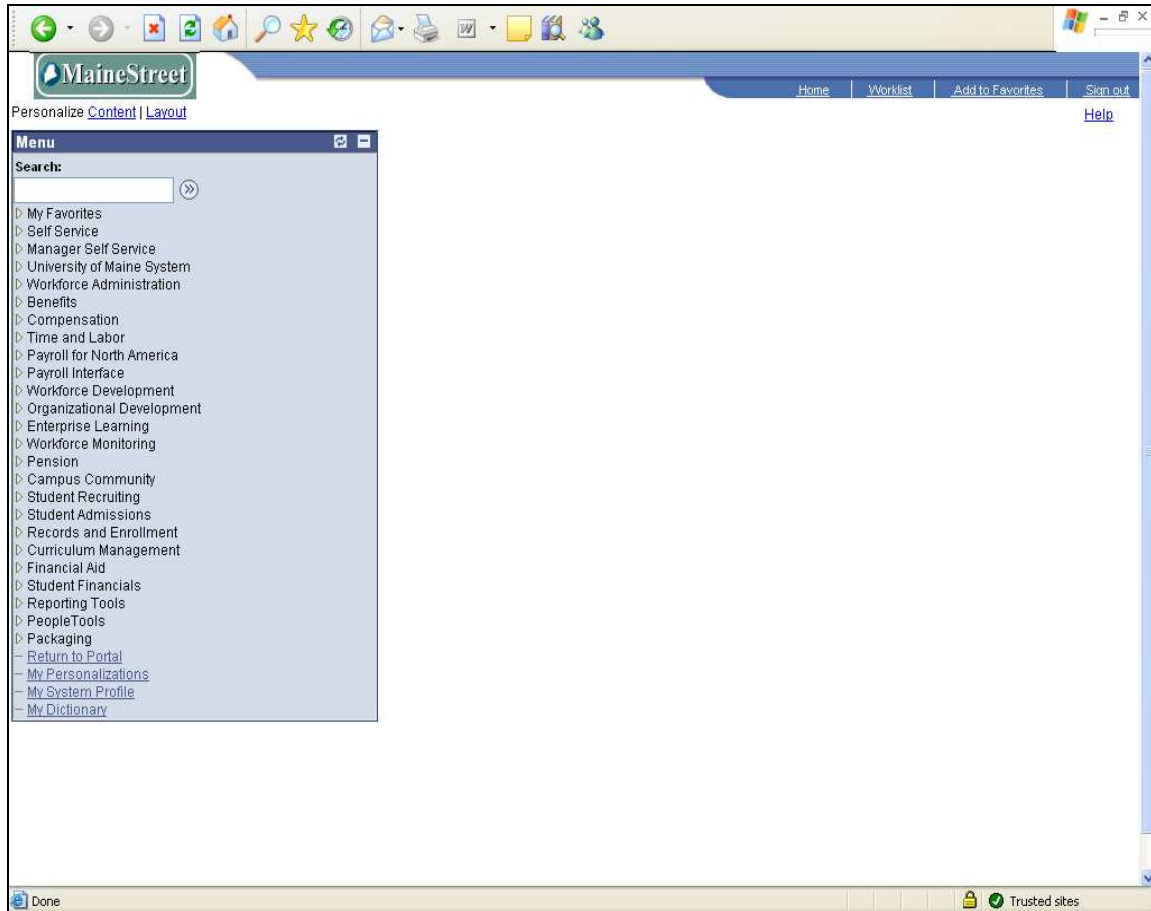
### **Concept**

PATFA service credits are tracked for part-time faculty employees by semester and year. The PATFABU information should be set up at the beginning of the semester when the job row is set up for the employee.

Service Credits are only earned for Spring and Fall semester teaching assignments.

For full-time employees who are teaching classes in addition to their regular full-time job, see the Additional Pay - Overload Teaching process.

## Procedure

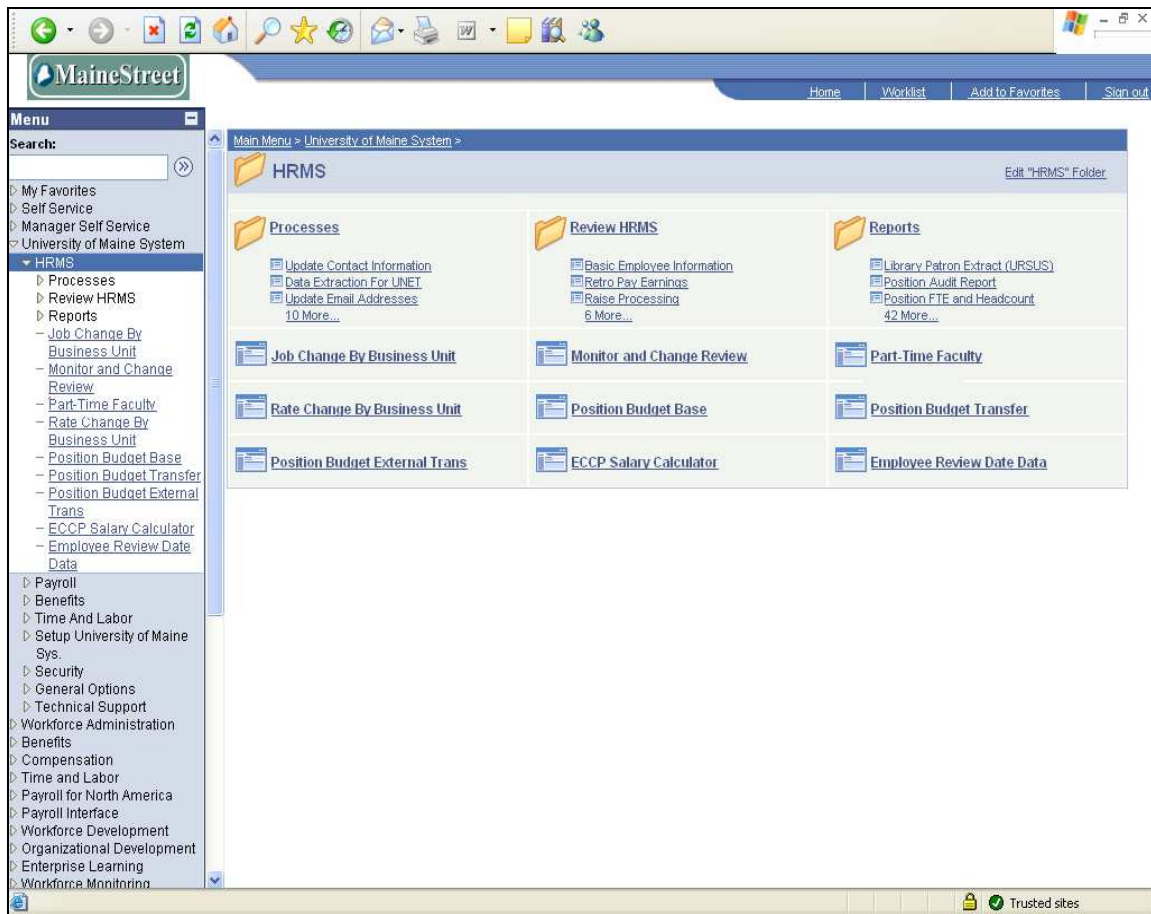


- | Step | Action   |
|------|--|
| 1.   | Click the <b>University of Maine System</b> link.<br><input type="text" value="▷ University of Maine System"/> |
| 2.   | Click on <b>HRMS</b> .   |



# Process Document

## HRMS: PATFABU Credits - Additional



Step	Action
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- |    |  |
|----|--|
| 3. | Click the <b>Part-Time Faculty</b> link. |
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The screenshot shows a web browser window with the MaineStreet logo in the top left. The page title is "Part-Time Faculty". Below the title, there is a search instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." A section titled "Find an Existing Value" contains a search form with the following fields:

- EmplID: begins with [dropdown] [text box]
- Name: begins with [dropdown] [text box]
- Last Name: begins with [dropdown] [text box]
- Second Name: begins with [dropdown] [text box]
- Alternate Character Name: begins with [dropdown] [text box]
- Middle Name: begins with [dropdown] [text box]

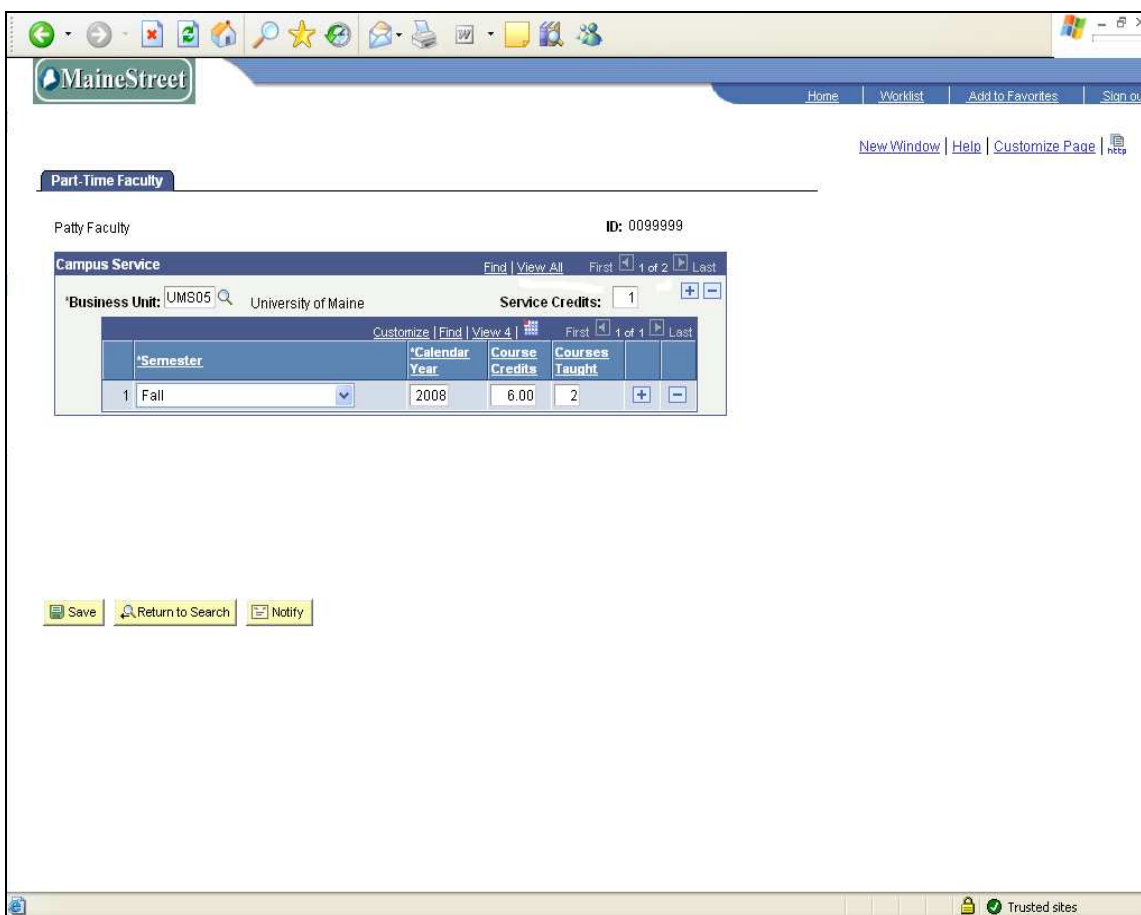
Below the fields is a checkbox for "Case Sensitive". At the bottom of the form are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". The browser's address bar shows "Done" and "Trusted sites".

Step	Action
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- |    |   |
|----|---|
| 4. | To <b>Search</b> 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 <b>Search</b> button or click Enter key to continue.  |

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

**Search**



### Step Action

6. If an employee has Part-Time Faculty records with more than one Business Unit. The first Business Unit numerically 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 [PATFABU Credits New](#) 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.

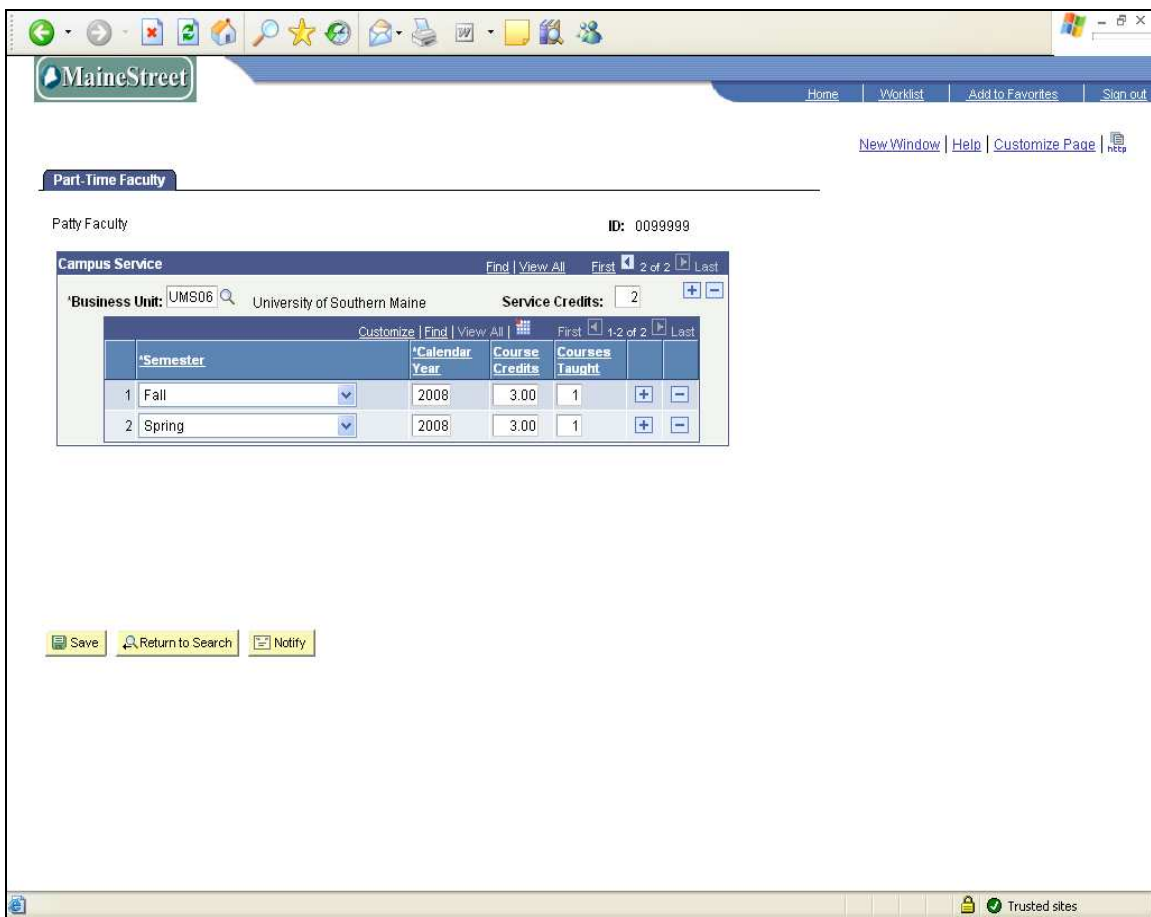
NOTE: Only Spring and Fall semesters are included in the list. No service credits are earned for teaching assignments in summer, winter or May term.

Spring



Step	Action
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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.



Step	Action
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14. Only one service credit can be earned per semester per year regardless of the number of courses or credit hours taught.



- | <b>Step</b> | <b>Action</b>  |
|-------------|--|
| 15.         | Click the <b>Save</b> button.<br> |
| 16.         | <b>End of Procedure.</b>   |