



File Name	PATFABU Credits - New.doc
Document Created	12/4/2008
Last Changed by	Ann M. Flood
Status	Final

PATFABU Credits - New

Concept

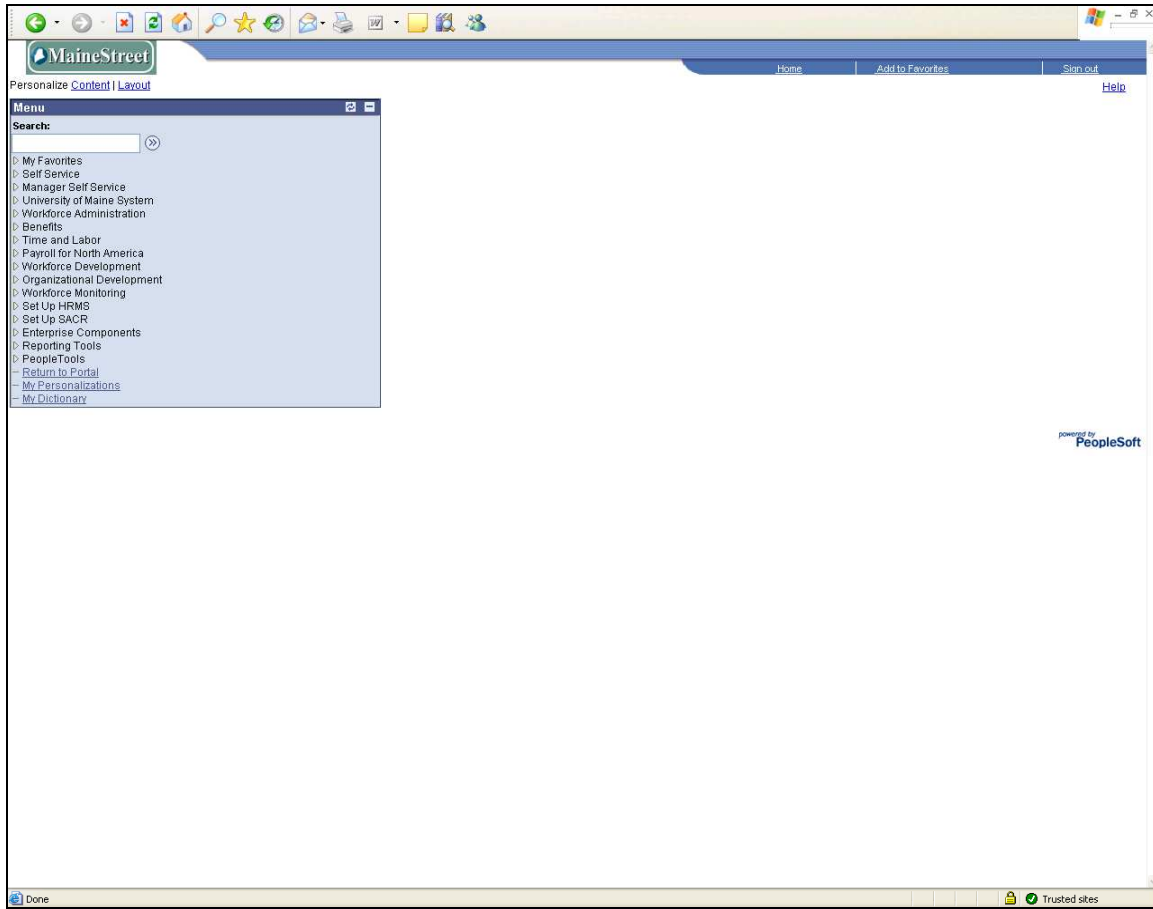
PATFA service credits are tracked for part-time faculty employees by semester and year. The PATFABU information should be set up at the beginning of the semester when the job row is set up for the employee.

Service credits are only earned for teaching assignments in the Spring and Fall semesters.

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



Navigation:

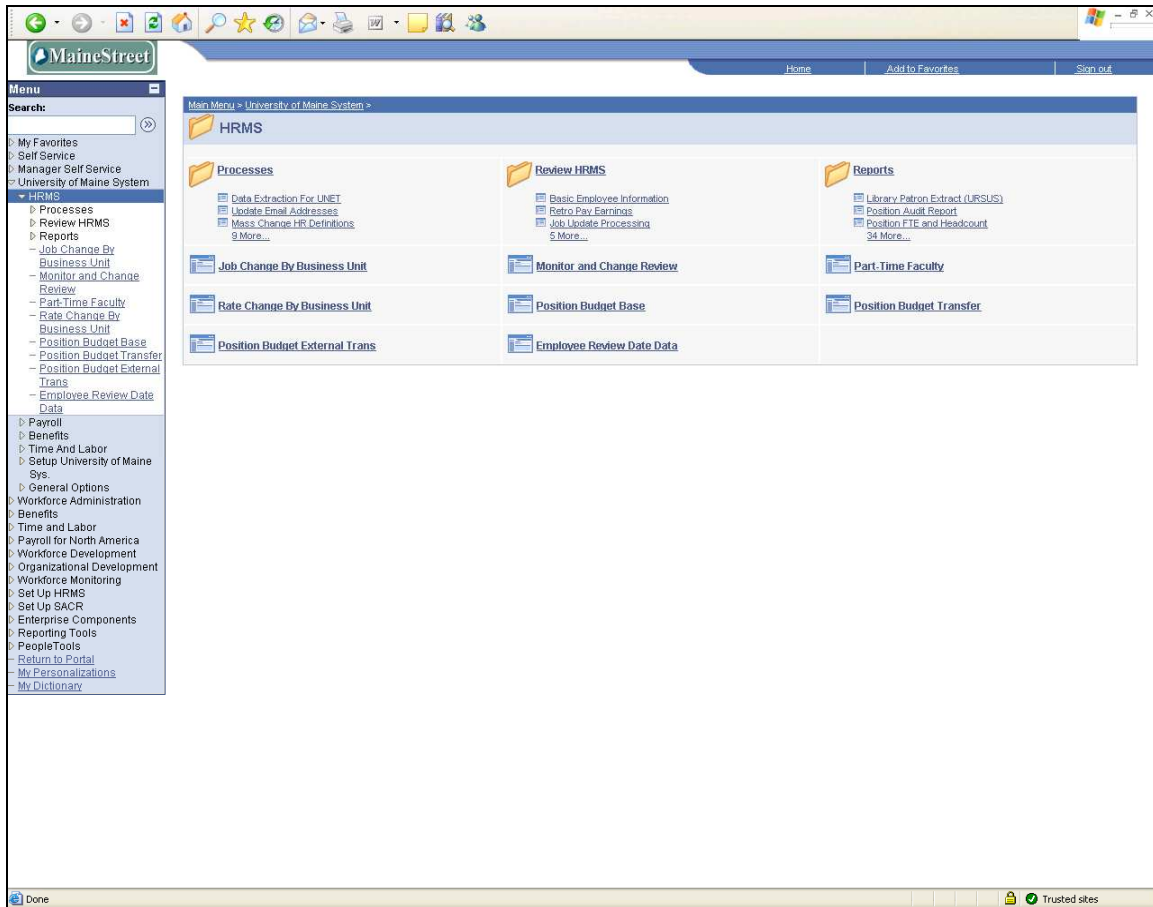


- | Step | Action |
|------|---|
| 1. | Click the University of Maine System link.
▶ University of Maine System |
| 2. | Click the HRMS link.
▶ HRMS |



Process Document

HRMS: PATFABU Credits - New



Step	Action
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| 3. | Click the Part-Time Faculty link. |
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Procedure:

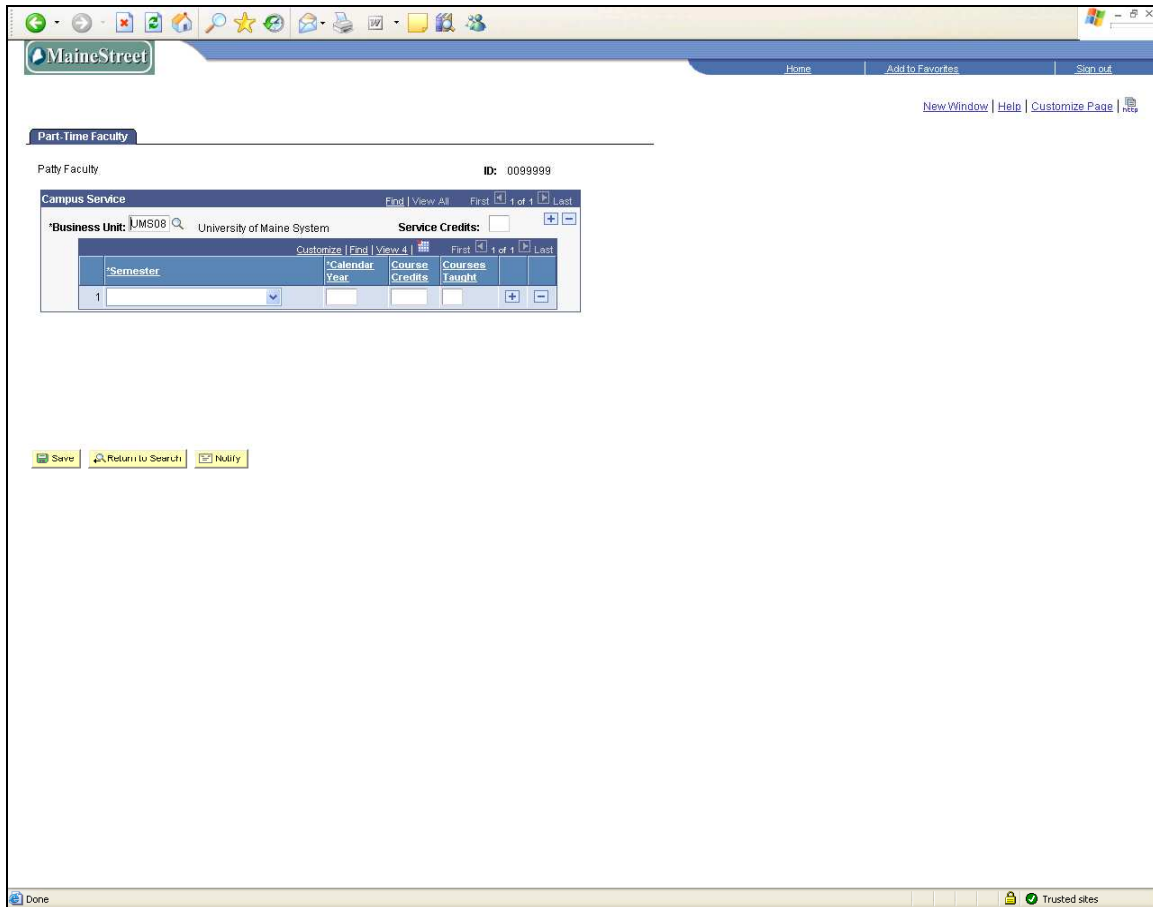
The screenshot shows a web browser window with the MaineStreet logo in the top left. The page title is "Part-Time Faculty". Below the title, there is a search instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." A section titled "Find an Existing Value" contains several search criteria: "EmplID:", "Name:", "Last Name:", "Second Name:", "Alternate Character Name:", and "Middle Name:". Each criterion has a dropdown menu set to "begins with" and an adjacent text input field. There is also a checkbox for "Case Sensitive". At the bottom of the search section, there are buttons for "Search" and "Clear", along with links for "Basic Search" and "Save Search Criteria". The browser's address bar shows "Done" and "Trusted sites".

Step	Action
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| 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.

Search



Step	Action
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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.

UMS08

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.

Spring

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.

Process Document

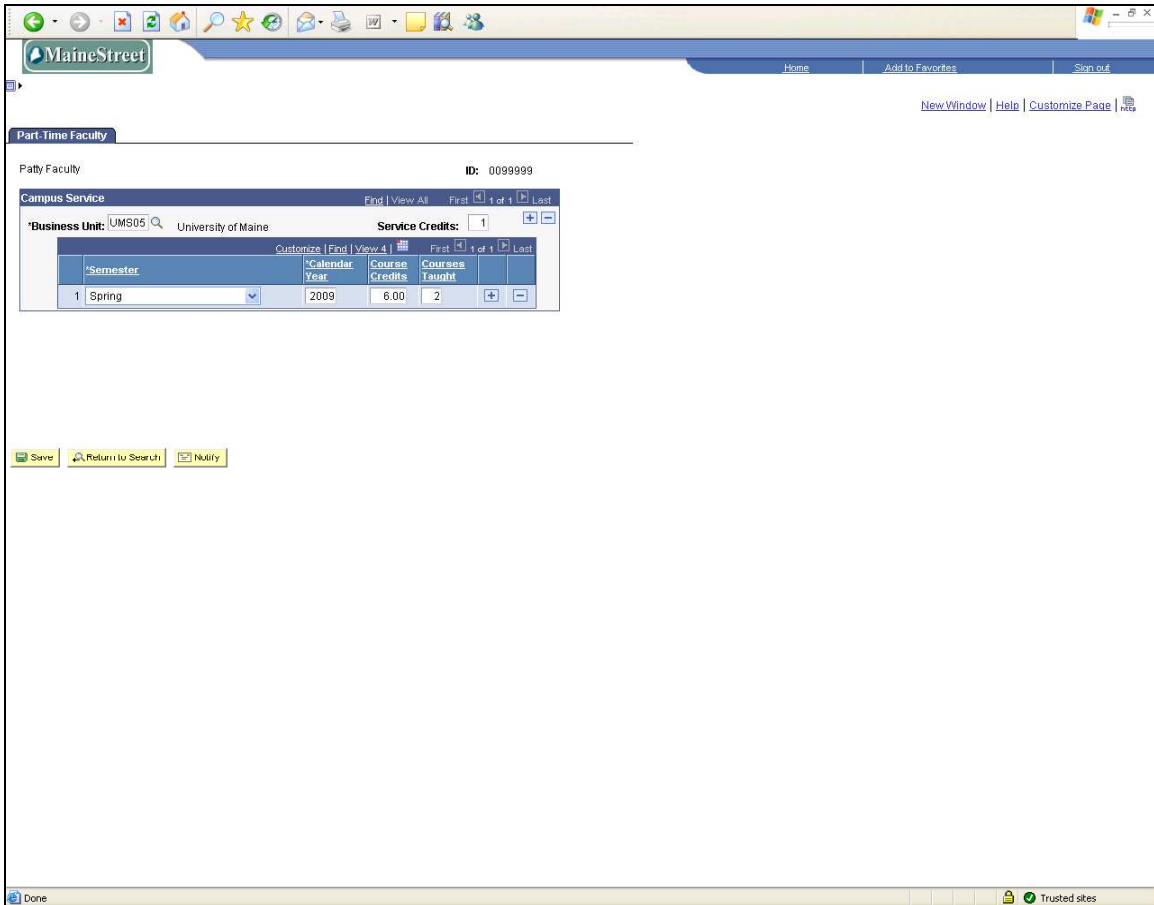
HRMS: PATFABU Credits - New



Step	Action
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| 13. | Only one service credit is earned per Business Unit per semester per year regardless of the number of courses taught in that semester. |
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Enter the number of service credits earned into the **Service Credits** field.



Step	Action
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| 14. | Click the Save button. |
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| 15. | End of Procedure. |
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