



<b>File Name</b>	<b>PATFABU Credits - Additional_BUSPROC.doc</b>
<b>Version</b>	<b>8.9</b>
<b>Document Created</b>	<b>11/18/2009</b>
<b>Date Modified</b>	<b>11/18/2009</b>
<b>Last Changed by</b>	<b>Ann M. Flood</b>
<b>Status</b>	<b>DRAFT</b>

## **PATFABU Credits - Additional**

### **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.

### **Additional Information (11/18/09 e-mail from April Strowbridge):**

This is a follow-up to my November 2, 2009 email regarding PATFA who may be eligible for benefits.

Answers to questions that were asked:

1. Service units are not earned/credited until the end of the semester although they should be entered in MaineStreet at the beginning of the semester. Benefits eligibility is based on the prior semester's accumulation of service units AND teaching of at least 2 courses in the current semester.
2. If a full-time faculty member retires and then is rehired as PATFA, we should start counting the service units at time of rehire and PATFA benefits eligibility will be based on PATFA service units. (unless specifically grandfathered under the AFUM contract)
3. If a PATFA employee has taught at 2 campuses and is currently teaching at the secondary campus when they become benefits-eligible, that secondary campus should 1) do the appropriate data entry to update benefits eligibility status, 2) inform the employee by providing a personal enrollment form and 3) notify the primary campus accordingly.

## Process Document

### HRMS: PATFABU Credits - Additional

---



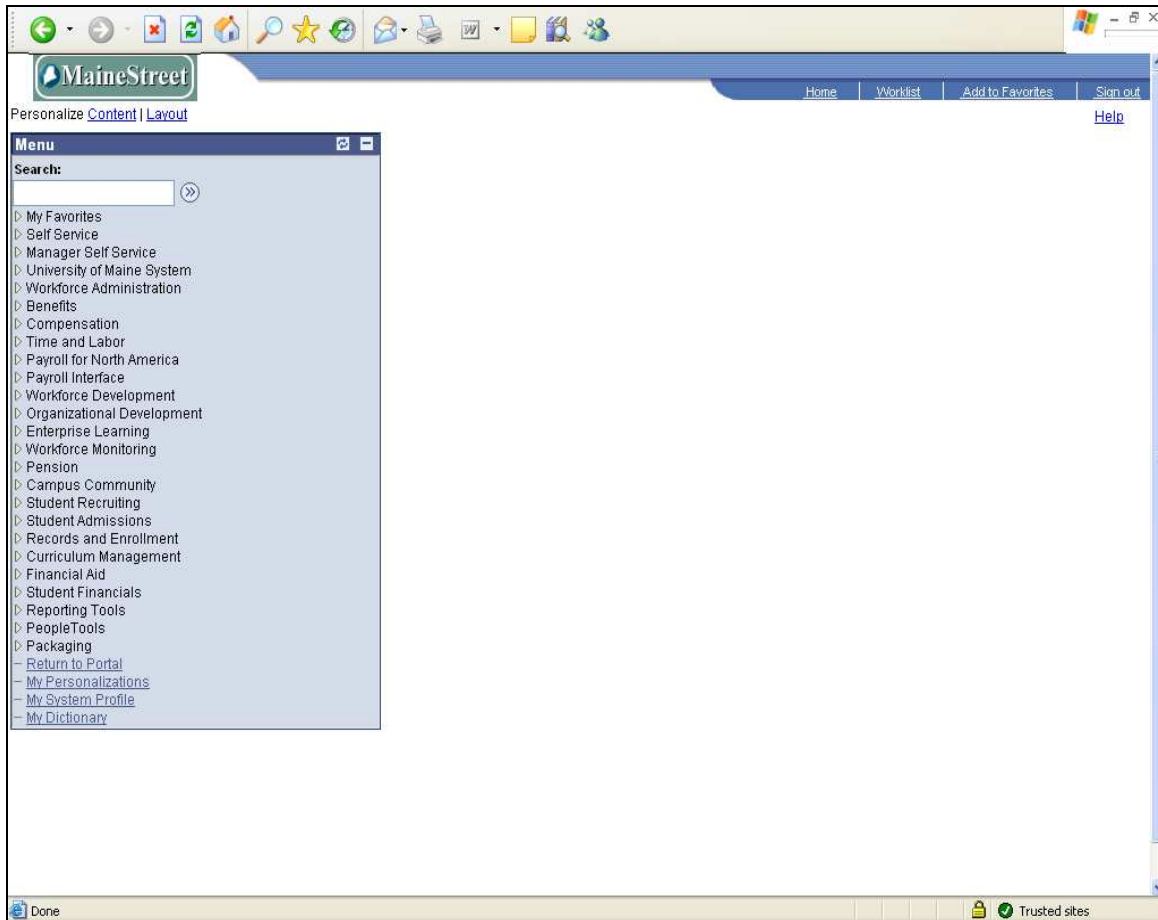
4. The employee does not need to provide written notice of their intent to enroll in benefits but rather we should notify them that they are eligible by providing a personal enrollment form.

Please refer to: <http://www.maine.edu/pdf/UsingUPK.pdf>

Please refer to: [http://www.maine.edu/pdf/PATFABUCredits\\_Additional.pdf](http://www.maine.edu/pdf/PATFABUCredits_Additional.pdf)

Please refer to: [http://www.maine.edu/pdf/PATFABUCreditsAdditional\\_QG.pdf](http://www.maine.edu/pdf/PATFABUCreditsAdditional_QG.pdf)

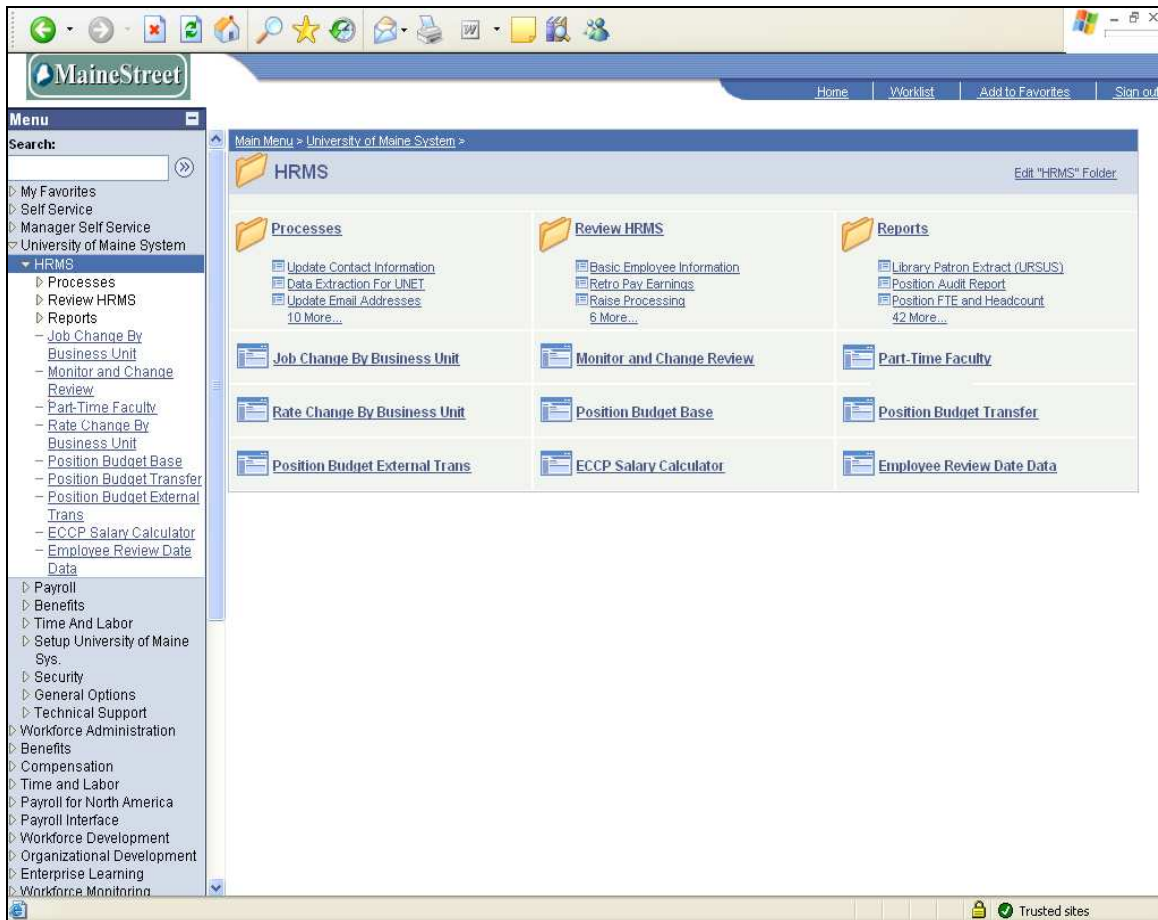
### Procedure



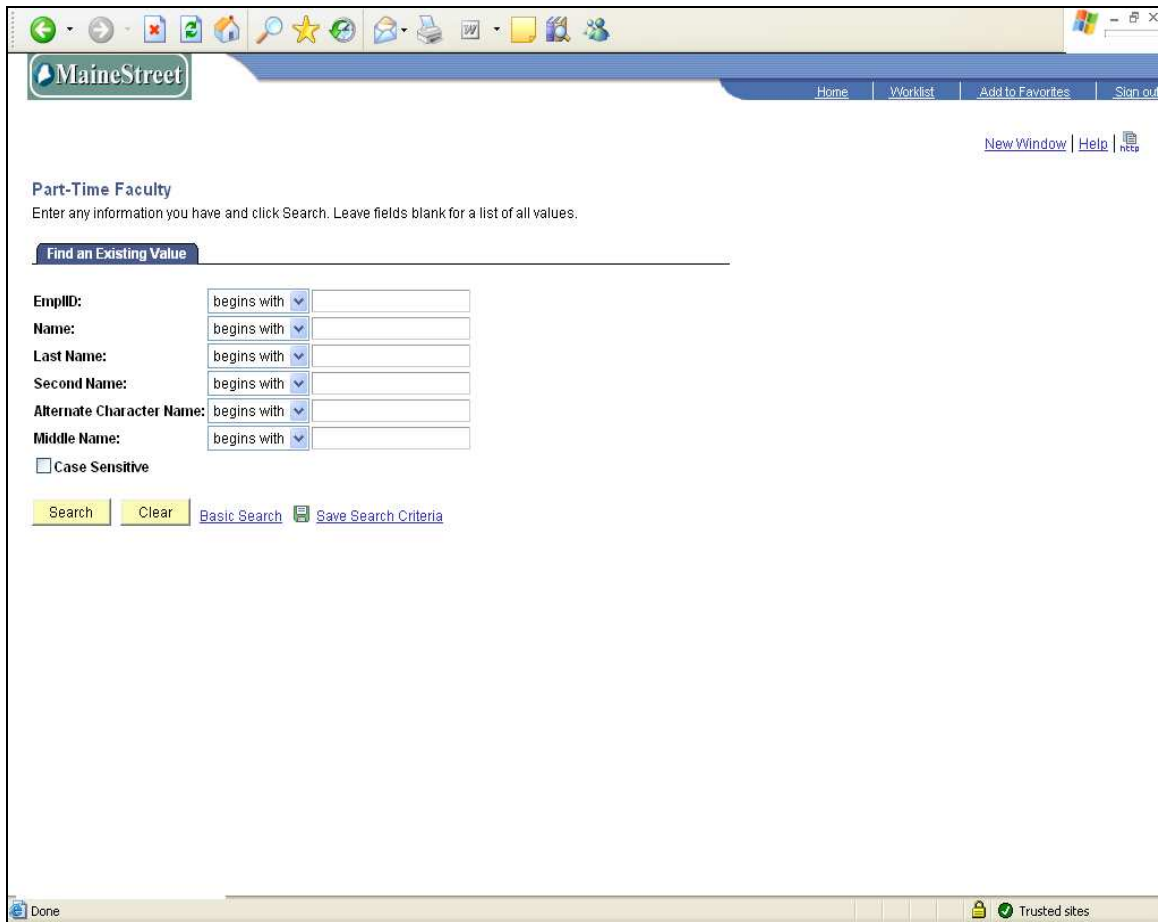
- | Step | Action   |
|------|--|
| 1.   | Click the <b>University of Maine System</b> link.<br><input type="text" value="▷ University of Maine System"/> |
| 2.   | Click on <b>HRMS</b> .   |

# Process Document

## HRMS: PATFABU Credits - Additional



- | Step | Action                                   |
|------|--|
| 3.   | Click the <b>Part-Time Faculty</b> link. |



The screenshot shows a web browser window displaying the MaineStreet HRMS interface. The page title is "Part-Time Faculty". Below the title, there is a search form with the following fields and options:

- EmpID:** begins with [dropdown] [text input]
- Name:** begins with [dropdown] [text input]
- Last Name:** begins with [dropdown] [text input]
- Second Name:** begins with [dropdown] [text input]
- Alternate Character Name:** begins with [dropdown] [text input]
- Middle Name:** begins with [dropdown] [text input]
- Case Sensitive

At the bottom of the search form, there are buttons for "Search" and "Clear", and links for "Basic Search" and "Save Search Criteria".

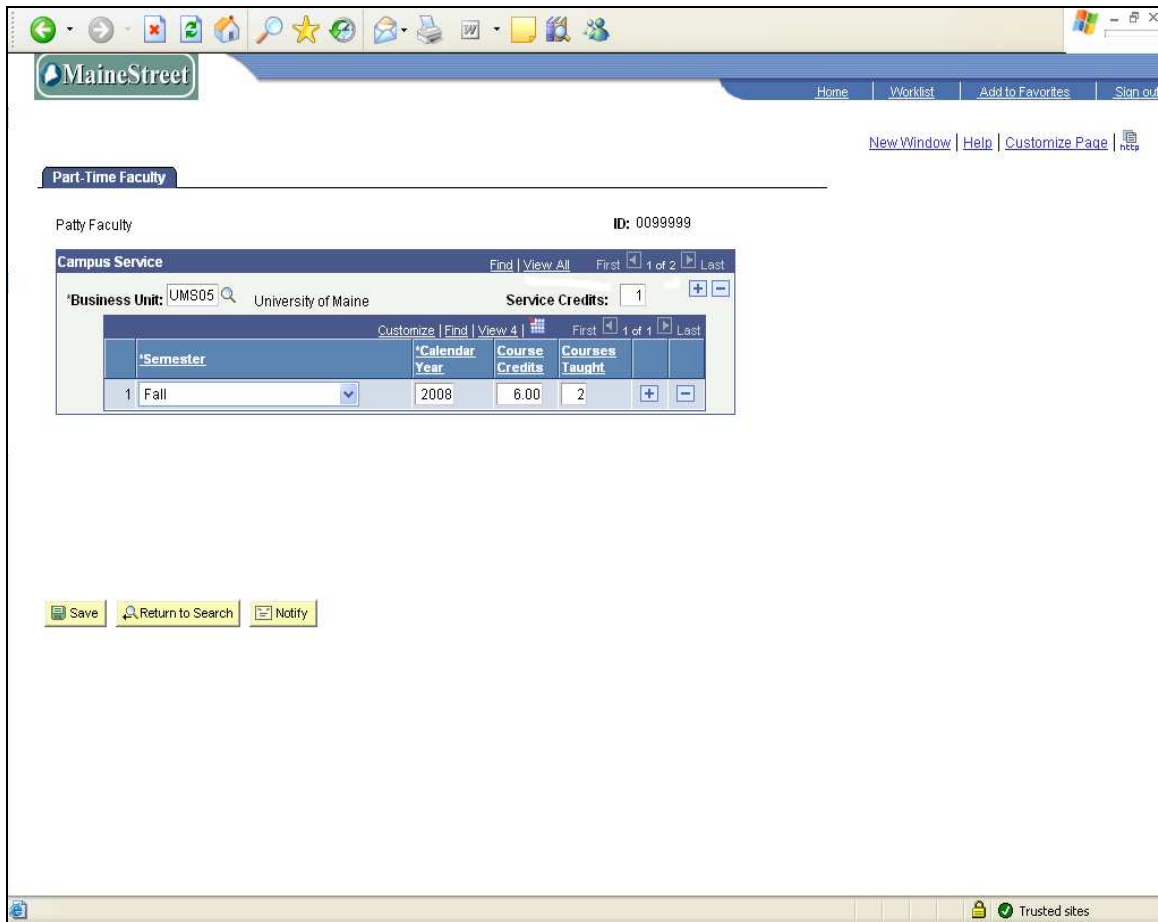
Step	Action
------	--------

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 <u>numerically</u> will be the panel displayed.
----	--

If this is the first time that this employees will earn service credits at your campus, see PATFABU Credits New process



7.	Click the <b>Plus (+) key</b> to add a new row.
----	---



8.	Click the dropdown arrow to select from the <b>Semester</b> list.
----	---

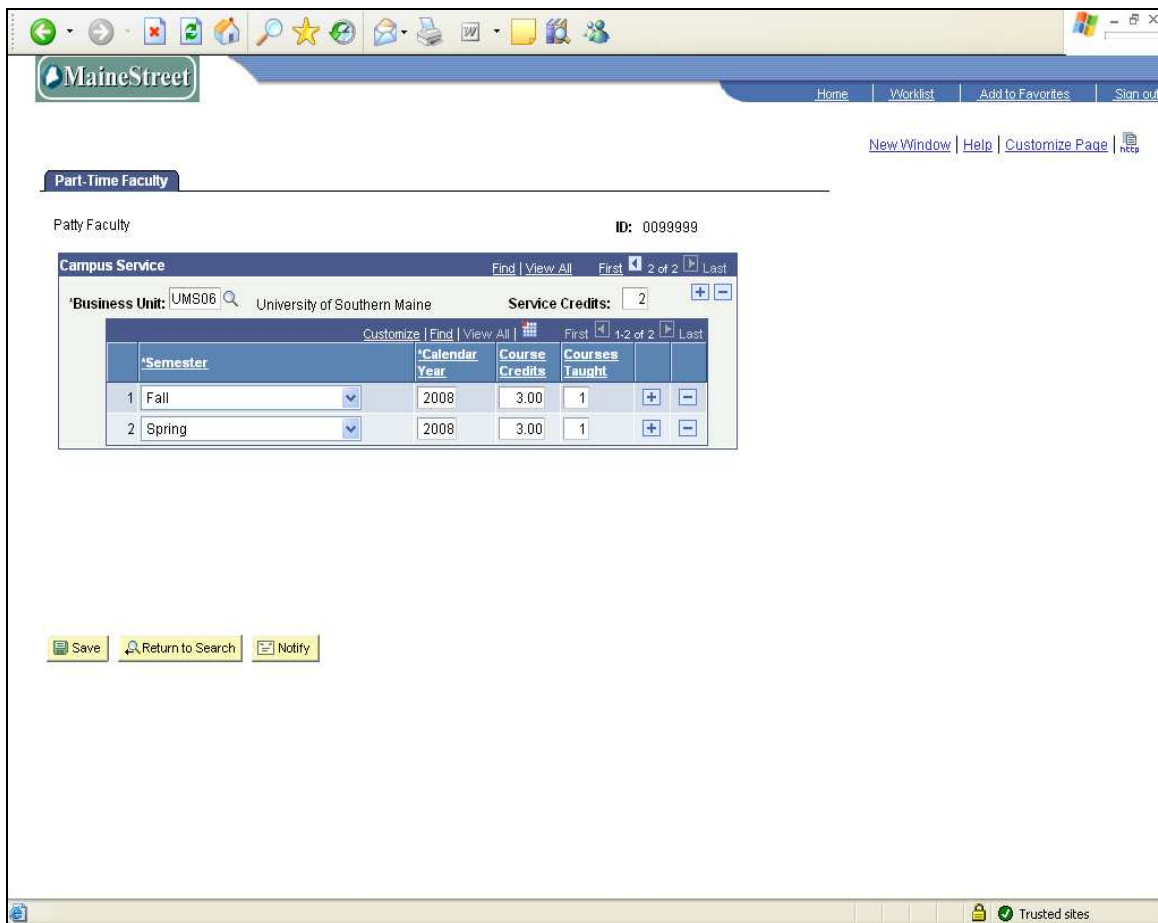


9.	Select the appropriate semester from list.
----	--

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.

Fall

Step	Action
10.	Enter the appropriate <b>Calendar Year</b> field.
11.	Enter the number of course credits taught for this semester in the <b>Course Credits</b> field.
12.	Enter the number of courses taught for this semester in the <b>Courses Taught</b> field.
13.	Edit the total number of service credits earned for this Business Unit into the <b>Service Credits</b> field.



Part-Time Faculty


Patty Faculty ID: 0099999

Campus Service Find | View All First 2 of 2 Last

\*Business Unit: UMS06 University of Southern Maine Service Credits: 2

*Semester	*Calendar Year	Course Credits	Courses Taught
1 Fall	2008	3.00	1
2 Spring	2008	3.00	1

Save Return to Search Notify

Step	Action
14.	Only one service credit can be earned per semester per year regardless of the number of courses or credit hours taught.
15.	Click the <b>Save</b> button. 

**Process Document**  
**HRMS: PATFABU Credits - Additional**



---

Step	Action
16.	<b>End of Procedure.</b>