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## 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.

### **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.
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.

## Process Document

### HRMS: PATFABU Credits - New

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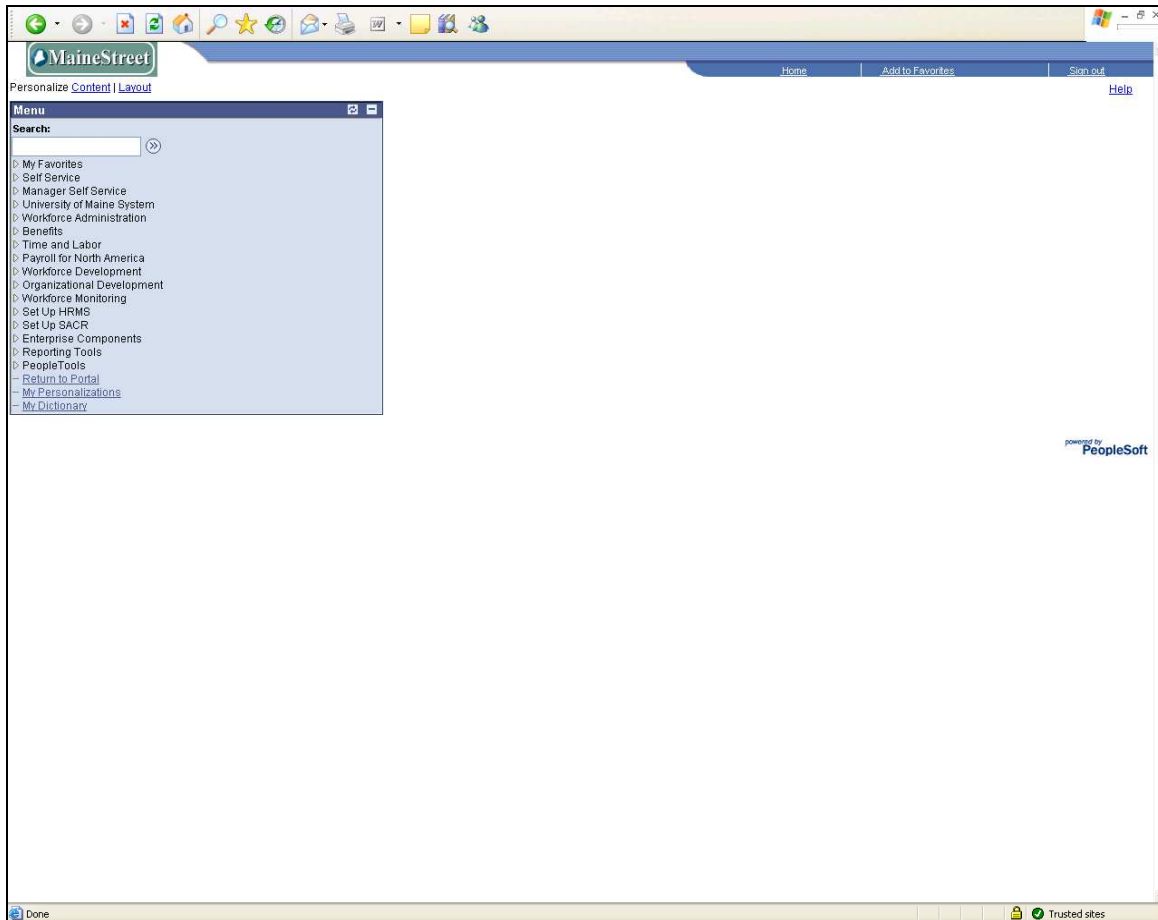


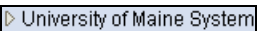

Please refer to: <http://www.maine.edu/pdf/UsingUPK.pdf>

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

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

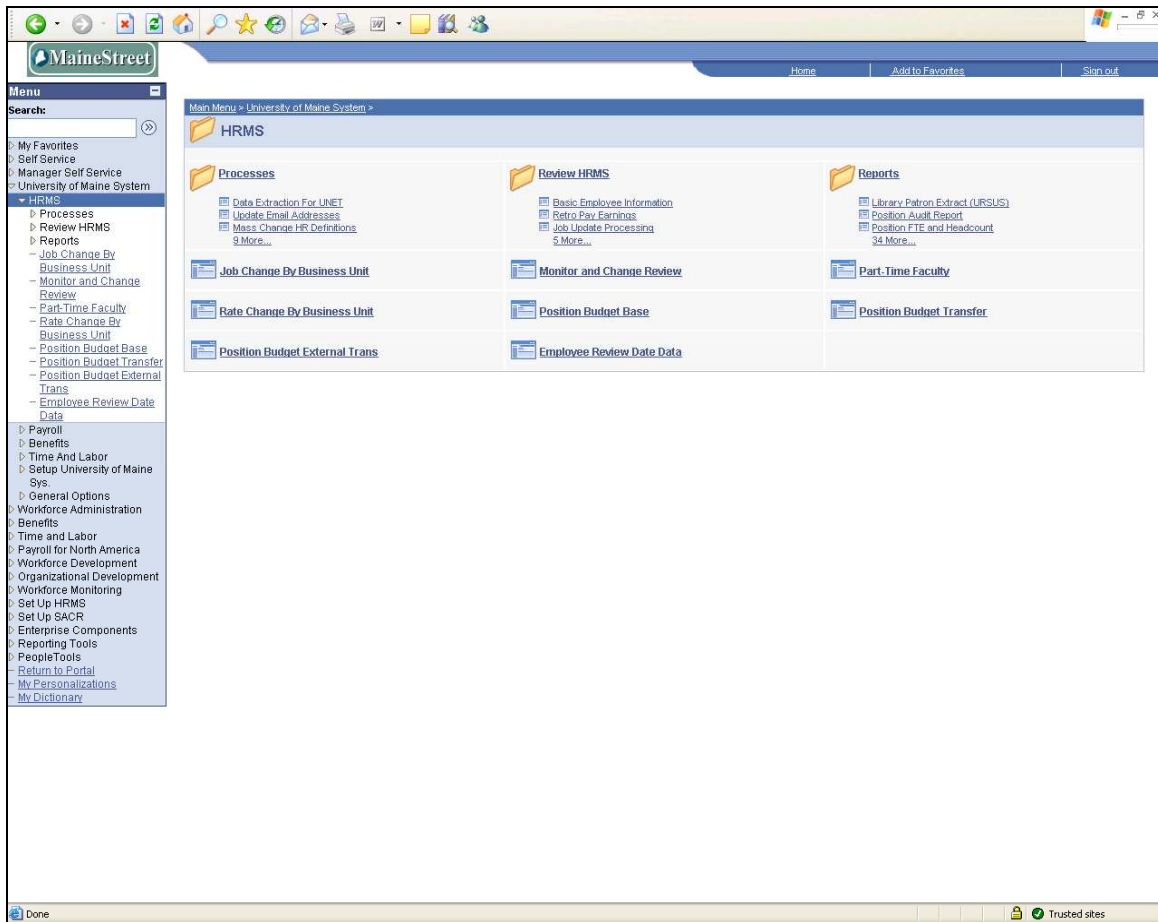
### Procedure



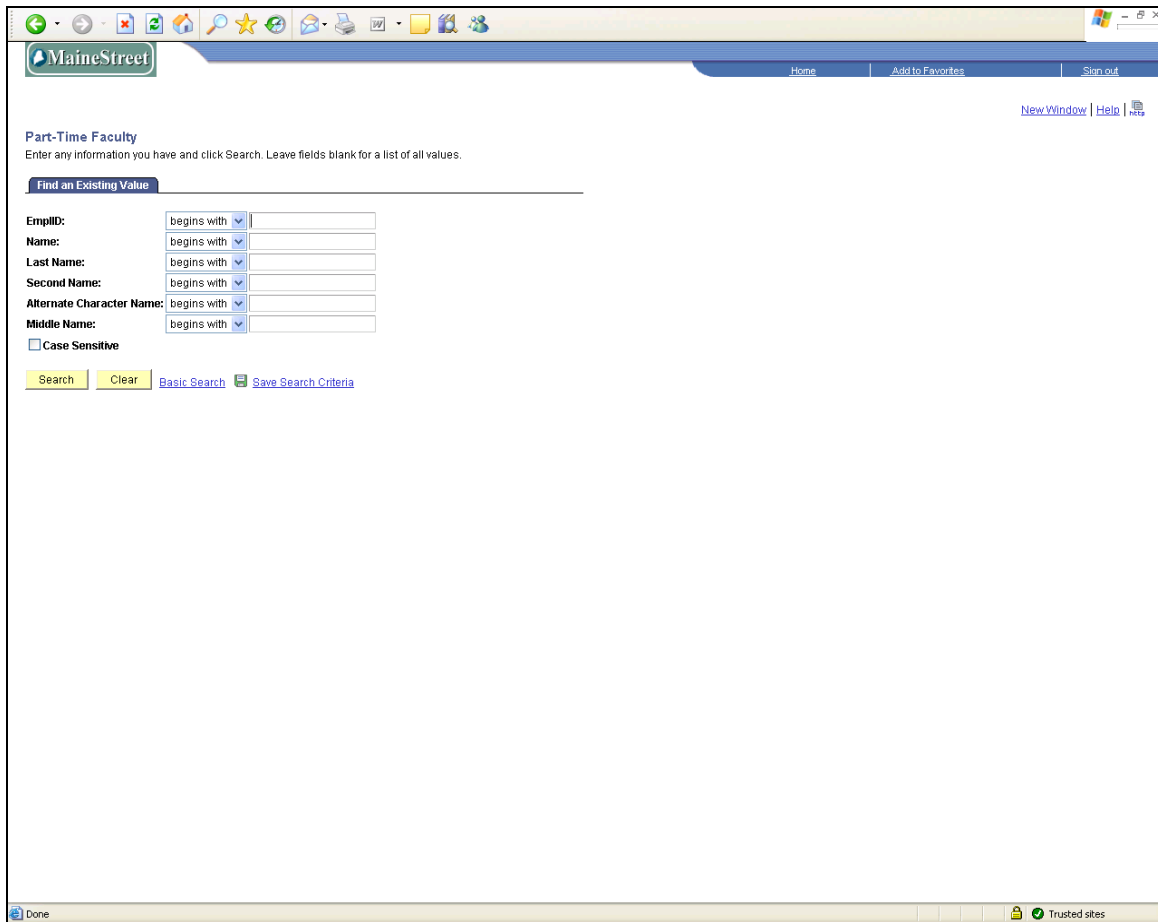
Step	Action
1.	Click the <b>University of Maine System</b> link. 
2.	Click the <b>HRMS</b> link. 

# Process Document

## HRMS: PATFABU Credits - New



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



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 form with the following fields and options:

- Find an Existing Value** (button)
- EmplID:** 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
- Search** (button)
- Clear** (button)
- [Basic Search](#) (link)
- [Save Search Criteria](#) (link)

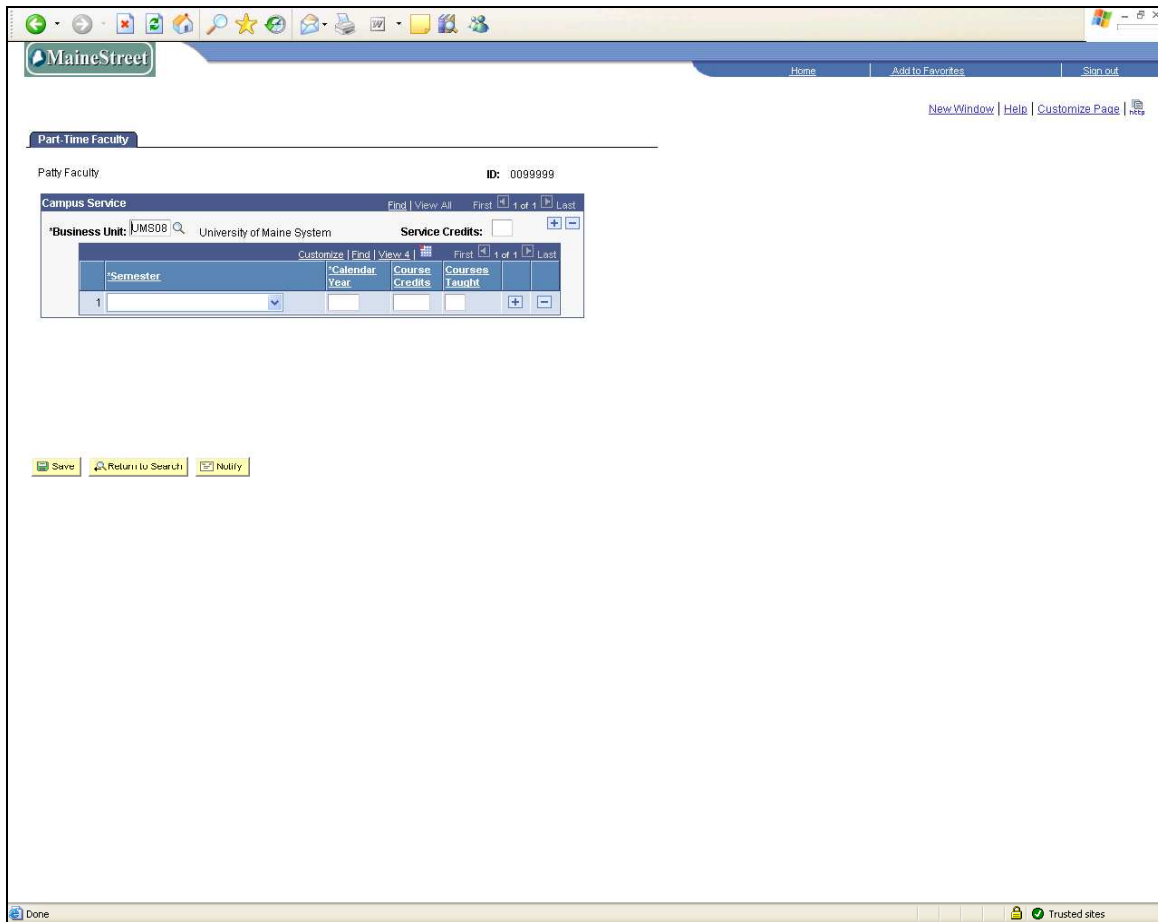
The browser's address bar shows "Done" and "Trusted sites".

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.  |

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

**Search**



Step	Action
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6.	Click the <b>Look up Business Unit</b> button.
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7.	Click an entry in the <b>Business Unit</b> column.
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**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 <b>Semester</b> list.
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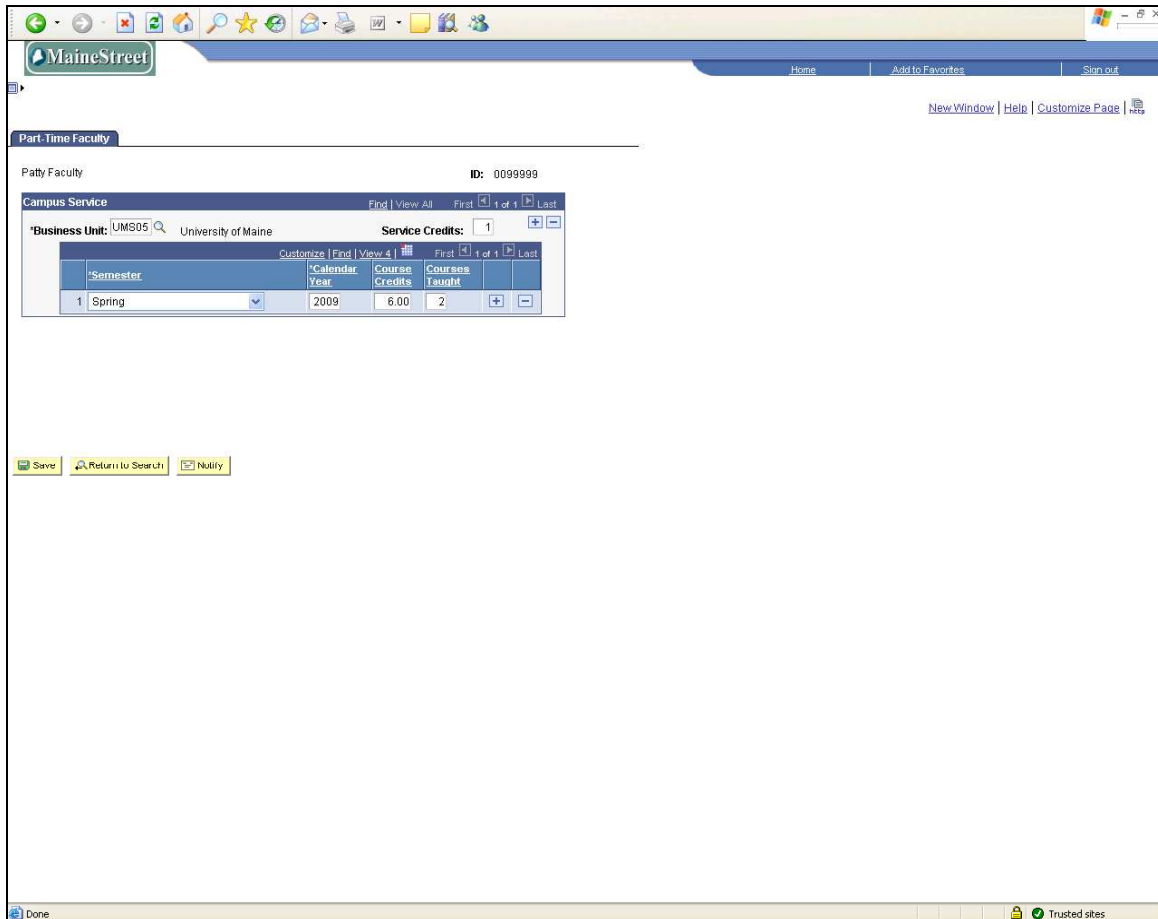
9.	Select the appropriate semester from the list. Only <b>Spring</b> and <b>Fall</b> semester teaching assignments are eligible to earn a service credit.
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Spring

10.	Enter the appropriate <b>Calendar Year</b> in field.
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11.	Enter the number of course credits for this semester into the <b>Course Credits</b> field.
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- | Step | Action   |
|------|--|
| 12.  | Enter the number of courses taught for this semester into the <b>Courses Taught</b> 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.



- | Step | Action                        |
|------|-------------------------------|
| 14.  | Click the <b>Save</b> button. |
| 15.  | <b>End of Procedure.</b>      |