

Banner 9: Assigning Credits Faculty

Entering Credit Load

Go to the SIAASG form and search for the faculty member you would like to assign credits to the term you are assigning credits in.

On the upper right hand corner and then enter the following fields on the form:

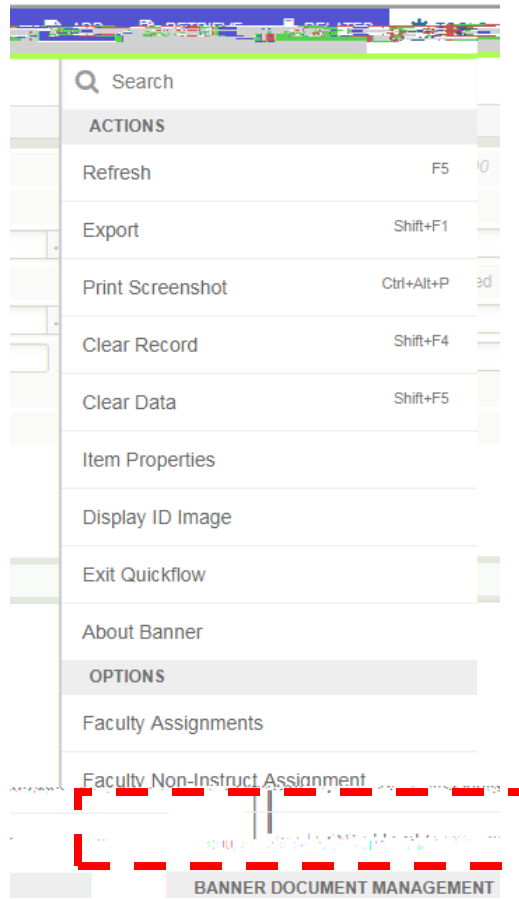
1. CRN
2. ONLY the amount of credits
3. For the POT process please DO NOT zero out or remove credits or position(s) this process is designed to capture and pay all adjunct POTs for each semester regardless of the start and end dates.
4. Then click Save located in the bottom right corner of the form

Entering Non-

To view/enter information on the non-instructional screen, click on the button located on the bottom left side of the form. The screen will then appear.

Faculty Workload Summary

To view the Faculty Workload Summary, select the Banner 8) and select &



The screenshot shows a table with the following data:

Workload Rule	Instructional Workload	Non-Instructional Workload	Total Workload	Credit Hours	Generated Hours	Weekly Contact
0.000	9.000	0.000	9.000			
0.000		0.000				
0.000			9.000			
0.000						

Below the table is a navigation bar showing "Record 1 of 1" and "1 Per Page".

At the bottom, there are several input fields for "Rule", "Low", "High", "Under/Over", "Generated Hours", "Weekly Contact", and "Total Contact".