SQEB Screen Codes/Definitions

Employee Types

10--faculty tenured
20--faculty adjunct
30--faculty prorata

Assignment Types

D1--classroom tenured
D2--classroom adjunct (no overloads)
D3--classroom ternured overload

N1--nonclassroom tenured
N2--nonclassroom adjunct (no overloads)
N3--nonclassroom tenured overload

Examples:
For an contract overload, use 10 and D3
For a prorata assignment, use 30 and D1
For a nonclassroom prorata (if we have any), is 30 and N1

Use the **SQST ASCD** screen in ISIS for codes/descriptions
             AC   DESCRIPTION

Inputting SQEB Screen (Pages 2-3)

ADDING A CLASSROOM ASSIGNMENT

- Tab to the CLASSROOM input line
- Type A (add) under F (function)
- Enter the CRN
- Enter the assignment type. Valid values are D1-contract, D2-adjunct, D3-overload

EXAMPLE:

CLASSROOM:	F	CRN	AT	ADJ-FTE	PCT-WL	OVERLOAD
	A	21584	D1			

IMPORTANT NOTES – TOTAL FTE

- TOTAL FTE is the sum of all ADJ-FTE (classroom) and NC-FTE (non-classroom) fields
- The ADJ-FTE includes any value in the OVER-LD field.
- Contract assignments split between regular assignment and overload should be given an assignment type D1.

INSTRUCTOR FTE – The ADJ-FTE (adjusted FTE) field will be used to maintain an accurate computation of the instructor FTE for a course. It is critical that this information be accurate since it is being reported to the State Chancellor's MIS system. Section FTE (SEC-FTE) will default from the SQCD screen and automatically display in the ADJ-FTE field when the course is added. If the section FTE is changed on the SQCD screen *after* an instructor has been assigned, SEC-FTE on the SQEB screen will default the new value *but ADJ-FTE will not default the new value, it will need to be adjusted manually.*

If an instructors load needs to be adjusted from the load for the class (example: team teaching), then an adjustment must be made to the FTE in one of two ways:

1. **Enter the amount of adjusted FTE for the instructor**
- Tab to the CLASSROOM input line
- Type C (change) under F (function)
- Type the CRN and assignment type of the course being adjusted
- Enter the FTE for the instructor under the ADJ-FTE field

EXAMPLE:

CLASSROOM:	F	CRN	AT	ADJ-FTE	PCT-WL	OVERLOAD
	C	21584	D1	0.100		

OR

2. **Enter a percentage in the PCT-WL field to have the system calculate a reduction to the section FTE based upon the percentage.**
- Tab to the CLASSROOM input line
- Type C (change) under F (function)
- Type the CRN and assignment type of the course being adjusted
- Enter the percentage of the SEC-FTE the instructor will earn under the PCT-WL field

EXAMPLE: Section FTE = .20; Instructor FTE should be .10 due to team teaching

CLASSROOM:	F	CRN	AT	ADJ-FTE	PCT-WL	OVERLOAD
	C	21584	D1		**.**50	

Note: The percentage entered will not display after transmitting. The result will display in ADJ-FTE.

The TOTAL FTE for the instructor will be the sum of all of the ADJ-FTE fields.

NON-CLASSROOM ASSIGNMENT – Non-classroom assignment(s) may now be added to the SQEB screen. Assignment codes (AC) are used to enter non-classroom assignments. Valid values are found on the ASCD system table (SQST ASCD). Note that new values may be added to the table by Student Services. This field may be used to add assignments such as department chair, release time, etc as follows:

- Tab to the NON-CLASSROOM input line
- Type A (add) or C (change) under F (function)
- Enter the assignment code (valid values are on the ASCD system table)
- Enter the assignment type. Valid values are N1-contract, N2-adjunct, N3-overload
- The description field will default from the system table or may be keyed by the user
- Enter the non-classroom FTE associated with the assignment
- Enter the campus and academic unit associated with the assignment
- To delete a non-classroom assignment, type a D under the function line, enter AT, AC and SEQ

EXAMPLE:

NON-CLASSROOM: SEQ	F	AT	AC	DESCRIPTION	NC-FTE	CMP	ACAD
	A	N1	DC	Department Chair	0.025	2	2100
			OR	Dept. Chair-English			

OVERLOAD ASSIGNMENT – Instructor overload assignments may now be added to the SQEB screen. Overload assignments are counted in the SEC-FTE field. The overload may be added to in one of two ways:

1. **If a <u>portion</u> of the assignment (split assignment) for the class is overload for the instructor,** the overload FTE should be put into the overload field.

- Tab to the CLASSROOM input line
- Type A (add) or C (change) under F (function)
- Type the CRN
- Enter assignment type (AT) D1 **and**
- Enter the amount of FTE that is overload into the OVERLOAD field
- To delete an amount from the OVERLOAD field, type D under function, enter CRN and type a dash – in the field.

EXAMPLE:

CLASSROOM:	F	CRN	AT	ADJ-FTE	PCT-WL	OVERLOAD
	C	21584	D1			0.100

OR

2. **If the <u>entire</u> assignment for the class is overload for the instructor**, a D3 (overload) assignment type should be used and the system will compute the entire ADJ-FTE as overload.

- Tab to the CLASSROOM input line
- Type A (add) or C (change) under F (function)
- Type the CRN
- Enter assignment type (AT) D3
- No amount is necessary in the ADJ-FTE or OVERLOAD entry line
- To delete an overload assignment, type a D under the function line and enter the CRN.

Note: If the FTE for the instructor is different than the SEC-FTE for the class, the adjusted amount should be input in the ADJ-FTE field.

EXAMPLE:

CLASSROOM:	F	CRN	AT	ADJ-FTE	PCT-WL	OVERLOAD
	C	21584	D3			

The Adjusted and Total FTE for the instructor will include all overload assignments.