MAP Process Guide

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Introduction

Of the three kinds of bi-weekly Authorization forms; the EPAF, NWRINAS and MAP, the MAP (Miscellaneous Authorization for Pay) Form is the Authorization Form PCC uses to set up pay for the most types of bi-weekly jobs. The catch-all form for miscellaneous types of bi-weekly work, this form can set up bi-weekly employees to be paid for the following jobs:

MAP Form			
New/Additional Job	***Other**	**Changing an Existing Job**	**Cancellation of Pay for Existing Job**
• Faculty Department Chair • Faculty Assessment • CO-OP • Practicum • Indirectly Supervised Clinical • Independent Study • New Bi-Weekly Job with Special Pay Rate[1]. The MAP form, accompanied by an Exceptional Pay Memo (EPM) can authorize an exceptional pay rate for a bi-weekly employee	• Curriculum Development • Special Project (under eight hours) • Leave of Absence • Other miscellaneous job not covered by the EPAF or NWRINAS	• Override Job Labor Account (Change job's funding to different Account) • Increase Pay Hours • Change Position Number • Change Pay Rate	• Cancelling an instructor's pay for a class should be done using the eAUTH form. • Cancel any other bi-weekly job other than instruction

*The following table shows bi-weekly jobs authorized using the EPAF and the NWRINAS report:

EPAF	NWRINAS

• **Casual** Job
• **Student** Job (Not Work Study)
• Part-Time Instructor doing the following non-classroom work:
    ○ **Special Projects** (more than one day of work)
    ○ **Counseling**, **Tutoring** or **Librarian** Job
    ○ **Substitute** hours
    ○ **Participation** hours
	• Part-Time Instructor classroom hours
	• AP Stipend

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[1] In the scenario where an employee's job would normally be authorized by an EPAF, but the employee should be paid at an Exceptional Pay Rate (Not Board Approved), a MAP will have to be submitted in place of the EPAF with an EPM attached.

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Make sure your department is familiar with which jobs are authorized with the EPAF and NWRINAS report, and which jobs are authorized with the MAP.

This document serves as an informational resource and step-by-step process guide for filling out the MAP form. It can be used to supplement the *HR 104a: Looking Employee Information Up in Banner and Filling Authorization Paperwork* online training course, and as a standalone resource.

Prerequisites

Employees should submit MAP forms only after completing the following trainings:

- HR 101: Types of Employees, Common HR Terminology and Navigating the HR Website
- HR 102: Setting Up an Employee – the Five Phases
- HR 103: the PR/C and Looking Up Position Information
- HR 104a: the JAF-M, MAP, Looking Up Job Information and Verifying Authorization
- *Recommended*: HR 104b: the EPAF
- *Recommended*: HR 104c: the NWRINAS

Purpose

The purpose of the MAP form is to provide to HR details about how many hours and the pay rate your department's employee should have for the following types of jobs:

A completed MAP should provide HR with the necessary job and pay details such as the type of work, hourly rate and number of approved work hours in order to set the employee up with the correct pay or to alter or cancel an employee's pay.

Conclusion: The MAP form is the catch-all Authorization form a department can use to authorize a miscellaneous bi-weekly job, a bi-weekly job at a Special Pay Rate, or to alter an employee's pay that has already been authorized in order for HR to set up bi-weekly employees to be paid correctly and on time.

Intended Learning Outcomes

After reading this guide, you will know:

- Which jobs are authorized by the MAP form
- When to submit a MAP form

After reading this guide, you will be able to:

- Correctly fill out and submit a MAP form for all jobs authorized by the MAP

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When to Submit a MAP to HRIS

MAP Type	When to Submit
Faculty Assessment Special Projects (Under eight hours) Curriculum Development Alterations to Existing Job Cancelling a non-instructional bi-weekly job Special Pay Rate Leave of Absence	By HR Authorization deadline of the pay period in which the employee's job begins. All of these jobs will automatically end at the end of the Fiscal Year (mid-June) if no End Date is provided.
Faculty Department Chair	By HR Authorization deadline for employee's first pay period. These MAPs authorize pay within one Academic Year only. If instructor is continuing work from one Academic Year into the next, a new MAP will need to be submitted before the start of the next Academic Year (Last BW of the Academic year).
CO-OP Practicum Indirectly Supervised Clinical Independent Study	After all hours in the job are complete. These MAPs authorize pay for CO-OP, Practicum, Indirectly Supervised Clinical and Independent Study hours only.

MAP forms (and any EPMs) must be submitted to HRIS by the bi-weekly Authorization Deadline of the pay period in which the employee's job begins.

Example: Part-Time Instructor Tuyen Le's job as Faculty Department Chair begins March 28th. Tuyen's MAP is due to HRIS by April 2nd.

Authorization Deadline

Winter Term ends 3/21/21 and Spring Term begins 3/29/21							
3/21	4/3	8	April 02	April 05	April 07	4/16/21	
4/4	4/17	9	April 16	April 19	April 21	4/30/21	
4/18	5/1	10	April 30	May 03	May 05	5/14/21	
5/2	5/15	11	May 14	May 17	May 19	5/28/21	
5/16	5/29	12	May 28	June 01	June 02	6/11/21	
5/30	6/12	13	June 11	June 14	June 16	6/25/21	la
Spring Term ends 6/13/21 and Summer Term begins 6/21/21							

See the Bi-Weekly Payroll Calendar.

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Action Items

1. Complete MAP form

2. Get MAP form approved and submit MAP form to HRIS via AODocs

1. Complete MAP form

This section will cover how to complete a MAP form for the following jobs:

- New/Additional Jobs:
    - Faculty Department Chair jobs
    - Faculty Assessment jobs
    - Special Pay Rate jobs
    - CO-OP, Independent Study, and Practicum jobs
    - Curriculum Development jobs
    - Special Project – Less Than One Day of Work jobs
    - One-Time Pay scenarios
    - Non-Time Sheet Driven jobs
    - Leave of Absence scenarios
- Pay Cancellations for Existing Non-Instructional jobs
- Changes to Existing jobs

Faculty Department Chair Job

Step 1: In the NEW/ADDITIONAL JOB box, check the Department Chair checkbox

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Step 2: Complete **Section 1**

SECTION 1 - COMPLETE FOR ALL			
ID	Name	Position No.	Dept ORG Code
G01453727	Le, Tuyen	998616	C40316

- **Position No**: Use Banner form **NBIPORG** for your department's approved Positions. Use the Faculty Department Chair position number.

- **Dept ORG Code**: Enter your department's Org Code where the employee is working.

Step 3: Complete **Section 2**

SECTION 2 – NEW/ADD'L JOB CHECKED ABOVE OR INCREASE OF JOB HOURS		
Job Title/Description of Work		
Faculty Department Chair - Trade Extension Program		
Work Performed From	Work Performed To	Hourly Rate x Hours Authorized = Total Pay (only if new or changing hours)
9/19/2021	9/17/2022	$ 35.16 x 80 hrs = $2,812.80

- **Job Title / Description of Work**: Enter 'Faculty Department Chair' and the department. This will be used to create the job title and should reflect what the employee will be doing.

- **Work Performed From**: The first day work is to begin. This should be the actual start date of the job, not the beginning of a bi-weekly pay period. Note: Faculty Department Chair jobs are authorized to work from the Fall term through the following Summer term (24 bi-weekly pay periods total).

- **Work Performed to**: The last day of work of the job assignment. Note: Faculty Department Chair jobs are authorized to work from the Fall term through the following Summer term (24 bi-weekly pay periods total).

> **Note:** If the 'Work Performed To' field is left blank, the last day of the last pay period of the current fiscal year (mid-June) will be assumed.

- **Hourly Rate**: Enter the current CHAIR (Faculty Department Chair) hourly rate according to the Part-Time Faculty Salary Schedule

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Salary Table	Salary Grade	Step	Hourly Rate	Contact Hours Completed	Years Completed
IS	COUNS, LIBRA (Counselor) (Librarian)	1	$48.10	n/a	0 to 5
		2	$50.04	n/a	5 to 7
		3	$52.06	n/a	8 to 9
		4	$53.86	n/a	10 to 13
		5	$55.79	n/a	14 or more
		1	$29.90	n/a	0 to 5
		2	$31.12	n/a	5 to 7
		3	$32.39	n/a	8 to 9
		4	$33.53	n/a	10 to 13
		5	$34.72	n/a	14 or more
IS	SPPRO (Special Project)	1	$33.60	n/a	n/a
IS	CURDV (Curriculum Development)	1	$33.60	n/a	n/a
CE	CHAIR (Faculty Deptment Chair)	1	$35.16	n/a	n/a

This is the Fiscal Year 2021-2022 Part-Time Instructor Salary Schedule.

- **Hours Authorized**: Estimate of hours to be worked by the employee in the authorized job

Note: Hours are not encumbered, nor will pay stop if hours are exceeded.

Step 4: Submit your MAP by following the instructions in Action Item 2: Get MAP Form Approved and Submit to HRIS

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Faculty Assessment Job

Step 1: In the NEW/ADDITIONAL JOB box, check the Faculty Assessment checkbox

CHOOSE ONE OF THE FOLLOWING:	
NEW/ADDITIONAL JOB	**CANCELLATIONS**
✔ Department Chair/Faculty Assessments	☐ Class/Instructor Canceled on suffix no. _____
☐ Special Pay Rate (memo signed by Executive must be attached)	☐ Cancel total pay
☐ CO-OP/Practicum	☐ Cancel existing authorization, pay _____ hours. If reduction is due to absence, report on 'Leave Report for Part-time Faculty'.
☐ DL Over the Max	
☐ Academic Professional Teaching-Part of their AP job (stipend)	
☐ Academic Professional Teaching-NOT part of their AP job (overload)	
CHANGES TO *EXISTING* JOB	**OTHER**
☐ Job Labor Account Override on suffix no. _____	☐ Other (explain)
☐ Increase pay hours on suffix no. _____	

Step 2: Complete **Section 1**

SECTION 1 - COMPLETE FOR ALL			
ID	Name	Position No.	Dept ORG Code
G01453727	Le, Tuyen	998616	C40316

- **Position No**: Use Banner form **NBIPORG** for your department's approved Positions.

    o   For **Faculty Department Chair**: Use the Faculty Department Chair position number

    o   For **Full-Time Faculty**: Use the Faculty Department Chair position number

    o   For **Part-Time Faculty**: Use their regular PT Faculty position number

- **Dept ORG Code**: Enter your department's Org Code where the employee is working.

Step 3: Complete **Section 2**

SECTION 2 – NEW/ADD'L JOB CHECKED ABOVE OR INCREASE OF JOB HOURS		
Job Title/Description of Work		
Faculty Assessment		
Work Performed From	Work Performed To	Hourly Rate x Hours Authorized = Total Pay (only if new or changing hours)
3/20/2022	3/25/2022	$35.16 x 3 hrs = $105.48

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- **Job Title / Description of Work**: Enter "Faculty Assessment". This will be used to create the job title and should reflect what the employee will be doing.

- **Work Performed From**: The first day the work occurred. This should be the actual start date of the job, not the first day in the pay period.

- **Work Performed to**: The last day of work of the job assignment.

> **Note:** If the 'Work Performed To' field is left blank, the last day of the last pay period of the current fiscal year (mid-June) will be assumed.

- **Hourly Rate**:

    - For **Faculty Department Chair**: Enter the current CHAIR (Faculty Department Chair) hourly rate according to the Part-Time Faculty Salary Schedule (or Special Pay Rate)

    - For **Full-Time Faculty**: Enter the current CHAIR (Faculty Department Chair) hourly rate according to the Part-Time Faculty Salary Schedule (or Special Pay Rate)

Salary Table	Salary Grade	Step	Hourly Rate	Contact Hours Completed	Years Completed
IS	COUNS, LIBRA (Counselor)	1	$48.10	n/a	0 to 5
		2	$50.04	n/a	5 to 7
		3	$52.06	n/a	8 to 9
		4	$53.86	n/a	10 to 13
		5	$55.79	n/a	14 or more
IS	TUTOR	1	$29.90	n/a	0 to 5
		2	$31.12	n/a	5 to 7
		3	$32.39	n/a	8 to 9
		4	$33.53	n/a	10 to 13
		5	$34.72	n/a	14 or more
IS	SPPRO (Special Project)	1	$33.60	n/a	n/a
IS	CURDV (Curriculum Development)	1	$33.60	n/a	n/a
CE	CHAIR (Faculty Deptment Chair)	1	$35.16	n/a	n/a

This is the Fiscal Year 2021-2022 Part-Time Instructor Salary Schedule.

- For **Part-Time Faculty**: Enter the SPPRO (Special Project) hourly rate according to the Part-Time Faculty Salary Schedule

Salary Table	Salary Grade	Step	Hourly Rate	Contact Hours Completed	Years Completed
IS	COUNS, LIBRA	1	$48.10	n/a	0 to 5
		2	$50.04	n/a	5 to 7
		3	$52.06	n/a	8 to 9
		4	$53.86	n/a	10 to 13
		5	$55.79	n/a	14 or more
IS	TUTOR	1	$29.90	n/a	0 to 5
		2	$31.12	n/a	5 to 7
		3	$32.39	n/a	8 to 9
		4	$33.53	n/a	10 to 13
		5	$34.72	n/a	14 or more
IS	SPPRO (Special Project)	1	$33.60	n/a	n/a
IS	CURDV (Curriculum Development)	1	$33.60	n/a	n/a
CE	CHAIR (Faculty Deptment Chair)	1	$35.16	n/a	n/a

This is the Fiscal Year 2021-2022 Part-Time Instructor Salary Schedule.

- **Hours Authorized**: Estimate of hours to be worked by the employee in the authorized job

Step 4: Submit your MAP (and Exceptional Pay Memo if Special Rate job) by following the instructions in Action Item 2: Get MAP Form Approved and Submit to HRIS

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CO-OP, Indirectly Supervised Clinicals, Independent Study, and Practicum Jobs

CO-OP, Indirectly Supervised Clinicals, Independent Study ,and Practicum jobs have some unique steps which will be covered here.

CO-OP, Indirectly Supervised Clinicals, Independent Study, and Practicum jobs are variable, meaning, payment for Part-Time instructors assigned to these classes are paid on a per-student basis. CO-OP, Indirectly Supervised Clinicals, Independent Study, and Practicum per-student rates are the same. See the Part-Time Instructor Salary Schedule for the latest per-student rates and hourly rates.

One student is equivalent to **five hours** of work.

If authorizing payment for a CO-OP, Indirectly Supervised Clinical, Independent Study, or Practicum, the following steps will need to be followed:

Step 1: During Schedule Entry, enter the Contract Type in **SIAASGN** as 'NP' or No Pay so that the NWRINAS shows "NO PAY ASSIGNMENT" for the CRN.

Step 2: At the end of the CO-OP, Indirectly Supervised Clinical, Independent Study, or Practicum, complete a MAP:

- Check the CO-OP/Practicum Box

CHOOSE ONE OF THE FOLLOWING:

NEW/ADDITIONAL JOB

- ☐ Department Chair/Faculty Assessments
- ☐ Special Pay Rate (memo signed by Executive must be attached)
- ☑ **CO-OP/Practicum**
- ☐ DL Over the Max
- ☐ Academic Professional Teaching-Part of their AP job (stipend)
- ☐ Academic Professional Teaching-NOT part of their AP job (overload)

- In the Other field, check the box and include the description of the job and how many students apply

OTHER

- ☑ Other (explain)
  Writing Practicum - 4 students

Step 3: Complete **Section 1**

SECTION 1 - COMPLETE FOR ALL			
ID	Name	Position No.	Dept ORG Code
G01453727	Le, Tuyen	998616	C40316

- **Position No**: Use Banner form **NBIPORG** for your department's approved Positions.

- **Dept ORG Code**: Enter your department's Org Code where the employee is working.

Step 4: Complete **Section 2**

SECTION 2 – NEW/ADD'L JOB CHECKED ABOVE OR INCREASE OF JOB HOURS		
Job Title/Description of Work		
Part-Time Instructor: Practicum		
Work Performed From	Work Performed To	Hourly Rate x Hours Authorized = Total Pay (only if new or changing hours)
1/9/22	4/2/22	$40.73 x 20 (4 students) hrs = $814.60

- **Job Title / Description of Work**: Briefly describe the job including "CO-OP", "Indirectly Supervised Clinical", "Independent Study" or "Practicum". This will be used to create the job title and should reflect what the employee will be doing.

- **Work Performed From**: The first day work is to begin. This should be the actual start date of the job, not the beginning of a bi-weekly pay period.

- **Work Performed to**: The last day of work of the job assignment.

- **Hourly Rate:** Here**,** enter the CO-OP Field Supervision hourly rate at the instructor's Step. (You can determine your instructor's step by visiting **PWAPLVL.**

    a. Use the instructor's latest Hrs Step for all LEC, ESL, ABE, GED, LAB, RANGE classes and Indirectly Supervised Clinicals.

    b. Use the instructor's latest Yrs Step for APPRN classes.

    Example: Tuyen Le is at Hrs Step 3 in **PWAPLVL:**

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Salary Table	Salary Grade	Step	Hourly Rate	Per Student Rate	Years Completed
IH	CO-OP Field Supervision	1	$38.21	$191.03	n/a
		2	$39.45	$197.25	n/a
		3	$40.73	$203.66	n/a
		4	$42.06	$210.29	n/a
		5	$43.42	$217.12	n/a
		6	$44.84	$224.19	n/a
		7	$46.30	$231.48	n/a
		8	$47.80	$239.01	n/a
		9	$49.36	$246.78	n/a

> This is the Fiscal Year 2021-2022 Part-Time Instructor Salary Schedule.

- **Hours Authorized:** Enter the number of students multiplied by five, with the number of students in brackets, i.e. "20 (4 students)".

  Example: Tuyen is teaching a Practicum with four students. Four students are equivalent to 20 hours of work (four students multiplied by five hours per student is 20 hours).

  The pay rate will be $203.66 multiplied by four, or $40.73 multiplied by 20, according to the 2021-2022 Part-Time Faculty Salary Schedule below.

  The total authorized amount for Tuyen is $814.60.

  *Note: The pay rates used in this example are from the Fiscal Year 2021-2022 PT Faculty Salary Schedule. Click here to see the current Part-Time Faculty salary schedule.

Step 5: Complete **Section 3**:

SECTION 3 – CLASS ASSIGNMENT INFORMATION (CO-OP/PRACT/DL OVER ONLY)				
Subject/Course No.	Course Reference No. (CRN)	Attendance Method	Year/Term	Total Pay (DL Over only)
ELT 220	11453	TA	202202	

- **Subject/Course No:** As appears in **SSASECT** or **SIAASGN**

- **CRN**: As appears in **SSASECT** or **SIAASGN**

- **Year/Term**: Enter the year / term work is performed (**Example**: 202202 for Spring 2022)

- **Attendance Method**: Attendance Method as listed on **SSASECT**

Step 6: Submit your MAP by following the instructions in Action Item 2: Get MAP Form Approved and Submit to HRIS

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Curriculum Development, Special Project – Less Than One Day of Work, and Other Jobs

Step 1: For Curriculum Development Jobs, Special Projects that are under a day of work, or any other job that is not authorized on the EPAF or NWRINAS, check the 'Other' box and type in a description of the job.

One-Time Pay Jobs

For **one-time pay** jobs, be sure to include in the description, "One-Time Pay".

> **Note:** One-Time pay jobs should only apply to work performed within one bi-weekly pay period. If "one-time pay" is not indicated on the MAP, the job will be set up as a timesheet job and the employee will need to submit timesheets. If the job is not timesheet driven, see below.

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Jobs Occurring Over More Than One Pay Period but Are Not Timesheet Driven

If the work the employee is doing occurs over more than one pay period, but your department would rather the employee not submit timesheets, then the work hours and pay amount must not vary from pay period to pay period and must be consistently the same throughout the applicable pay periods. In this scenario, include 'no timesheets necessary' in the description.

CHOOSE ONE OF THE FOLLOWING:	
NEW/ADDITIONAL JOB	**CANCELLATIONS**
☐ Department Chair/Faculty Assessments	☐ Class/Instructor Canceled on suffix no. _____
☐ Special Pay Rate (memo signed by Executive must be attached)	☐ Cancel total pay
☐ CO-OP/Practicum	☐ Cancel existing authorization, pay _____ hours. If reduction is due to absence, report on 'Leave Report for Part- time Faculty'.
☐ DL Over the Max	
☐ Academic Professional Teaching-Part of their AP job (stipend)	
☐ Academic Professional Teaching-NOT part of their AP job (overload)	
CHANGES TO _EXISTING_ JOB	**OTHER**
☐ Job Labor Account Override on suffix no. _____	☑ Other (explain) Curriculum Development - (Curriculum Title) - No Timesheets Necessary
☐ Increase pay hours on suffix no. _____	

Step 2: If you are authorizing a Special Pay Rate for a job that counts as 'Other', check the 'Exceptional Pay Rate' box.

CHOOSE ONE OF THE FOLLOWING:
NEW/ADDITIONAL JOB
☐ Department Chair/Faculty Assessments
☐ Special Pay Rate (memo signed by Executive must be attached)
☐ CO-OP/Practicum
☐ DL Over the Max
☐ Academic Professional Teaching-Part of their AP job (stipend)
☐ Academic Professional Teaching-NOT part of their AP job (overload)

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Step 3: Complete **Section 1**

SECTION 1 - COMPLETE FOR ALL			
ID	Name	Position No.	Dept ORG Code
G01453727	Le, Tuyen	998616	C40316

- **Position No.**: Use Banner form **NBIPORG** for your department's approved Positions.

- **Dept ORG Code**: Enter your department's Org Code where the employee is working.

Step 4: Complete **Section 2**

SECTION 2 – NEW/ADD'L JOB CHECKED ABOVE OR INCREASE OF JOB HOURS		
Job Title/Description of Work		
Curriculum Development - Trade Extension		
Work Performed From	Work Performed To	Hourly Rate x Hours Authorized = Total Pay (only if new or changing hours)
2/5/21	3/28/21	$ 32.78 x 20 hrs = $ 655.50

- **Job Title / Description of Work**: Briefly describe the job. This will be used to create the job title and should reflect what the employee will be doing.

- **Work Performed From and To Dates**: The first and last day of the job. These should be the actual dates of the job, not the beginning and end of a bi-weekly pay period.

Note: If the 'Work Performed To' field is left blank, the last day of the last pay period of the current fiscal year (mid-June) will be assumed.

- **Hourly Rate**:
  - o For **Curriculum Development**: enter the CURVD (Curriculum Development) hourly rate according to the Part-Time Faculty Salary Schedule
  - o For **Special Projects Under One Day of Work**: enter the SPPRO (Special Project) hourly rate according to the Part-Time Faculty Salary Schedule

Salary Table	Salary Grade	Step	Hourly Rate	Contact Hours Completed	Years Completed
IS	COUNS, LIBRA (Counselor)	1	$48.10	n/a	0 to 5
		2	$50.04	n/a	5 to 7
		3	$52.06	n/a	8 to 9
		4	$53.86	n/a	10 to 13
		5	$55.79	n/a	14 or more
		1	$29.90	n/a	0 to 5
		2	$31.12	n/a	5 to 7
		3	$32.39	n/a	8 to 9
		4	$33.53	n/a	10 to 13
		5	$34.72	n/a	14 or more
IS	SPPRO (Special Project)	1	$33.60	n/a	n/a
IS	CURDV (Curriculum Development)	1	$33.60	n/a	n/a
CE	CHAIR (Faculty Deptment Chair)	1	$35.16	n/a	n/a

This is the Fiscal Year 2021-2022 Part-Time Instructor Salary Schedule.

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- **Hours Authorized**: Estimate of hours to be worked by the employee in the authorized job

> **Note:** Hours are not encumbered, nor will pay stop if hours are exceeded.

Step 5: For other jobs involving a specific class: Complete **Section 3**. Otherwise, skip to **Step 6**.

SECTION 3 – CLASS ASSIGNMENT INFORMATION (CO-OP/PRACT/DL OVER ONLY)				
Subject/Course No.	Course Reference No. (CRN)	Attendance Method	Year/Term	Total Pay (DL Over only)
ELT 220	11453	TA	202202	

- **Subject/Course No**: As appears in **SSASECT** or **SIAASGN**

- **CRN**: As appears in **SSASECT** or **SIAASGN**

- **Year/Term**: Enter the year / term work is performed (**Example**: 202202 for Spring 2022)

- **Attendance Method**: Attendance Method as listed on **SSASECT**

Step 6: If a special pay rate applies, check 'Yes'. You will need to complete an Exceptional Pay Memo (EPM) in addition to the MAP.

SECTION 4 –EXCEPTIONAL PAY RATE ONLY		
Executive Approved Exceptional Pay Rate Memo Attached	✓ YES	__ NO

Step 7: Submit your MAP (and Exceptional Pay Memo if Special Rate job) by following the instructions in Action Item 2: Get MAP Form Approved and Submit to HRIS

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Leave of Absence MAPs

You can submit a Leave of Absence MAP for to pay eligible paid leave to part-time instructors who would have been teaching a class for a term but are unable due to an approved Leave of Absence due to illness or injury.

Step 1: Check the 'Other' box and type in a description of the Leave of Absence. Be sure to include the number of hours of paid leave accrued in the description.

CHOOSE ONE OF THE FOLLOWING:	
NEW/ADDITIONAL JOB	**CANCELLATIONS**
☐ Department Chair/Faculty Assessments	☐ Class/Instructor Canceled on suffix no. ____
☐ Special Pay Rate (memo signed by Executive must be attached)	☐ Cancel total pay
☐ CO-OP/Practicum	☐ Cancel existing authorization, pay ____ hours. If reduction is due to absence, report on 'Leave Report for Part-time Faculty'.
☐ DL Over the Max	
☐ Academic Professional Teaching-Part of their AP job (stipend)	
☐ Academic Professional Teaching-NOT part of their AP job (overload)	
CHANGES TO EXISTING JOB	**OTHER**
☐ Job Labor Account Override on suffix no. ____	☑ Other (explain) Scheduled to teach Fall Term but going on leave prior to start of term. This job is to pay up to 38 hours of accrued sick leave and 20 hours parental leave.
☐ Increase pay hours on suffix no. ____	

Step 2: Complete **Section 1**

SECTION 1 - COMPLETE FOR ALL			
ID	Name	Position No.	Dept ORG Code
G01453727	Le, Tuyen	998616	C40316

- **Position No.**: Use Banner form **NBIPORG** for your department's approved Positions.

- **Dept ORG Code**: Enter your department's Org Code where the employee is working.

Step 3: Complete **Section 2**

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SECTION 2 – NEW/ADD'L JOB CHECKED ABOVE OR INCREASE OF JOB HOURS		
Job Title/Description of Work		
Leave of Absence - Part-Time 2 Trade Extension Classes		
Work Performed From	Work Performed To	Hourly Rate x Hours Authorized = Total Pay (only if new or changing hours)
4/3/2022	6/25/2022	$67.90 x 58 hrs = $3,938.20

- **Job Title / Description of Work**: Briefly describe the Leave of Absence job. This will be used to create the job title.

- **Work Performed From and To Dates**: The first and last day of the Leave of Absence. These should be the actual dates of the LOA, not the beginning and end of a bi-weekly pay period.

- **Hourly Rate**: For a part-time instructors' Leave of Absence hours for a class, review their hourly pay rate(s) in the applicable NWRINAS report.

Step 4: Complete **Section 3**.

SECTION 3 – CLASS ASSIGNMENT INFORMATION (CO-OP/PRACT/DL OVER ONLY)				
Subject/Course No.	Course Reference No. (CRN)	Attendance Method	Year/Term	Total Pay (DL Over only)
ELT 220 & ELT 216	21453 & 21654	TA	202202	

- **Subject/Course No**: As appears in **SSASECT** or **SIAASGN**

- **CRN**: As appears in **SSASECT** or **SIAASGN**

- **Year/Term**: Enter the year / term work is performed (**Example**: 202202 for Spring 2022)

- **Attendance Method**: Attendance Method as listed on **SSASECT**

Step 5: Submit your MAP by following the instructions in <u>Action Item 2: Get MAP Form Approved and Submit to HRIS</u>

Pay Cancellations

Use this portion of the MAP to cancel bi-weekly jobs that were NOT authorized with the NWRINAS report.

CHOOSE ONE OF THE FOLLOWING:	
NEW/ADDITIONAL JOB	**CANCELLATIONS**
_____ Department Chair/Faculty Assessments _____ Exceptional Pay Rate (memo signed by Executive must be attached) _____ CO-OP/Practicum _____ PT Faculty Participation Rate (stipend) _____ Academic Professional Teaching-Part of their AP job (stipend) _____ Academic Professional Teaching-NOT part of their AP job (overload)	_____ Class/Instructor Canceled on suffix no. _____ _____ Cancel total pay _____ Cancel existing authorization, pay _____ hours. If reduction is due to absence, report on 'Leave Report for Part- time Faculty'.
CHANGES TO _EXISTING_ JOB	**OTHER**
_____ Job Labor Account Override on suffix no. _____ _____ Increase pay hours on suffix no. _____	___ Other (explain) _____ _____

> **Note**: Cancellation or reduction of part-time instructor pay for instructional hours authorized on the NWRINAS report should be submitted using the eAUTH (Electronic Authorization) form.

Step 1: Check the 'Class/Instructor Canceled on suffix no.' checkbox

Step 2: Enter the suffix number (locate in **NBIJLST**)

CANCELLATIONS

[✔] Class/Instructor Canceled on suffix n. **12**

[ ] Cancel total pay

[ ] Cancel existing authorization, pay _____ hours. If reduction is due to absence, report on 'Leave Report for Part- time Faculty'.

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Step 3: Complete **Section 1**

SECTION 1 - COMPLETE FOR ALL			
ID	Name	Position No.	Dept ORG Code
G01453727	Le, Tuyen	998616	C40316

- **Position No.**: Use Banner form **NBIPORG** for your department's approved Positions.

- **Dept ORG Code**: Enter the department's Org Code where the employee is working.

Step 4: **Job Title / Description of Work**: Include 'Cancel remaining (Job Title)'

SECTION 2 – NEW/ADD'L JOB CHECKED ABOVE OR INCREASE OF JOB HOURS		
Cancel remaining Faculty Department Chair job		
Work Performed From	Work Performed To	Hourly Rate x Hours Authorized = Total Pay (only if new or changing hours)
		$_____ x _____hrs = $_____

Step 6: Submit your MAP by following the instructions in <u>Action Item 2: Get MAP Form Approved and Submit to HRIS</u>

Changes to Existing Job

This section applies to pay for bi-weekly employees that has already been authorized (via NWRINAS, EPAF or MAP), but needs to be adjusted.

Submit a MAP to adjust an employee's Position Number, FOAP, Pay Rate, or to increase the Hours.

Step 1:   Check the applicable box and enter the existing job's Suffix Number (locate in **NBIJLST**).

If what you need to adjust is not included in the 'Changes to Existing Job' box, check the 'Other' box and type in a description of what you need to adjust. Be sure to include the Suffix Number (locate in **NBIJLST**).

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Step 2: Complete **Section 1**.

SECTION 1 - COMPLETE FOR ALL			
ID	Name	Position No.	Dept ORG Code
G02859872	Allison Hart	997047	C40316

- **Position No:** Locate the employee's Position Number in **NBIJLST**.

Step 1: **Dept ORG Code**: Enter your department's Org Code where the employee is working.

Step 2: Complete **Section 2**

SECTION 2 – NEW/ADD'L JOB CHECKED ABOVE OR INCREASE OF JOB HOURS		
Job Title/Description of Work		
Casual PROF: Outreach Coordinator - increasing hours from 599 to 959		
Work Performed From	Work Performed To	Hourly Rate x Hours Authorized = Total Pay (only if new or changing hours)
10/20/2019	6/13/2020	$ 15.71 ___ x 959 ___ hrs = $ 15,065.89

- **Job Title / Description of Work**: Enter the employee's job title (locate in **NBAJOBS** or **NBIJLST**). Be sure to include a description of the change in the Job Title. i.e. "Increasing job hours on Casual PROF: Outreach Coordinator job from 599 to 959."

- **Work Performed From**: Enter the employee's start date (locate in **NBAJOBS** or **NBJILST**)

- **Work Performed to**: Enter the employee's end date (locate in **NBAJOBS** or **NBJILST**)

- **Hourly Rate**: Enter the employee's pay rate (locate in **NBAJOBS**)

- **Hours Authorized**: Enter the number of authorized hours. If you are increasing the number of hours on a job, be sure to enter the new **total** number of authorized hours for the job.

Step 3: If job is for a class, complete **Section 3.** Otherwise, skip to Step 4.

SECTION 3 – CLASS ASSIGNMENT INFORMATION (CO-OP/PRACT/DL OVER ONLY)				
Subject/Course No.	Course Reference No. (CRN)	Attendance Method	Year/Term	Total Pay (DL Over only)
ELT 220	11453	TA	202202	

- **Subject/Course No**: As appears in **SSASECT** or **SIAASGN**

- **CRN**: As appears in **SSASECT** or **SIAASGN**

- **Year/Term**: Enter the year / term of class (**Example**: 202202 for Spring 2022)

- **Attendance Method**: Attendance Method as listed on **SSASECT**

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Step 3: If a special pay rate applies, check 'Yes'. You will need to complete an Exceptional Pay Memo (EPM) in addition to the MAP.

SECTION 4 –EXCEPTIONAL PAY RATE ONLY		
Executive Approved Exceptional Pay Rate Memo Attached	✓ YES	___ NO

Step 4: If altered job includes an override of Labor Distribution Account, complete **Section 5**.

- **Effective Date**: The date the labor distribution change is to take effect
- **New Account No.**: The new FOAP funding this job

SECTION 5 –LABOR DISTRIBUTION ACCOUNT OVERRIDE ONLY	
New Effective Date	New Account No. (FOPAL)
3/6/2020	100-C40301-01622-0

Step 5: Submit your MAP (and Exceptional Pay Memo if Special Rate job) by following the instructions in Action Item 2: Get MAP Form Approved and Submit to HRIS

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2. Get MAP Form Approved and Submit to HRIS

Contact Information

Step 1: **Supervisor**: Enter the name and extension of the employee's direct supervisor and today's date.

Step 2: **Completed by**: Enter your name and extension and today's date.

The MAP will need to be approved by a manager in your department with budget expenditure authority.

Routing MAP for Approval and to HRIS

Step 1: Submit your MAP for approval and route to HRIS using PASS AODocs.

- Ensure the first approver is the manager. Be absolutely sure to select the correct email address when selecting the manager.

Note: If submitting an EPM with your MAP, be sure to enter all required approvers including the executive for the EPM into the PASS AODocs and attach both the EPM and MAP. Executives are at the President or Vice President level.

- Ensure final approved document is sent to HRIS-Group@pcc.edu.

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MAP forms, like all bi-weekly authorization forms, are due to HRIS by the Authorization Due in HR date for the employee's first bi-weekly pay period.

BI-WEEKLY PAYROLL SCHEDULE 2020/21

Pay Period Begin	Pay Period End	BW	Authorizations Due in HR (generally Fridays)	EE Time Sheets SUBMIT by 10 pm (generally Mondays)	EE Time Sheets APPROVE by 10 pm (generally Wednesdays)	Payday	
			Summer Term begins 6/22/20				
6/14	6/27	14	June 26	June 29	July 01	7/10/20	1st
6/28	7/11	15	July 10	July 13	July 15	7/24/20	
7/12	7/25	16	July 24	July 27	July 29	8/7/20	
7/26	8/8	17	August 07	August 10	August 12	8/21/20	
8/9	8/22	18	August 21	August 24	August 26	9/4/20	
8/23	9/5	19	September 04	September 08	September 09	9/18/20	
			Summer Term ends 9/6/20				
9/6	9/19	20	September 18	September 21	September 23	10/2/20	

Step 2: Keep a copy of the MAP for your department's own records.

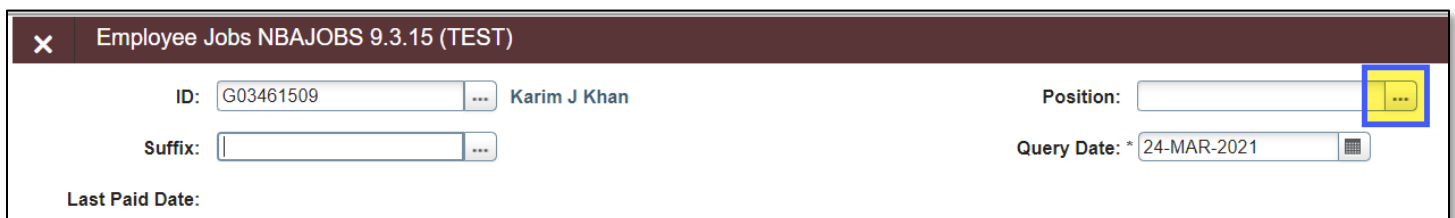# How to Determine if Your MAP Has Been Processed

Once a MAP has been processed, HRIS will create or update the job record in **NBAJOBS**. Please wait at least 24 hours after submitting your MAP for HRIS to process it.

Once an employee's information is processed and entered into **NBAJOBS**, they are eligible to submit timesheets to Payroll or receive a paycheck.

To determine if a MAP has been approved and processed:

Step 1: In Banner, go to **NBAJOBS** enter in the employee's G Number.

Step 2: Click on the ellipses on the Position field to pull up all positions associated to that employee on the Query date.
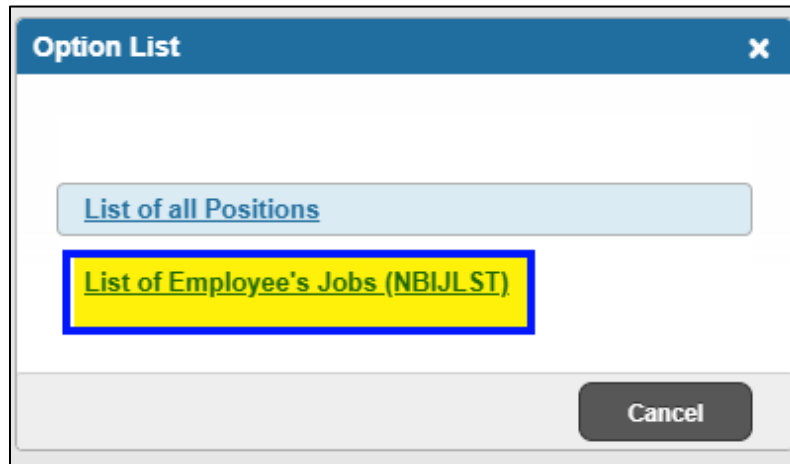
Step 3: Select List of Employee's Jobs (**NBIJLST**)

Banner will pull up a list of all Position Numbers and Suffix Numbers associated to that employee at the time of the Query date in Banner form **NBIJLST**. If you see your employee's Position Number and Suffix Number, your EPAF has been processed and the employee is eligible to submit timesheets.

To view the job's details, highlight the job you wish to view. Details will appear below. To see all the details, click **Select**.

Additional Resources

[eAUTH Cancel or Reduce Pay Request Process Guide](#)

Attendance Method

- Visit [Schedule Entry: Attendance Methods](#) or use the Banner form [FTVORGN](#)

[Authorization and Timesheet Quick Sheet](#)

[Casual Employee Guidelines](#)

[Contract for Faculty and Academic Professionals](#)

[HR Website](#)

[HR Compensation Webpage](#)

[HRIS Training Document Library](#)

[How to look up a G Number](#)

[Leave Report](#)

Position Number

- You can look them up in Banner form **[NBIPORG](#)**

[Salary Schedules](#)

[Student Employment Guideline](#)

[Submitting HR Form via AODocs](#)

Who do I contact:

- for help with **SSASECT**, **SIAASGN**, or **SSADETL**

    - [Sarah Rohwer, Student Systems Support Coordinator](#)

- with questions about the general business process

    - [Emily McNamara, HR Business Process Specialist](#)

- with pay and compensation related questions

    - Your HRIS Specialist:

        - [Melissa Morton (Org Codes A, S or T)](#)
        - [Michelle Lee (Org Codes B, C, E, R, U, and V)](#)

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