

# NWRINAS Process Guide

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# NWRINAS Process Guide

## Introduction

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The NWRINAS report is the Authorization Form PCC uses to ensure its part-time instructors are paid for their classroom hours. While its format differs from the other Authorization Forms used to authorize pay for bi-weekly employees (MAP and EPAF), it functions in the same way in that it provides the Human Resources Information Services team (HRIS) the information it needs in order to ensure part-time instructors are paid correctly and on time.

This document serves as an informational resource and step-by-step process guide for your department's role in the NWRINAS report. It can be used to supplement the *HR 104c: NWRINAS* online training course, and as a standalone resource.

## Prerequisites

In order to gain access to the NWRINAS form, the following trainings must be completed:

- 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
- HR 104c: NWRINAS
- *Recommended:* Schedule Entry training

## Purpose

The purpose of the NWRINAS report is to authorize your department's Part-Time Instructors (and teaching Academic Professionals) to be paid for their instructional, in-class work for a term (Phase 4 of the Five Phases of Setting Up an Employee).

The report provides HRIS instructors' pay information for their classes including:

- Instructors' names and G Numbers
- What classes they are teaching in a term
- What their hourly pay rate is
- How many hours of instructional time they'll be teaching in a term
- Total amount of pay for the term

# NWRINAS Process Guide

NWRINAS reports look like this:

17-May-2021 03:53 PM nwrinas.sqr				PCC-TEST copied 05-MAR-2021 Part-time/Overload Instructor Schedule Assignments 202103 TA Jones, Lisa - Karim Khan Sorted By Name										PAGE: 3	
-----															
INSTRUCTOR: Parra Shanae L G02378960 ECLS CODE: AJ HRS STEP: 1															
CRN	SI	TITLE	SCHD	START DATE	END DATE	TIME	DAYS	ROOM	CR HR	HRS/WK	CNT HR	WKS	FTE	% SESS	% RESP
31679	01	National Elec	E	21-JUN-2021	04-SEP-2021	0600-0850pm	W	STC ST-RMT	3.00	3.40	37.40	11	.00	100.00	100.00
PROPOSED POSN: 998616				PAY START/END: 13-JUN-2021 - 04-SEP-2021				TOTAL PAY HRS: 33.00		TOTAL PAY: 2,019.27					
APR 230				SAL TAB-GRD-STEP: IH APPRN 1 HRS/PAY: 5.50 NO. PAYS: 6				RATE: 61.190							
** WARNING: Instructor is not a current employee (FRAEMPL Status is not Active)															
-----															
INSTRUCTOR TOTAL PAY: 2,019.27															
-----															
INSTRUCTOR: Peterson Leslie F G01067000 ECLS CODE: AJ HRS STEP: 1															
CRN	SI	TITLE	SCHD	START DATE	END DATE	TIME	DAYS	ROOM	CR HR	HRS/WK	CNT HR	WKS	FTE	% SESS	% RESP
30287	01	LME: Electric	E	21-JUN-2021	04-SEP-2021			STC ST-RMT	0.00	8.00	88.00	11	.00	100.00	100.00
30287	01	LME: Electric	E	21-JUN-2021	04-SEP-2021	0515-0915pm	T R	STC ST-RMT	4.00	9.60	105.60	11	.00	100.00	100.00
PROPOSED POSN: 998616				PAY START/END: 13-JUN-2021 - 04-SEP-2021				TOTAL PAY HRS: 48.00		TOTAL PAY: 2,937.12					
APR 204				SAL TAB-GRD-STEP: IH APPRN 1 HRS/PAY: 8.00 NO. PAYS: 6				RATE: 61.190							
I															
-----															
INSTRUCTOR TOTAL PAY: 2,937.12															
-----															
INSTRUCTOR: Rhodes Stacy E G01286684 ECLS CODE: AJ HRS STEP: 105															
CRN	SI	TITLE	SCHD	START DATE	END DATE	TIME	DAYS	ROOM	CR HR	HRS/WK	CNT HR	WKS	FTE	% SESS	% RESP
32293	01	Basic Prog Co	E	21-JUN-2021	04-SEP-2021			STC ST-RMT	0.00	1.00	11.00	11	.00	100.00	100.00
32293	01	Basic Prog Co	L	21-JUN-2021	04-SEP-2021	0600-0850pm	W	STC ST-RMT	2.00	3.40	37.40	11	.00	100.00	100.00
PROPOSED POSN: 998616				PAY START/END: 13-JUN-2021 - 04-SEP-2021				TOTAL PAY HRS: 33.00		TOTAL PAY: 2,185.92					
ELT 125				SAL TAB-GRD-STEP: IH APPRN 3 HRS/PAY: 5.50 NO. PAYS: 6				RATE: 66.240							
-----															
INSTRUCTOR TOTAL PAY: 2,185.92															
-----															
INSTRUCTOR: Salazar Sherri B G02483570 ECLS CODE: AJ HRS STEP: 110															
CRN	SI	TITLE	SCHD	START DATE	END DATE	TIME	DAYS	ROOM	CR HR	HRS/WK	CNT HR	WKS	FTE	% SESS	% RESP
32059	01	Calculations	E	21-JUN-2021	04-SEP-2021			CA CA-DST LEARN	0.00	4.00	44.00	11	.00	100.00	100.00
32059	01	Calculations	E	21-JUN-2021	04-SEP-2021	1200-0350pm	M	STC ST-RMT	4.00	4.60	50.60	11	.00	100.00	100.00
PROPOSED POSN: 998616				PAY START/END: 13-JUN-2021 - 04-SEP-2021				TOTAL PAY HRS: 44.00		TOTAL PAY: 3,015.76					
APR 162				SAL TAB-GRD-STEP: IH APPRN 4 HRS/PAY: 7.33 NO. PAYS: 6				RATE: 68.540							
-----															
INSTRUCTOR TOTAL PAY: 3,015.76															

Once HR receives your department's NWRINAS report, the HRIS team create a job record and assigns a Suffix Number for each class and authorizes payment for their instructional hours.

**Conclusion:** Submitting your department's NWRINAS report to the HRIS team each term provides the necessary information about your part-time instructors' pay to HR so that they are paid correctly and on time.

## Intended Learning Outcomes

After reading this guide, you will know:

- What a NWRINAS report does and when to submit it to HRIS
- How to read the NWRINAS report
- What can be adjusted on the NWRINAS report
- How to change instructor pay after the report has been submitted
- How to tell if your NWRINAS report has been processed

After reading this guide, you will be able to:

- Run a NWRINAS report in Banner
- Identify common errors and fix them in Banner
- Get your NWRINAS reports approved and submitted to HRIS

# NWRINAS Process Guide

## When to Submit the NWRINAS Report

**Note:** Schedule Entry for the term must be completed prior to running and submitting your NWRINAS reports.

NWRINAS reports (and any accompanying Exceptional Pay Memos (EPMs)) must be submitted to HRIS by the first bi-weekly Authorization Deadline **of every term**. See the Bi-weekly Payroll Calendar in Additional Resources.

This is the **Fiscal Year 2021-2022** Bi-Weekly Payroll Calendar

BI-WEEKLY PAYROLL SCHEDULE 2021/2022						
Pay Period Begin	Pay Period End	BW	Authorizations Due in HR (generally)	EE Time Sheets SUBMIT by 10 pm (generally)	EE Time Sheets APPROVE	
Summer Term begins 6/21/21						
6/13	6/26	14	June 25	June 25	June 30	
6/27	7/10	15	July 09	July 12	July 14	7/21/21
7/11	7/24	16	July 23	July 26	July 28	8/6/21
7/25	8/7	17	August 06	August 09	August 11	8/20/21
8/8	8/21	18	August 20	August 23	August 25	9/3/21
8/22	9/4	19	September	September 07	September	9/17/21
Summer Term ends 9/5/21						
9/5	9/18	20	September	September 20	September	10/1/21
Fall Term begins 9/27/21						
9/19	10/2	21	October 01	October 01	October 06	10/15/21
10/3	10/16	22	October 15	October 18	October 20	10/29/21
10/17	10/30	23	October 29	November 01	November 03	11/12/21
10/31	11/13	24	November 12	November 15	November 17	11/26/21
11/14	11/27	25	November 24	November 29	December 01	12/10/21
11/28	12/11	26	December 10	December 13	December 15	12/24/21
12/12	12/25	1	December	December 29	December 30	1/7/22
Fall Term ends 12/19/21						
12/26	1/8	2	January 07	January 10	January 12	1/21/22
Winter Term begins 1/10/22						
1/9	1/22	3	January 21	January 21	January 26	2/4/22
1/23	2/5	4	February 04	February 07	February 09	2/18/22
2/6	2/19	5	February 18	February 21	February 23	3/4/22
2/20	3/5	6	March 04	March 07	March 09	3/18/22
3/6	3/19	7	March 18	March 21	March 23	4/1/22
3/20	4/2	8	April 01	April 04	April 06	4/15/22
Winter Term ends 3/27/22 and Spring Term begins 4/4/22						
4/3	4/16	9	April 15	April 15	April 20	4/29/22
4/17	4/30	10	April 29	May 02	May 04	5/13/22
5/1	5/14	11	May 13	May 16	May 18	5/27/22
5/15	5/28	12	May 27	May 31	June 01	6/10/22
5/29	6/11	13	June 10	June 13	June 15	6/24/22
6/12	6/25	14	June 24	June 27	June 29	7/8/22
Spring Term ends 6/19/22 and Summer Term begins 6/27/22						
6/26	7/9	15	July 08	July 08	July 13	7/22/22
7/10	7/23	16	July 22	July 25	July 27	8/5/22
7/24	8/6	17	August 05	August 08	August 10	8/19/22
8/7	8/20	18	August 19	August 22	August 24	9/2/22
8/21	9/3	19	Sept 02	Sept 06	Sept 07	9/16/22
9/4	9/17	20	Sept 16	Sept 19	Sept 21	9/30/22

# NWRINAS Process Guide

## Overview: The NWRINAS Process

The general process from initial hiring of a part-time instructor to pay-day follows this order of events:

1. The Hire: Part-time instructor is hired or re-hired: Background Check is complete, hiring paperwork is submitted to HRIS, instructor record is activated in **SIINST**. Instructor record is activated by submitting the EMPL EPAF.
2. Schedule Entry: Courses are built and instructors are assigned to their specific CRNs in **SSASECT**. Position Numbers are entered in **SSADETL**. Instructors' Contract Type (AJ or NP) is entered in **SIAASGN**.
3. After Schedule Entry has been completed for all your Attendance Method's classes, run a draft of the NWRINAS report. This lists all classes Part-Time instructors have been assigned to during Schedule Entry including their total number of hours and total pay for the term.
4. Identify and fix any errors caught in the NWRINAS report.
5. Run a final version of the NWRINAS report and if applicable, make adjustments to total hours or total pay and other impacted fields.
6. If applicable, complete Exceptional Pay Memos (EPMs) for any adjustments to pay rates on the NWRINAS.
7. Submit your NWRINAS report (and any EPMs) using the HRIS Forms AODocs for approval and finally to HRIS by the first Authorization Deadline for the Term.
8. Once your NWRINAS report is received, the HRIS team will assign each part-time instructor a job record and suffix number for each CRN in Banner. These will appear in **NBIJLST** and **SIAASGN**.
9. Payroll will pay part-time instructors every two weeks via the Bi-Weekly Payroll calendar.

**Question Corner:** Can you answer the following questions?

1. What is the purpose of the NWRINAS report?
2. Can a NWRINAS report be submitted to HRIS once for the whole academic year? Why or why not?
3. Can you list the following events in order of when they should occur?
  - a. NWRINAS report is submitted for approval
  - b. NWRINAS report is run in Banner
  - c. Classes are built and instructors are assigned to their CRN(s) in Banner



# NWRINAS Process Guide

## How to Read the NWRINAS Report

This section will cover how to interpret the data in the NWRINAS report. Let's start with reviewing the instructor's data in the NWRINAS report below. How many classes is instructor Tuyen Le teaching this term?

INSTRUCTOR: Le Tuyen										G03385233		ECLS CODE: EF		HRS STEP: 2						
CRN	SI	TITLE	SCHD	START DATE	END DATE	---	TIME	-	DAYS	-	ROOM	-----	CR HR	HRS/WK	CNT	HR	WKS	FTE	% SESS	% RESP
27570	01	Confidence Bu	E	03-APR-2015	01-MAY-2015		1000-1050am		F		SE TABOR 125		0.00	1.00	5.00	5	.00	100.00	100.00	
POSN: S98821-24		PAY START/END: 29-MAR-2015 - 09-MAY-2015		TOTAL PAY HRS: 12.00		TOTAL PAY: 677.88														
CG 0693		SAL TAB-GRD-STEP: IO CALC 0		HRS/PAY: 4.00		NO. PAYS: 3		RATE: 56.490												
27571	01	Managing Test	E	04-MAY-2015	08-JUN-2015		0100-0150pm		M		SE TABOR 124		1.00	1.00	6.00	6	.00	100.00	100.00	
27571	01	Managing Test	E	08-MAY-2015	12-JUN-2015		1000-1050am		F		SE TABOR 125		0.00	1.00	6.00	6	.00	100.00	100.00	
POSN: S98821-25		PAY START/END: 26-APR-2015 - 20-JUN-2015		TOTAL PAY HRS: 12.00		TOTAL PAY: 677.88														
CG 112		SAL TAB-GRD-STEP: IO CALC 0		HRS/PAY: 3.00		NO. PAYS: 4		RATE: 56.490												
27573	01	Basic Study S	A	03-APR-2015	12-JUN-2015		1100-1150am		F		SE TABOR 125		0.00	1.00	11.00	11	.00	100.00	100.00	
*** NO PAY ASSIGNMENT ***																				
ALC 55																				
																		INSTRUCTOR TOTAL PAY: 1,355.76		
																		REPORT TOTAL PAY: 1,355.76		

NWRINAS reports divide data up based on the CRNs taught by an instructor.

Looking closely, we can see that Tuyen is teaching three classes this term:

INSTRUCTOR: Le Tuyen																						G03385233		ECLS CODE: EF		HRS STEP: 2	
1	CRN	SI	TITLE	SCHD	START DATE	END DATE	---	TIME	-	DAYS	-	ROOM	-----	CR HR	HRS/WK	CNT	HR	WKS	FTE	% SESS	% RESP						
	27570	01	Confidence Bu	E	03-APR-2015	01-MAY-2015		1000-1050am		F		SE TABOR 125		0.00	1.00	5.00	5	.00	100.00	100.00							
	POSN: S98821-24		PAY START/END: 29-MAR-2015 - 09-MAY-2015		TOTAL PAY HRS: 12.00		TOTAL PAY: 677.88																				
	CG 0693		SAL TAB-GRD-STEP: IO CALC 0		HRS/PAY: 4.00		NO. PAYS: 3		RATE: 56.490																		
2	27571	01	Managing Test	E	04-MAY-2015	08-JUN-2015		0100-0150pm	M		SE TABOR 124		1.00	1.00	6.00	6	.00	100.00	100.00								
	27571	01	Managing Test	E	08-MAY-2015	12-JUN-2015		1000-1050am		F		SE TABOR 125		0.00	1.00	6.00	6	.00	100.00	100.00							
	POSN: S98821-25		PAY START/END: 26-APR-2015 - 20-JUN-2015		TOTAL PAY HRS: 12.00		TOTAL PAY: 677.88																				
	CG 112		SAL TAB-GRD-STEP: IO CALC 0		HRS/PAY: 3.00		NO. PAYS: 4		RATE: 56.490																		
3	27573	01	Basic Study S	A	03-APR-2015	12-JUN-2015		1100-1150am		F		SE TABOR 125		0.00	1.00	11.00	11	.00	100.00	100.00							
	*** NO PAY ASSIGNMENT ***																										
	ALC 55																										
																			INSTRUCTOR TOTAL PAY:			1,355.76					
																			REPORT TOTAL PAY:			1,355.76					

# NWRINAS Process Guide

## Interpreting the Fields:

INSTRUCTOR: Le Tuyen		G03385233		ECLS CODE: EF		HRS STEP: 2											
1	CRN	SI	TITLE	SCHD	START DATE	END DATE	---	TIME - DAYS - ROOM	-----	CR HR	HRS/WK	CNT HR	WKS	TE	% SESS	% RESP	
	27570	01	Confidence Bu	E	03-APR-2015	01-MAY-2015		1000-1050am	F	SE TAVOR 125	0.00	1.00	5.00	5	.00	100.00	
	POSN: S98821-24		CG 0693		PAY START/END: 29-MAR-2015 - 09-MAY-2015		TOTAL PAY HRS: 12.00		TOTAL PAY: 677.88		SAL TAB-GRD-STEP: IO CALC 0		HRS/PAY: 4.00		NO. PAYS: 3		RATE: 56.490

Field	Description:
<b>START DATE / END DATE</b>	<b>Start Date of the class and End Date of the Class: April 3, 2015 – May 1, 2015</b> Tuyen's class starts on April 3 <sup>rd</sup> and ends on May 1 <sup>st</sup> for Class 1.
<b>PAY START/END</b>	<b>Instructor's Pay Start Date and Pay End Date for the class:</b> These are the start and end dates of the term. Tuyen's first pay period for the class starts March 29th. The last day of the last pay period for the class is May 9th.
<b>SAL TAB-GRD-STEP</b>	<b>Instructor's Salary Table, Grade and Step: IO CALC 0</b> Tuyen's Salary Table is IO, Grade is CALC and Step is 0 for Class 1.
<b>HRS/WK</b>	<b>Hours per week: 1.0</b> Tuyen's class meets one hour per week for Class 1.
<b>WKS</b>	<b>Weeks: 5</b> Tuyen's class meets for 5 weeks for Class 1.
<b>TOTAL PAY HRS:</b>	<b>Total worked hours for the class: 12</b> Tuyen will get paid for a total of 12 hours of work for Class 1.
<b>HRS/PAY:</b>	<b>Hours per pay: 4</b> On each bi-weekly paycheck, Tuyen will be paid for four hours for Class 1.
<b>NO. PAYS:</b>	<b>Number of Pays: 3</b> Tuyen will get paid over three bi-weekly pay periods for Class 1.
<b>RATE:</b>	<b>Pay Rate: 56.49 per hour</b> Tuyen is paid \$56.49 per hour for Class 1.
<b>TOTAL PAY</b>	<b>Total pay for the class: \$677.88</b> Tuyen will be paid a total of \$677.88 for Class 1.
<b>INSTRUCTOR TOTAL PAY</b>	<b>Total pay for the term: \$1,355.76</b> Tuyen will be paid a total of \$1,355.76 for the term.

# NWRINAS Process Guide

## Double Checking the Pay Rate is Correct

Part-Time Faculty Member pay is based on three things:

1. the type of class being taught
2. the instructor's "Step." (Part-Time instructors' step is higher the more they've worked at PCC.) Steps change in the Fall term.
  - a. For the majority of instructors, the **Hrs Step** in **PWAPLVL** is the instructor's current step
  - b. If the instructor has Salary Grade APPRN, the **Yrs Step** in **PWAPLVL** is the current step.
3. other factors, like whether the instructor is doing "overload" teaching (teaching more than their expected workload).

You can ensure the pay rate for a class in the NWRINAS report is correct by comparing the pay rate in the NWRINAS report to the pay rate at that same Salary Table, Grade and Step in the Part-Time Instructor Department Use Salary Schedule.

For example, in the sample below, instructor Stacy Rhodes has Salary Table "IH", Grade "APPRN" and is at Step "3" for the Fall 2021 class, Basic Programmable Controllers. The pay rate is \$67.90.

INSTRUCTOR: Rhodes Stacy																	INSTRUCTOR TOTAL PAY: 2,349.36			
G01286684				ECLS CODE: AJ				HRS STEP: 105												
CRN	SI	TITLE	SCHD	START DATE	END DATE	---	TIME	-	DAYS	-	ROOM	-----	CR HR	HRS/WK	CNT HR	WKS	FTE	% SESS	% RESP	
40686	01	Basic Prog Co	E	29-SEP-2021	15-DEC-2021	-							0.00	1.00	12.00	12	.00	100.00	100.00	
40686	01	Basic Prog Co	L	29-SEP-2021	15-DEC-2021		0600-0850pm		W		STC ST-RMT LEAR		2.00	2.00	24.00	12	.00	100.00	100.00	
POSN: 998616-53				PAY START/END: 19 SEP 2021				25-DEC-2021				TOTAL PAY HRS: 36.00				TOTAL PAY: 2,444.40				
ELT 125				SAL TAB-GRD-STEP: IH APPRN 3				HRS/PAY: 5.14				NO. PAYS: 7				RATE: 67.900				
																	INSTRUCTOR TOTAL PAY: 2,444.40			

If we look in the 2021-2022 Part-Time Faculty Salary Schedule (available on the [HR Compensation webpage](#)), we'll see that the pay rate for Salary Table 'IH', at Grade 'APPRN' at Step 3 is indeed, \$67.90.

		111	\$45.26		<b>Year 2021-2022 Part Time Faculty Salary Schedule.</b>
IH	APPRN (Trade Extension Program)	1	\$62.72		
		2	\$65.26		
		3	\$67.90		
		4	\$70.25	n/a	
		5	\$72.71	n/a	
					10 to 13
					14 or more

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

**Note:** Classes with grade "CALC" like the ones Tuyen is teaching in the example above, are classes with a non-standard mix of Lecture to Lab hours. Banner automatically calculates the hourly rate for these classes. To double check the rate, visit the instructions included in the [CALC Rate Calculator tool](#).



# NWRINAS Process Guide

## POSN vs. NO PAY ASSIGNMENT

Class 1 and Class 2 both have Position Numbers and a Total Pay amount.

Class 3 has no position number and no Total Pay Amount.

- Instead, it says \*\*\* NO PAY ASSIGNMENT \*\*\*
- Classes for which instructors are NOT paid will have contract type “NP” in **SIAASGN** and appear like this in the NWRINAS report.
- There may be valid reasons why Tuyen will not be paid for Class 3.
  - For example, an instructor who teaches classes like “Yoga 1” and “Yoga 2” might teach both levels at the same time in the same class. There are two CRNs listed in the Class Schedule, but they are getting paid for only one of them (called Cross-listing).
  - Another example would be if the instructor works for PCC as an independent contractor via a Personal Services Contract and is paid via invoicing rather than through payroll.

We are ready to complete the NWRINAS process by completing the four Action Items below.

### Question Corner: Can you answer the following questions about the report below?

1. How many classes is this instructor teaching?
2. For how many classes is this instructor being paid?

```
-----
INSTRUCTOR: Valdivia Mateo H      G00568241    ECLS CODE: AF    HRS STEP: 1
CRN  SI TITLE      SCHD START DATE  END DATE    ---  TIME - DAYS - ROOM  ----- CR HR  HRS/WK  CNT HR  WKS  FTE  % SESS % RESP
30286 01 LME: Luminair  E  21-JUN-2021  04-SEP-2021  0600-0850pm M W    STC ST-RMT      3.00   6.80   74.80  11   .00 100.00 100.00
PROPOSED POSN: 998616      PAY START/END: 13-JUN-2021 - 04-SEP-2021    TOTAL PAY HRS: 36.00    TOTAL PAY: 2,292.12
APR 104      SAL TAB-GRD-STEP: IH APPRN 2    HRS/PAY: 6.00    NO. PAYS: 6      RATE: 63.670
31753 01 LME: Luminair  E  21-JUN-2021  04-SEP-2021  0600-0850pm M W    STC ST-RMT      3.00   6.80   74.80  11   .00 100.00 100.00
*** NO PAY ASSIGNMENT ***
APR 104
-----
INSTRUCTOR TOTAL PAY: 2,292.12
-----
```

# NWRINAS Process Guide

## Action Items

The following four Action Items must be completed by your department. Action Items can be distributed among different members of your department depending on how your department is structured and delegates tasks.

In the following section, we will cover how to complete these four required Action Items:

1. Run the NWRINAS report in Banner, download or print it
2. Identify and fix common errors on the NWRINAS report
3. Review the data and if applicable, make any needed adjustments
4. Submit your NWRINAS to management for approval and route to HRIS

## 1. Run the NWRINAS Report in Banner, Download or Print It

**FIRST:** You will need to know your program's Attendance Method in order to run your NWRINAS report. If you already know your Attendance Method, skip down to Step 1.

To find your Attendance Method, follow one of these two steps:

- Visit the [Schedule Entry: Attendance Methods page](#) on the Schedule Entry website. Your Attendance Method will be a two-character code, for example: 1A or Z8.

**OR**

- In Banner, go to **STVACCT** (Attendance Accounting Method Validation) and scroll through the list to find the Attendance Method code associated with your program dean or coordinator and lead administrative assistant.

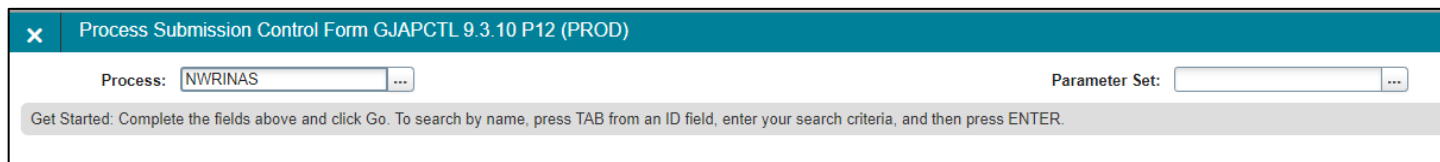
Attendance Methods	
Created by Melissa Aaberg, last modified by Sarah Rohwer on Oct 12, 2021	
List of Active Attendance Methods	
Updated September 14th 2021	
Attendance Method	Description
1A	Laura Horani - Jean Garside
1B	Laura Horani - Jean Garside
1C	Laura Horani - Jean Garside
1D	N. Espindola - Jean Garside
1E	Chris Rose - Angela Wetzel


# NWRINAS Process Guide

a) To **run** your NWRINAS Report:

**Step 1:** From the Banner Main Menu, type NWRINAS and hit Enter on your keyboard.

**Step 2:** Click Go to get to the Control Form.



**Step 3:** Click Next Block (  ) to get to the Parameter Values section. Next, enter the applicable Parameter Values.

Use the following table as a guide if you're unsure what to enter.

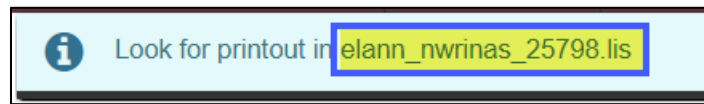
Parameter	What to Enter and More Information
01 Term Code	Type in the term code. For example: <ul style="list-style-type: none"> <li>2021<b>01</b> for Winter 2021</li> <li>2022<b>02</b> for Spring 2022</li> </ul>
02 Instructor ID	Optional. If you are running a NWRINAS report to show a specific instructor's data, enter their G Number here. Otherwise, leave this field blank.
03 Attendance Method	Type in the <a href="#">Attendance Method code</a> associated with your program's classes.
04 Sort Option	Sort Options <b>1</b> = Sort by <b>employee name (Preferred)</b> <b>2</b> = Sort by subject, then employee name <b>3</b> = Sort by Org code, then employee name
05 Position Selection	<b>Leave blank</b> for all positions. (P shows only Proposed Jobs (jobs without Suffix Number)) (R shows only RecordedJobs (jobs with Suffix Number))
06 Print Auth Signature Block?	Enter <b>Y</b> in order for a signature line to appear at the end of the report.

For more information about saving reports, visit the [Banner Report Help page](#).

# NWRINAS Process Guide

PARAMETER VALUES		
Number *	Parameters	Values
01	Term Code	201904
02	Instructor ID	
03	Attendance Method	HO
04	Sort Option	1
05	Position Selection	
06	Print Auth Signature Block?	Y

**Step 4:** Click **Next Block** (  ) to get to the Submission section.



b) To **view** your NWRINAS report:

- On the Intranet site under Top Tools, click on **Banner login & resources** then click on **Banner Report Viewer**.
  - OR on your MyPCC Employee tab, click on **Banner Report Viewer**.

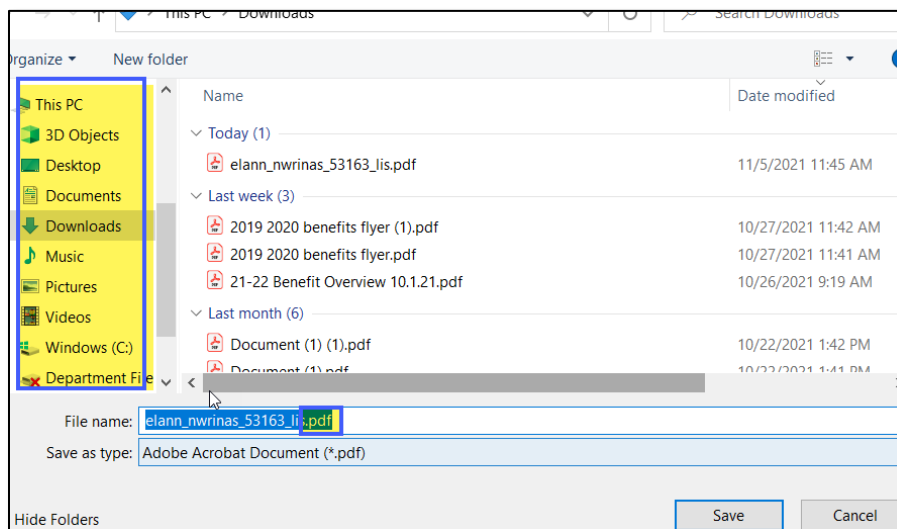
The form is titled "Banner Report Viewer" and has a teal header bar with "View other reports" and "Logout" links. Below the header, it says "Enter selections below, then click Submit button". The form contains three input fields: "Banner User Name" with the value "ELANN", "Report Name" with the value "Required when looking up others' reports", and "Database \*" with radio buttons for "Banner Prod" (selected) and "Banner Test/Major". At the bottom, there are two buttons: "Submit" (highlighted with a yellow box) and "Reset".

- Once you are successfully taken to the Report Viewer, locate your NWRINAS report by the name it provided in the "Look for printout" message. Click **L** on the line associated with it to view your report in *Landscape mode* and open as a pdf.

# NWRINAS Process Guide

c) To **download** your NWRINAS Report:

- In your opened NWRINAS report, click on the 'download' icon in the upper right-hand corner.
- In the pop-up, be sure that the file is set to be saved as a pdf and save it to your desired location.



d) To **print** your NWRINAS Report:

- In your opened NWRINAS report, click on the print icon in the upper right-hand corner.





# NWRINAS Process Guide

## 2. Identify and Fix Common Errors on the NWRINAS Report

Once you have your NWRINAS report, scan the report for errors or issues that need to be fixed.

**Issues on your NWRINAS report that do not get fixed will result in your PT instructors getting paid incorrectly or not at all!**

Many issues can be corrected in a Banner screen. If any corrections are caught and fixed in Banner or in Banweb by submitting an EMPL EPAF, you will need to rerun your NWRINAS report again.

The following issues are some of the most common ones found in NWRINAS reports:

- A. [Instructor is missing from the NWRINAS report](#)
- B. [No Position Number listed for an instructor](#)
- C. [Warning or Error Messages](#)
- D. [Pay type is not correct \(Position Number vs. NO PAY ASSIGNMENT\)](#)



# NWRINAS Process Guide

## A. Instructor Is Missing from the NWRINAS Report

There may be good reasons why an employee would not appear on the NWRINAS report (for example, they might be a full-time faculty member). Make sure all part-time instructors teaching classes under your associated Attendance Method code appear on the report. If an instructor or their class does not appear in the report, it is likely a result of a mistake that was made during Schedule Entry in one of the following pages: **SSADETL**, **SSASECT** or **SIAASGN**.

**How to Fix It:** There are 3 steps: one in **SSADETL**, one in **SSASECT** and one in **SIAASGN**.

### 1. Fix Budget Codes and Position Number in SSADETL

Make sure the Budget Codes and Position Number are correct in **SSADETL**.

**Step 1:** In Banner, go to **SSADETL** and enter the correct term code and CRN Number. Then click **Go**.

**Step 2:** Click on the **Finance Code** tab.

**Step 3:** Check the following fields to make sure they are correct

- Fund Code
- Orgn Code
- Prog Code
- PT Faculty Posn

**Step 4:** If any fields are incorrect, make the necessary corrections and click **Save**.

The screenshot shows the Banner interface for the Finance Code tab. At the top, it displays: Term: 201503, CRN: 30975, Subject: MTH, Course: 244, Title: Statistics II. Below this is a navigation bar with tabs: Section Links and Corequisites, Section Fees, Degree Program Attributes, Contract and Block Schedule Information, and Finance Code (which is selected). Under the Finance Code tab, there is a section titled 'FINANCE CODE'. It contains several fields: Fund Code\* (1000), Orgn Code\* (B40433), Prog Code\* (21), PT Faculty Posn (998712), and AdjOvr/B40433/Cred. There are also checkboxes for Margin Course and Book Cost Designation (No Data).

**Step 5:** If you made corrections in Banner, rerun your NWRINAS report.

### 2. Fix the Attendance Method in SSASECT

Make sure the Attendance Method Code is listed correctly in **SSASECT**.

**Step 1:** In Banner, go to **SSASECT**, enter the correct term code and CRN number, then click **Go**.

**Step 2:** On the first tab, **Course Section Information**, scroll down to the Class Indicators section and review the **Attendance Method** field. (See image below). Is the Attendance Method Code correct? If not, correct the Attendance Method code and click **Save**.

# NWRINAS Process Guide

**Step 3:** If you made corrections in Banner, rerun your NWRINAS report.

## 3. Fix the Contract Type in SIAASGN

Make sure the CRN has a contract type in **SIAASGN**.

**Step 1:** In Banner, go to **SIAASGN**, enter the correct term code and CRN number, then click **Go**.

**Step 2:** Using the arrows to scroll through the instructor's CRNs, check each CRN's Contract Type.

**Step 3:** If a CRN does not have a Contract Type, enter the correct Contract Type and click **Save**.

**Step 4:** If you made corrections in Banner, rerun your NWRINAS report.

# NWRINAS Process Guide

## B. No Position Number Listed for an Instructor

Instructors need a Position Number (listed as POSN or Proposed POSN on the NWRINAS) for every CRN in order to be paid for that class.

INSTRUCTOR: Nanna Shani C G01945751 ECLS CODE: AJ HRS STEP: 107

CRN	SI	TITLE	SCHD	START DATE	END DATE	---	TIME	DAYS	ROOM
32289	01	Refrigeration	E	21-JUN-21	04-SEP-2021	-			
32289	01	Refrigeration	L	21-JUN-21	04-SEP-2021	-	0600-0850pm		STC S

PROPOSED POSN: 998616 FMT 103 SAL TAB-GRD-STEP: IH APPRN 4 HRS/PAY: 5.50

32297 01 Dir Digital C E 21-JUN-2021 04-SEP-2021 0600-0850pm M STC S

PROPOSED POSN: FMT 202 PAY START/END: 13-JUN-2021 - 04-SEP-2021 SAL TAB-GRD-STEP: IH APPRN 4 HRS/PAY: 5.50

**Listed Position Number**

INSTRUCTOR: Nanna Shani C G01945751 ECLS CODE: AJ HRS STEP: 107

CRN	SI	TITLE	SCHD	START DATE	END DATE	---	TIME	DAYS	ROOM
32289	01	Refrigeration	E	21-JUN-2021	04-SEP-2021	-			
32289	01	Refrigeration	L	21-JUN-2021	04-SEP-2021	-	0600-0850pm		STC S

PROPOSED POSN: 998616 FMT 103 SAL TAB-GRD-STEP: IH APPRN 4 HRS/PAY: 5.50

32297 01 Dir Digital C E 21-JUN-2021 04-SEP-2021 0600-0850pm M STC S

PROPOSED POSN: FMT 202 PAY START/END: 13-JUN-2021 - 04-SEP-2021 SAL TAB-GRD-STEP: IH APPRN 4 HRS/PAY: 5.50

**Missing Position Number!**

To look up an instructor's Position Number, visit Banner page **NBIPORG**.

### How to Fix It: Add the Position Number in **SSAETL**.

**Step 1:** In Banner, go to **SSAETL** and enter the correct term code and CRN Number. Then click **Go**.

**Step 2:** Click on the **Finance Code** tab.

**Step 3:** Enter the missing Position Number into the **PT Faculty** field and click **Save**.

**Step 4:** Rerun your NWRINAS report.

Schedule Detail Form SSAETL 9.3.15 P9 (PROD)

Term: 201503 CRN: 30975 Subject: MTH Course: 244 Title: Statistics II

Section Links and Corequisites Section Fees Degree Program Attributes Contract and Block Schedule Information **Finance Code**

FINANCE CODE

Fund Code *	1000	General Fund-Operating
Orgn Code *	B40433	Mathematics
Prog Code *	21	Instruction

PT Faculty Posn  AdjOvr/B40433/Cred

☐ Margin Course

Book Cost Designation  No Data

# NWRINAS Process Guide

## C. Warning or Error Messages

### WARNING: Instructor is not a current employee

-----														
INSTRUCTOR: Cook Dennis R			G00816242			ECLS CODE: AJ			HRS STEP: 1					
CRN	SI	TITLE	SCHD	START DATE	END DATE	---	TIME	-	DAYS	-	ROOM	-----	CR HR	HRS/
32284	01	Refrigeration	E	21-JUN-2021	04-SEP-2021	-							0.00	4.
32284	01	Refrigeration	L	21-JUN-2021	04-SEP-2021	0830-1120am	MTWR				STC ST-RMT		2.00	13.
-----														
PROPOSED POSN: 998616				PAY START/END: 13-JUN-2021 - 04-SEP-2021						TOTAL PAY HRS: 36.				
FMT 112				SAL TAB-GRD-STEP: IN APPRN 5						HRS/PAY: 6.00			NO. PAYS: 6	
** WARNING: Instructor is not a current employee (PEAEMPL Status is not Active)														

The Warning message above (Instructor is not a current employee (No PEAEMPL record exists)) means that the instructor is not set up as an active PCC employee.

### How to Fix It: Submit the instructor's EMPL EPAF.

This Warning message is the result of the instructor's employee record not being activated. The instructor's EPAF activating their job at PCC (EMPL EPAF) was either never submitted or never approved.

Prior to submitting an EMPL EPAF, you'll need to ensure that the instructor has completed Phase 2 of the Five Phases of Setting Up an Employee and has cleared the criminal background check. Visit the [EPAF Process Guide](#) for instructions on how to submit the EMPL EPAF.

### ERROR: ONE or more pay fields less than/equal 0

The Error message below (ONE or more pay fields less than/equal to 0 - job not created) means that no meeting hours or days were assigned to the instructor's class during Schedule Entry.

-----															INSTRUCTOR TOTAL PAY:				0.00							
INSTRUCTOR:		[REDACTED]		a G [REDACTED]		ECLS CODE: AJ		HRS STEP: 1		-----																
CRN	SI	TITLE	SCHD	START DATE	END DATE	---	TIME	-	DAYS	-	ROOM	-----	CR HR	HRS/WK	CNT	HR	WKS	FTE	%	SESS	%	RESP				
33964	01	Drywall Repai	9	20-JUL-2019	27-JUL-2019	0930-1220pm			S		TABOR 126		0.00	3.40	6.80	2	.00	100.00	100.00							
-----																										
EXISTING POSN: 997028-14				PAY START/END: 14-JUL-2019 - 27-JUL-2019										TOTAL PAY HRS: 6.80				TOTAL PAY: 164.22								
9HB 624Z				SAL TAB-GRD-STEP: IN COMED 0										HRS/PAY: 6.80				NO. PAYS: 1				RATE: 24.150				
-----																										
33965 01		Paint Like a		9	27-JUL-2019	27-JUL-2019	0100-0450pm				TABOR 126		0.00	0.00	0.00	1	.00	100.00	100.00							
** ERROR POSN: 997028																										
ONE or more pay fields less than/equal 0 - job not created																										
-----																										
													TOTAL PAY HRS: 0.00				TOTAL PAY: 0.00									

### How to Fix It: Enter the correct class meeting days and times in SSASECT.

**Step 1:** In Banner, go to **SSASECT** and enter the correct term code and CRN Number. Then click **Go**.

**Step 2:** Click on the Meeting Times and Instructor tab.

**Step 3:** On the Meeting Dates tab, check the Start Date field, End Date field, Day of the Week, Start Time field and End Time field. If any fields are missing, enter the correct information and click **Save**.

**Step 4:** If you adjusted any information in Banner, rerun your NWRINAS report.

# NWRINAS Process Guide

## D. Pay Type Is Not Correct (Position Number vs. No Pay Assignment)

An instructor is assigned to a CRN as a NO PAY ASSIGNMENT when they should be paid for the CRN, or they are assigned to a CRN with a Position Number and hourly rate, when they should NOT be paid for the CRN.

INSTRUCTOR: Valdivia Mateo H																							G00568241		ECLS CODE: AF		HRS STEP: 1	
CRN	SI	TITLE	SCHD	START DATE	END DATE	---	TIME	-	DAYS	-	ROOM	-----	CR HR	HRS/WK	CNT	HR	WKS	FTE	%	SESS	%	RESP						
30286	01	LME: Luminair	E	21-JUN-2021	04-SEP-2021	0600-0850pm	M	W			STC ST-RMT		3.00	6.80	74.80	11	.00	100.00	100.00									
PROPOSED POSN: 998616		PAY START/END: 13-JUN-2021 - 04-SEP-2021										TOTAL PAY HRS: 36.00		TOTAL PAY: 2,292.12														
APR 16		SAL TAB-GRD-STEP: IH APPRN 2 HRS/PAY: 6.00										NO. PAYS: 6		RATE: 63.670														
31753	01	LME: Luminair	E	21-JUN-2021	04-SEP-2021	0600-0850pm	M	W			STC ST-RMT		3.00	6.80	74.80	11	.00	100.00	100.00									
*** NO PAY ASSIGNMENT ***																												
APR 16																												
INSTRUCTOR TOTAL PAY: 2,292.12																												

**How To Fix It:** Update the instructor's Contract Type for that CRN in **SIAASGN**.

**Step 1:** In Banner, go to **SIAASGN** and enter the instructor's G Number and the correct Term code. Then click **Go**.

**Step 2:** Banner will pull up the first CRN of the term to which the instructor is assigned. Scroll through all assigned CRNs using the scroll arrows until you get to the correct CRN. In the Contract Type field:

- select AJ for paid positions
- select NP for NO PAY ASSIGNMENT

**Step 3:** Click **Save**.

**Step 4:** Rerun your NWRINAS report.

ID: C	Term: 202001
FACULTY ASSIGNMENT	
CRN 12088	<input checked="" type="checkbox"/> Override Conflicts
Session 01	Workload 3.240
Subject ART	Override
Course 131A	Workload
Section 0	Calculated Workload 3.240
Session Credit 3.000	Assignment Type
Institutional Credit 3.000	Percent* 100
Percentage of* 100	Responsibility
<input checked="" type="checkbox"/> Primary Instructor	Weekly Contact 6
	Total Contact 66
	<input type="checkbox"/> Compensation Extracted
Generated Credits 3.000	
FTE 0.32	
Contract Type AJ	
<input type="checkbox"/> Compensation Applied	
Position Number	
Position Number	
Suffix	
Additional Instructors	
1 of 18   1 Per Page	

Now that you've checked the NWRINAS reports for errors and have fixed them, it's time to move on to Action Item 3: reviewing the data and if applicable, making any needed adjustments.

# NWRINAS Process Guide

## 3. Review the Data and if Applicable, Make Any Needed Adjustments

Once you have fixed any errors in the report, review each instructor's pay rate(s) and pay hours(s) and ensure they are correct.

This section will address:

1. [Making any needed adjustments to the data in the NWRINAS report](#)
2. [The AP Stipend \(Teaching Stipend for Academic Professionals\) for a class](#)

### 1. Making Any Needed Adjustments

Instructors' pay in the NWRINAS report is automatically calculated based on:

- the Step of the instructor
- the Pay Hours of the class
- and the Salary Table and Grade of the class's Schedule Type(s).

The data is pulled from pages completed in Schedule Entry and **SCACRSE**.

The most common data in need of adjustment are Total Pay Hours and Pay Rate.

If one field needs to be adjusted, any impacted fields will also need adjustment.

**Note:** It is the department's responsibility to review all the data and ensure it is correct.

### Adjusting Total Pay Hours and Other Impacted Fields

Pay Hours should be adjusted if the department knows prior to submitting the NWRINAS that the instructor's hours for a class won't be what's reported in the NWRINAS.

Adjusting **Total Pay Hours** typically includes having to adjust the following other fields as well:

- Total Pay
- Hours per Pay
- Instructor Total Pay
- (If applicable) Number of Pays
- (If applicable) Pay Start Date or Pay End Date

**Sample 1:** The department is aware prior to submitting the NWRINAS that instructor Tuyen Le will need to miss one day of the Spring 2021 class: OSHA 30 for Pre-Apprenticeship, or a number of



# NWRINAS Process Guide

hours within just one bi-weekly pay period, bringing 33 Total Pay Hours down to only 30 Total Pay Hours.

Since Tuyen will now only be paid for 30 hours instead of 33 hours, the following fields will need to be adjusted:

- Total Pay Hours (33 will need to be adjusted to 30)
- Total Pay (to account for the missed three hours of instructional time, calculate the new total pay amount by multiplying the total pay hours by the pay rate. In the sample below, 30 hours multiplied by \$70.94 equals \$2,128.20)
- Hours per Pay (to account for the missed three hours of pay into the number of paid hours per six paychecks. In the example below, 30 hours divided by six paychecks equals five hours per paycheck).
- Instructor Total Pay (again, to account for the missed three hours. Total up the instructor's new total pay. In the sample below, \$2,128.20 for the first class plus \$2,341.02 for the second class equals \$4,469.22 total).

**Step 1:** Locate the CRN or CRNs in need of adjustment.

**Step 2:** If adjusting electronically in a PDF doc:

- Strikethrough** the original data (use the Comment tool in Adobe Acrobat Pro DC)
- Type the new values next to the original values. **Enlarge the font size and bold the new values** (use the Edit tool in Adobe Acrobat Pro DC).
- Include an arrow shape** in the margin to bring the change to HRIS's attention (use the Comment tool in Adobe Acrobat Pro DC).

INSTRUCTOR: Le Tuyen R																				
G01453727 ECLS CODE: AJ HRS STEP: 2																				
CRN	SI	TITLE	SCHD	START DATE	END DATE	---	TIME	- DAYS -	ROOM	-----	CR HR	HRS/WK	CNT	HR WKS	FTE	% SESS	% RESP			
25295	01	OSHA 30 for P	E	30-MAR-2021	08-JUN-2021	0830-1130am	T	STC	ST-RMT LEAR		3.00	3.00	33.00	11	.00	100.00	100.00			
PROPOSED POSN: 998616											TOTAL PAY HRS:		33.00		TOTAL PAY:		2,341.02			
APR 299C											SAL TAB-GRD-STEP: IH APPRN 5		HRS/PAY: 5.50		NO. PAYS: 6		RATE: 70.940		2,128.20	
25659	01	OSHA 30 HR Sa	E	30-MAR-2021	08-JUN-2021	0600-0900pm	T	STC	ST-RMT LEAR		3.00	3.60	39.60	11	.00	100.00	100.00			
PROPOSED POSN: 998616											TOTAL PAY HRS:		33.00		TOTAL PAY:		2,341.02			
ELT 220											SAL TAB-GRD-STEP: IH APPRN 5		HRS/PAY: 5.50		NO. PAYS: 6		RATE: 70.940			
INSTRUCTOR TOTAL PAY:															4,682.04					
															4,469.22					

**Step 3:** If adjusting manually: Using a black pen, cross out the fields in need of adjustment on the report and write next to them the corrections.

INSTRUCTOR: Le Tuyen R																						
G01453727 ECLS CODE: AJ HRS STEP: 2																						
CRN	SI	TITLE	SCHD	START DATE	END DATE	---	TIME	- DAYS -	ROOM	-----	CR HR	HRS/WK	CNT	HR	WKS	FTE	%	SESS	%	RESP		
25295	01	OSHA 30 for P	E	30-MAR-2021	08-JUN-2021	0830-1130am	T		STC	ST-RMT LEAR	3.00	3.00	33.00	11	.00	100.00	100.00					
PROPOSED POSN: 998616													PAY START/END: 21-MAR-2021 - 12-JUN-2021		TOTAL PAY HRS: 33.00		TOTAL PAY: 2,341.02					
APR 299C													SAL TAB-GRD-STEP: IH APPRN 5		HRS/PAY: 5.50		NO. PAYS: 6		RATE: 70.940		2,128.20	
25659	01	OSHA 30 HR Sa	E	30-MAR-2021	08-JUN-2021	0600-0900pm	T		STC	ST-RMT LEAR	3.00	3.60	39.60	11	.00	100.00	100.00					
PROPOSED POSN: 998616													PAY START/END: 21-MAR-2021 - 12-JUN-2021		TOTAL PAY HRS: 33.00		TOTAL PAY: 2,341.02					
ELT 220													SAL TAB-GRD-STEP: IH APPRN 5		HRS/PAY: 5.50		NO. PAYS: 6		RATE: 70.940			
													INSTRUCTOR TOTAL PAY: 4,682.04									
													4,469.22									

# NWRINAS Process Guide

**Sample 2:** The department is aware prior to submitting the NWRINAS that instructor Tuyen Le will miss the three final days of the Spring 2021 class: OSHA 30 for Pre-Apprenticeship (nine missed hours) bringing total pay hours from 33 down to 24. This will impact not only her total pay hours and hours per pay, but the number of paychecks and her pay end date as well, since an entire bi-weekly pay period's number of hours are removed (Tuyen is paid 5.5 hours per pay period). Because Tuyen will now only be working five bi-weekly pay period's hours, her number of pays will be reduced from six to five. Her end pay date will therefore also change to the last day of the fifth pay period, rather than the original sixth pay period end date.

Since Tuyen will now only be paid for 24 hours instead of 33 hours, the following fields will need to be adjusted:

- Total Pay Hours (33 will need to be adjusted to 24)
- Total Pay (to account for the missed nine hours of instructional time, calculate the new total pay amount by multiplying the total pay hours by the pay rate. In the sample below, 24 hours multiplied by \$70.94 equals \$1,702.56)
- Number of Pays (Tuyen is paid for 5.5 hours per 6 pay periods (33 total hours divided by six pay periods). Because Tuyen's hours are reduced by 9 hours, one entire 5.5-hour pay period will be dropped, bringing her number of paychecks down from six to five).
- Hours per Pay (to account for the missed nine hours of pay into the total number of paid hours per five paychecks. In the example below, 24 hours divided by five paychecks equals 4.8 hours per paycheck).
- Pay End Date (to account for the new last day of pay. Change the Pay End Date to the new end date, the last day of the **fifth** pay period for the term, May 29, 2021.)
- Instructor Total Pay (again, to account for the missed nine hours. Total up the instructor's new total pay. In the sample below, \$1,702.56 plus \$2,341.02 equals \$4,043.58).

**Step 1:** Locate the CRN in need of adjustments.

**Step 2:** If adjusting electronically in a PDF doc:

- Strikethrough** the original data (use the Comment tool in Adobe Acrobat Pro DC)
- Type the new values next to the original values. **Enlarge the font size and bold the new values** (use the Edit tool in Adobe Acrobat Pro DC).
- Include an arrow shape** in the margin to bring the change to HRIS's attention

INSTRUCTOR: Le Tuyen R															INSTRUCTOR TOTAL PAY: 2,341.02				
G01453727 ECLS CODE: AJ HRS STEP: 2																			
CRN	SI	TITLE	SCHD	START DATE	END DATE	---	TIME	-	DAYS	-	ROOM	-----	CR HR	HRS/WK	CNT HR	WKS	FTE	% SESS	% RESP
25295	01	OSHA 30 for P	E	30-MAR-2021	08-JUN-2021	0830-1130am	T				STC	ST-RMT LEAR	3.00	3.00	33.00	11	.00	100.00	100.00
29-May-2021																			
PROPOSED POSN: 998616															TOTAL PAY HRS: 33.00				
APR 299C															NO. PAYS: 6				
PAY START/END: 21-MAR-2021 - 12-JUN-2021															TOTAL PAY: 2,341.02				
SAL TAB-GRD-STEP: IH APPRN 5															RATE: 70.940				
HRS/PAY: 5.50															1,702.56				
25659	01	OSHA 30 HR Sa	E	30-MAR-2021	08-JUN-2021	0600-0900pm	T				STC	ST-RMT LEAR	3.00	3.60	39.60	11	.00	100.00	100.00
PROPOSED POSN: 998616															TOTAL PAY HRS: 33.00				
ELT 220															NO. PAYS: 6				
PAY START/END: 21-MAR-2021 - 12-JUN-2021															TOTAL PAY: 2,341.02				
SAL TAB-GRD-STEP: IH APPRN 5															RATE: 70.940				
HRS/PAY: 5.50																			
															INSTRUCTOR TOTAL PAY: 4,682.04				
															4,043.58				

# NWRINAS Process Guide

**Step 3: If adjusting manually: Using a black pen,** cross out the fields in need of adjustment on the report and write next to them the corrections.

INSTRUCTOR: Le Tuyen R										G01453727										ECLS CODE: AJ										HRS STEP: 2										INSTRUCTOR TOTAL PAY: 2,101.11																			
CRN	SI	TITLE	SCHD	START DATE	END DATE	---	TIME	DAYS	ROOM	STC	ST-RMT	LEAR	CR HR	HRS/WK	CNT HR	WKS	FTE	% SESS	% RESP																																								
25295	01	OSHA 30 for P	E	30-MAR-2021	08-JUN-2021	0830-1130am	T						3.00	3.00	33.00	11	.00	100.00	100.00																																								
PROPOSED POSN: 998616										PAY START/END: 21-MAR-2021 - 12-JUN-2021										TOTAL PAY HRS: 33.00										TOTAL PAY: 2,341.02																													
APR 299C										SAL TAB-GRD-STEP: IH APPRN 5										HRS/PAY: 5.50										NO. PAYS: 6										RATE: 70.940										1,702.56									
25659	01	OSHA 30 HR Sa	E	30-MAR-2021	08-JUN-2021	0600-0900pm	T						3.00	3.60	39.60	11	.00	100.00	100.00																																								
PROPOSED POSN: 998616										PAY START/END: 21-MAR-2021 - 12-JUN-2021										TOTAL PAY HRS: 33.00										TOTAL PAY: 2,341.02																													
ELT 220										SAL TAB-GRD-STEP: IH APPRN 5										HRS/PAY: 5.50										NO. PAYS: 6										RATE: 70.940																			
																				INSTRUCTOR TOTAL PAY: 4,682.04										4,043.58																													

## Adjusting Rate and Other Impacted Fields

Pay rates should be adjusted when the instructor's hourly pay rate is NOT what appears on the NWRINAS report.

Adjusting **Pay Rate** typically includes having to adjust the following other fields as well:

- Total Pay
- Instructor Total Pay

**Note:** If your department needs to adjust an instructor's pay rate on the NWRINAS report to a rate that is not board approved, an executive-approved Exceptional Pay Memo (EPM) will need to be submitted along with the NWRINAS report (see the Exceptional Pay Memo Process Guide and Submitting NWRINAS via AODocs in Additional Resources)

Adjusted pay rates that do not require an EPM are rates that are board approved, such as the Overload rate or AP Stipend rate. See the Faculty and Academic Professional Agreement in Additional Resources.

**Step 1:** On the NWRINAS report, locate the CRN with the pay rate needing adjustment.

**Step 2: Adjust Pay Rate:**

a. **If adjusting electronically in a PDF doc:**

- Strikethrough** the original data (use the Comment tool in Adobe Acrobat Pro DC)
- Type the new values next to the original values. **Enlarge the font size and bold the new values** (use the Edit tool in Adobe Acrobat Pro DC).
- Include an arrow shape** in the margin to bring the change to the viewer's attention (use the Comment tool in Adobe Acrobat Pro DC)
- Type next to new pay rate:** 'See EPM'.

# NWRINAS Process Guide

INSTRUCTOR: Le Tuyen R		G01453727		ECLS CODE: AJ		HRS STEP: 2	
CRN	SI	TITLE	SCHD	START DATE	END DATE	TIME - DAYS - ROOM	CR HR HRS/WK CNT HR WKS FTE % SESS % RESP
32056	01	Trades Prepar	A	21-JUN-2021	04-SEP-2021	0830-0320pm R STC ST-RMT	0.00 8.20 90.20 11 .00 100.00 25.00
32056	01	Trades Prepar	E	21-JUN-2021	04-SEP-2021	0830-1130am T STC ST-RMT	0.00 3.60 39.60 11 .00 100.00 25.00
32056	01	Trades Prepar	L	21-JUN-2021	04-SEP-2021	0830-1120am M W STC ST-RMT	8.00 6.80 74.80 11 .00 100.00 25.00
PROPOSED POSN: 998616		PAY START/END: 13-JUN-2021 - 04-SEP-2021		TOTAL PAY HRS: 41.25		TOTAL PAY: 2,926.28	
APR 200		SAL TAB-GRD-STEP: IH APPRN 5		HRS/PAY: 6.88		NO. PAYS: 6 RATE: 70.946	
						80.13 3305.36	
						INSTRUCTOR TOTAL PAY: 2,926.28	
INSTRUCTOR: Nanna Shani C		G01945751		ECLS CODE: AJ		HRS STEP: 107	
						See EPM	

## b. If adjusting manually:

- Using a black pen, cross out the original fields on the report on the correct CRN.
- Write in the new values
- Write in the margin, 'See EPM'

INSTRUCTOR: Le Tuyen R		G01453727		ECLS CODE: AJ		HRS STEP: 2	
CRN	SI	TITLE	SCHD	START DATE	END DATE	TIME - DAYS - ROOM	CR HR HRS/WK CNT HR WKS FTE % SESS % RESP
32056	01	Trades Prepar	A	21-JUN-2021	04-SEP-2021	0830-0320pm R STC ST-RMT	0.00 8.20 90.20 11 .00 100.00 25.00
32056	01	Trades Prepar	E	21-JUN-2021	04-SEP-2021	0830-1130am T STC ST-RMT	0.00 3.60 39.60 11 .00 100.00 25.00
32056	01	Trades Prepar	L	21-JUN-2021	04-SEP-2021	0830-1120am M W STC ST-RMT	8.00 6.80 74.80 11 .00 100.00 25.00
PROPOSED POSN: 998616		PAY START/END: 13-JUN-2021 - 04-SEP-2021		TOTAL PAY HRS: 41.25		TOTAL PAY: 2,926.28	
APR 200		SAL TAB-GRD-STEP: IH APPRN 5		HRS/PAY: 6.88		NO. PAYS: 6 RATE: 70.946	
						80.13 3305.36	
						INSTRUCTOR TOTAL PAY: 2,926.28	
INSTRUCTOR: Nanna Shani C		G01945751		ECLS CODE: AJ		HRS STEP: 107	
						See EPM	



# NWRINAS Process Guide

## 2. The AP Stipend (Teaching Stipend for Academic Professionals)

Restrictions apply to Academic Professionals who teach **outside of their regular hours or workload** per Article 8 of the Full-Time Faculty and Academic Professional Agreement. *Compensation for these hours is Step 9 of the PT Faculty pay scale for ABE, ESL, GED, LAB, LEC, RANGE and WCONF classes, and Step 5 for APPRN classes. See [Salary Schedule for Part-Time Faculty \(For Department Use\)](#).*

Academic Professionals who teach **within their regular hours or workload** will be paid at the 'AP Stipend' rate as per Article 6.324 of the Full-Time Faculty and Academic Professional Agreement.

The AP Stipend is calculated by subtracting the AP's current hourly rate from the Faculty Overload rate.

- For **ABE, ESL, GED, LAB, LED, RANGE** and **WCONF** classes: the Faculty Overload rate (IO) is Step 9 of the IH Salary Table.

Overload and Part-time 4th term for Full-time faculty (authorized by NWRINAS or EPAF)					
Salary Table	Salary Grade	Step	Hourly Rate	Contact Hours Completed	C
IO	ABE		\$88.32		
	ESL		\$88.32		
	GED		\$88.32		
	LAB		\$65.36		
	LEC		\$88.32	n/a	
	RANGE (includes LAB B)		\$71.10	n/a	
	WCONF (writing conferences)		\$44.39	n/a	

This is the **Fiscal Year 2021-2022** Salary Schedule

- For **APPRN** classes: the Faculty Overload rate (IO) is Step 5 of the IH Salary Table

IH	APPRN (Trade Extension Program)	1	\$62.72	n/a	
		2	\$65.26	n/a	
		3	\$67.90	n/a	
		4	\$70.25	n/a	
		5	\$72.71	n/a	

This is the **Fiscal Year 2021-2022** Salary Schedule

- See the current [Salary Schedule for Part-Time Faculty \(For Department Use\)](#) for the current rates.

The difference is then multiplied by the total hours taught during the term.

Since the Pay Rate will be adjusted, the following fields will also need adjustment:

- Total Pay
- Instructor Total Pay

**Note:** Because this is a Board Approved rate, an EPM is **not** required for adjusted AP Stipend rates.

# NWRINAS Process Guide

## Example:

AP's hourly rate is **\$22.67/hr** (locate the hourly rate for their AP job in **NBAJOBS**).

AP will be teaching a class with Grade LEC.

INSTRUCTOR: Gael Adem		G03780960	ECLS CODE: EF	HRS STEP: 5				
CRN	SI TITLE	SCHD	START DATE	END DATE	---	TIME	- DAYS	- ROOM
15762	01 Illumination	E	11-JAN-2022	24-MAR-2022	1100-1250pm	T R	SY	SY-
PROPOSED POSN: 998757		PAY START/END: 09-JAN-2022 - 02-APR-2022						
SOC 214B		SAL TAB-GRD-STEP: IC		LEC	1	HRS/PAY: 8.00		

According to the Part-Time Salary Schedule, the Faculty Overload rate for LEC classes is **\$88.32/hr**.

Overload and Part-time 4th term for Full-time faculty (authorized by NWRINAS or EPAF)					
Salary Table	Salary Grade	Step	Hourly Rate	Contact Hours	Years
IO	ABE		\$88.32		
	ESL		\$88.32		
	GED		\$88.32		
	LAB		\$65.36		
	LEC		\$88.32		
	RANGE (includes LAB B)		\$71.10	n/a	n/a
	WCONF (writing conferences)		\$44.39	n/a	n/a

This is the **Fiscal Year 2021-2022** Salary Schedule

\$88.32 minus \$22.67 equals \$65.65.

**The Hourly AP Stipend Rate is \$65.65**



# NWRINAS Process Guide

The Total Contract Hours for the term is **48** hours.

INSTRUCTOR: Gael Adem		G03780960		ECLS CODE: EF		HRS STEP: 5	
CRN	SI TITLE	SCHD	START DATE	END DATE	TIME	DAYS	ROOM
15762	01 Illumination	E	11-JAN-2022	24-MAR-2022	1100-1250pm	T R	SY SY-RMT LEARN
PROPOSED POSN: 998757		PAY START/END: 09-JAN-2022 - 02-APR-2022		TOTAL PAY HRS: 48.00		NO. PAYS: 6	
SOC 214B		SAL TAB-GRD-STEP: IO LEC 1		HRS/PAY: 8.00		RATE:	
INSTRUCTOR TOTAL							

\$65.65 multiplied by 48 hours equals **\$3,151.20** (total pay for the term is \$3,151.20).

To adjust the pay rate on the NWRINAS for Academic Professionals:

**a. If adjusting electronically in a PDF doc:**

- Strikethrough** the original fields (use the Comment tool in Adobe Acrobat Pro DC)
- Type the new values next to the original values. **Enlarge the font size and bold the new values** (use the Edit tool in Adobe Acrobat Pro DC).
- Include an arrow shape** in the margin to bring the change to the viewer's attention (use the Comment tool in Adobe Acrobat Pro DC)
- Type next to new pay rate: 'AP Stipend Rate'.

INSTRUCTOR: Gael Adem		G03780960		ECLS CODE: EF		HRS STEP: 5		INSTRUCTOR TOTAL PAY: 10,837.44	
CRN	SI TITLE	SCHD	START DATE	END DATE	TIME	DAYS	ROOM	CR HR	HRS/WK
15762	01 Illumination	E	11-JAN-2022	24-MAR-2022	1100-1250pm	T R	SY SY-RMT LEARN	4.00	4.00
PROPOSED POSN: 998757		PAY START/END: 09-JAN-2022 - 02-APR-2022		TOTAL PAY HRS: 48.00		TOTAL PAY: 4,239.36		%	
SOC 214B		SAL TAB-GRD-STEP: IO LEC 1		HRS/PAY: 8.00		NO. PAYS: 6		RATE: 88.320	
								<b>AP Stipend Rate 65.65</b>	
								INSTRUCTOR TOTAL PAY: 4,239.36	
								<b>3,151.20</b>	

**b. If adjusting manually:**

- Using a black pen, cross out the original fields on the report
- Write in the new values.
- Write in the margin, 'AP Stipend Rate.'

INSTRUCTOR: Gael Adem		G03780960		ECLS CODE: EF		HRS STEP: 5		INSTRUCTOR TOTAL PAY: 10,837.44	
CRN	SI TITLE	SCHD	START DATE	END DATE	TIME	DAYS	ROOM	CR HR	HRS/WK
15762	01 Illumination	E	11-JAN-2022	24-MAR-2022	1100-1250pm	T R	SY SY-RMT LEARN	4.00	4.00
PROPOSED POSN: 998757		PAY START/END: 09-JAN-2022 - 02-APR-2022		TOTAL PAY HRS: 48.00		TOTAL PAY: 4,239.36		%	
SOC 214B		SAL TAB-GRD-STEP: IO LEC 1		HRS/PAY: 8.00		NO. PAYS: 6		RATE: 88.320	
								<b>AP STIPEND RATE 65.65</b>	
								INSTRUCTOR TOTAL PAY: 4,239.36	
								<b>3,151.20</b>	

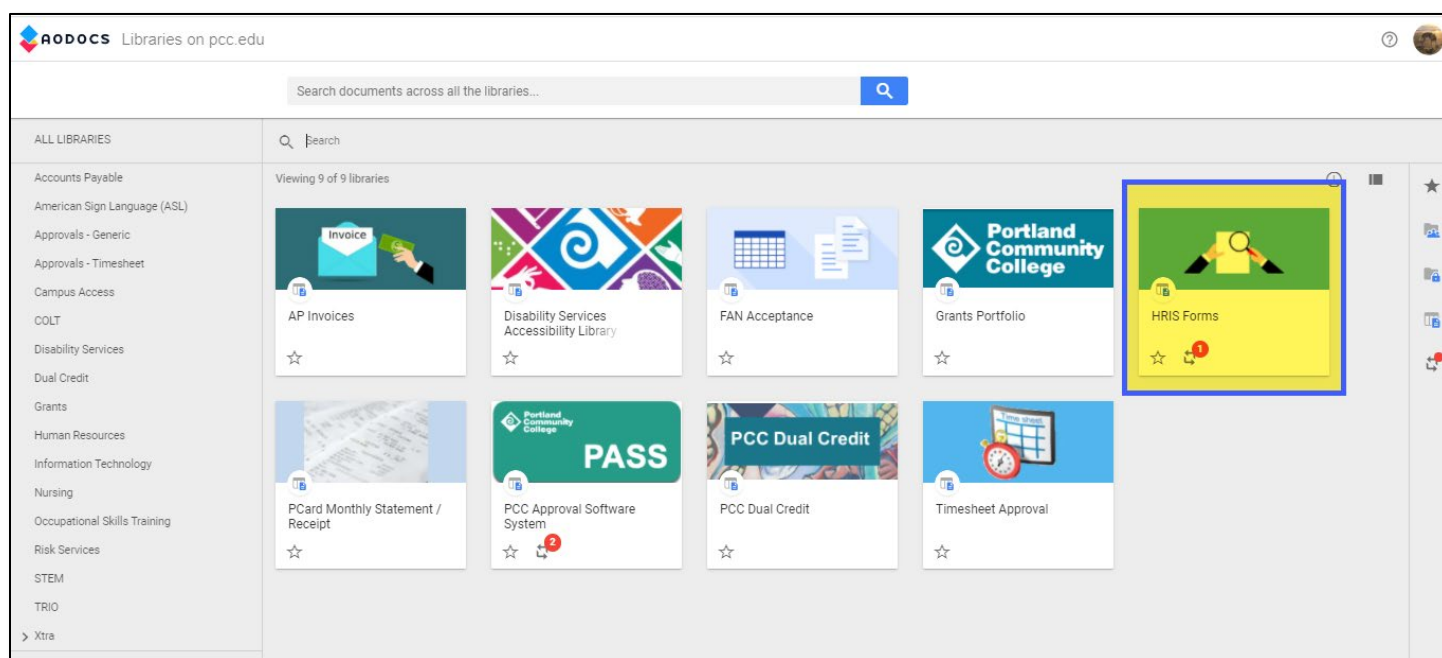
# NWRINAS Process Guide

## 4. Submit Your NWRINAS Report for Approval and Route to HRIS

Once your NWRINAS report has been reviewed, your department or program must submit it to the manager with signature authority for approval.

NWRINAS reports are submitted to the manager for approval and then routed to HRIS using the HRIS Forms AODocs

Visit [Submitting NWRINAS via AODocs Process Guide](#) for step-by-step instructions.



The NWRINAS report must be routed to HRIS for processing by the Bi-Weekly Authorization Due Date for the term (See Bi-Weekly Payroll Calendar in Additional Resources below).

**Note:** Whether your instructors are paid correctly or not depends on the information in the NWRINAS report received by HRIS. If the NWRINAS report has been approved, HRIS will assume that the information in the report is correct and will set up the job to be paid accordingly.

# NWRINAS Process Guide

## What to Do if Instructor Pay Must be Cancelled BEFORE NWRINAS Has Been Submitted

---

If a class is cancelled **before** the NWRINAS report has been submitted to HRIS:

**Step 1:** Cancel the class in Banner

**Step 2:** Rerun your NWRINAS report

**Step 3:** Make any necessary adjustments to your NWRINAS if needed

**Step 4:** Submit your NWRINAS for approval and route to HRIS (See Submitting NWRINAS via AODocs process guide).

**Note:** If the class is cancelled prior to submitting NWRINAS but the instructor should be paid for worked hours for that CRN, such as prep-time, submit an [eAUTH Cancel or Reduce Instructor Pay](#) request and reduce the pay to just the worked hours.

## What to Do if Instructor Pay Changes AFTER NWRINAS Has Been Submitted

---

### To Cancel Pay for a Class or to Cancel Partial Pay for a Class

If a class is cancelled or if an instructor is no longer slated to teach a class after the NWRINAS has been submitted and the class has started, fill out an [eAUTH Cancel or Reduce Instructor Pay request](#) to cancel their pay or reduce it to just the hours they worked. If the instructor is to be paid for pre-class hours (i.e. prep time), use the same form to reduce their pay to just the pre-class hours.

If a different instructor is slated to take over the class who wasn't originally on the NWRINAS, follow the instructions below.

---

### If Part-Time Instructor Takes Over a Class after the Class Has Started

If an instructor is teaching **more than two weeks** of a class that has already begun and they did not originally appear on the NWRINAS report:

- calculate their percentage of responsibility for the class based on the total number of hours they teach
- enter the new percentage into **SSASECT** for the class
- run a NWRINAS report for that individual instructor by entering their G Number in the report parameters
- Don't forget to cancel or reduce the pay of the original instructor using the [eAUTH Cancel/Reduce Pay tool](#) (see above).



# NWRINAS Process Guide

## To Increase an Instructor's Pay Hours or Pay Rate:

If an instructor's instructional hours increase or if their pay rate increases after the NWRINAS has been submitted, complete a MAP form and submit it to HRIS (see Additional Resources).

---

## If Part-Time Instructor Misses a Class Due to Illness or Other:

In the event an instructor misses **under two weeks** of a class due to an absence, submit a [Leave Report](#) to Payroll.

- Part-Time Instructors can use accrued sick leave in cases of illness
  - Bargaining Unit Part-Time Faculty can use up to 8 hours of sick leave as personal leave as well
  - If a substitute instructor substitutes the class in place of the regular instructor for **under two weeks**, submit a [SUB EPAF](#) to pay the substitute instructor.
- 

## If Part-Time Instructor Was Left Off the NWRINAS Report

If a part-time instructor reports not receiving payment for a class, it's likely caused by a misstep during schedule entry and the instructor not showing up on the submitted NWRINAS report.

- Check to ensure the instructor's classes were not set up for payment in [NBAJOBS](#).
- If not, run a NWRINAS report for that individual instructor by entering their G Number in the report parameters
- Submit the individual instructor's NWRINAS report to HRIS

# NWRINAS Process Guide

## Three Ways to Determine if a NWRINAS Report Has Been Processed by HRIS

Once HRIS receives your NWRINAS reports, an HRIS representative assigns a new suffix number to the instructor for each authorized class.

Once an instructor is assigned a new position number suffix for a class, they are eligible to receive paychecks from Payroll for that class.

There are three ways to determine if your instructor is eligible to receive payment: in **SIAASGN**, **NBAJOBS** and **PWRROST**.

### SIAASGN

**Step 1:** In Banner, go to **SIAASGN**, enter in the instructor's G Number and Term code, then click **Go**.

**Step 2:** Banner will pull up the first CRN of the term to which the instructor is assigned. Scroll through all assigned CRNs using the scroll arrows until you get to the correct CRN.

If a Position Number and Position Number Suffix have been assigned in **SIAASGN** to the CRN, then the instructor's NWRINAS report has been processed by HRIS.

The screenshot shows the 'FACULTY ASSIGNMENT' form in Banner. The top header includes 'ID: [redacted]', 'Term: 201901', and 'Confidential'. The form is divided into several sections:

- Session Information:** CRN 12088 (highlighted), Session 01, Subject PHL, Course 191, Section 0, Session Credit 4.000, Institutional Credit 4.000, Percentage of Session 100, and Primary Instructor checked.
- Workload and Assignment Type:** Workload 2.720, Override Workload, Calculated Workload 2.720, Assignment Type, Percent Responsibility 100, Weekly Contact 4, Total Contact 6, and Compensation Extracted unchecked.
- Generated Credits:** FTE 0.27, Contract Type AJ, and Compensation Applied unchecked.
- Position Information:** Position Number 998731 and Position Number Suffix 45 (both highlighted in yellow).

The bottom of the form shows a navigation bar with '1 of 2' and 'Per Page'.

# NWRINAS Process Guide

## NBAJOBS

**Step 1:** In Banner, go to **NBAJOBS**, enter in the instructor's G Number in the ID field, and hit **Go**. (To view past terms, change the Query Date to reflect a date from the past term).

**Step 2:** Click on the ellipsis on the Position field to pull up all positions associated to that employee on the Query date.



Employee Jobs NBAJOBS 9.3.10 (TEST)

ID: G02859872 Allison J Hart

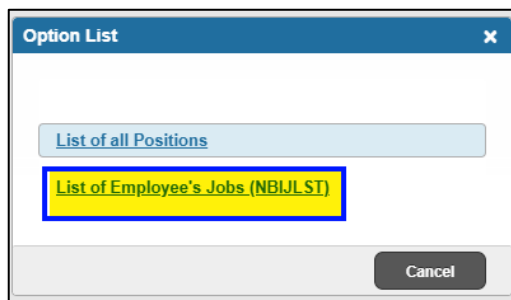
Suffix:

Position:

Query Date: 07-FEB-2020

Last Paid Date:

**Step 3:** Select List of Employee's Jobs (**NBIJLST**)



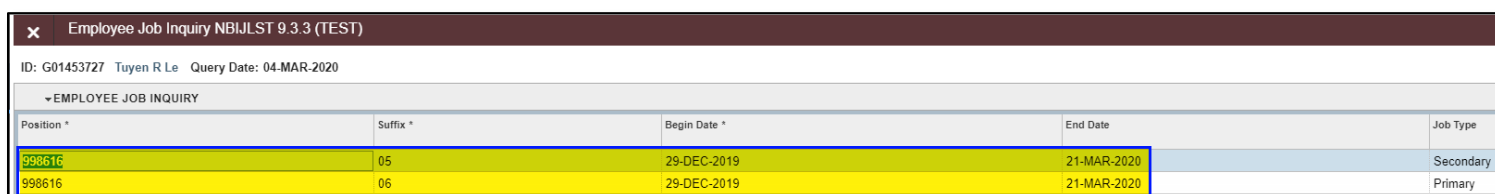
Option List

List of all Positions

List of Employee's Jobs (NBIJLST)

Cancel

**Step 4:** For each class (and any other jobs) that's been authorized for the part-time instructor at the time of the Query Date, the Position Number and Suffix Number will appear, as well as the start date and end date of the job, which are typically the term dates in **NBIJLST**.



Employee Job Inquiry NBIJLST 9.3.3 (TEST)

ID: G01453727 Tuyen R Le Query Date: 04-MAR-2020

EMPLOYEE JOB INQUIRY

Position *	Suffix *	Begin Date *	End Date	Job Type
998616	05	29-DEC-2019	21-MAR-2020	Secondary
998616	06	29-DEC-2019	21-MAR-2020	Primary



# NWRINAS Process Guide

## PWRROST

**PWRROST** is a report that lists either bi-weekly or monthly employees authorized to be paid by payroll in a particular pay period.

**Step 1:** In Banner, go to **PWRROST**, click **Go** and enter in the parameters.

- Pay Period Type: Enter BW for bi-weekly employees
- Pay Number: Enter the desired pay period to view authorization for payment. Use the applicable [payroll calendar](#) and corresponding pay period number (BW column in the bi-weekly payroll calendar)
- Use Timesheet or Position Orgn: Enter 1 for timesheet or 2 for the Position Org Code
- Orgn Code: Enter the Org code
- Sort Order: Enter E to sort the employees by e class first, then alphabetically

PARAMETER VALUES		
Number *	Parameters	Values
01	Year	2022
02	Pay Period Type	BW
03	Pay Number	3
04	Use Timesheet<or>Position Orgn	2
05	Orgn Code	U10000
06	Sort order	E
LENGTH: 1 TYPE: Character O/R: Required M/S: Single		
A = Orgn,Alpha, E = Orgn,ECLS,Alpha, L = Alpha		

**Step 2:** In Report Viewer, pull up the **PWRROST** report in Landscape (L) mode

**Step 3:** The list of employees authorized for payment for the specified pay period will appear in the report.

05-JAN-2022 10:36 AM pwrrostr.sqr		PCC-TEST copied 09-NOV-2021 Time Sheet Roster Report Payroll Id: BW Payroll No.: 3 Pay Period: 09-JAN-2022 TO 22-JAN-2022							PAGE: 1		
Coas: 1 Department: C40316 Trade Extension											
<hr/>											
Employee Name	Position	Effective Date	Status	Empl Class	ID	Job Employee Class	Coas	Home Department	Rate	TS-Roster	TS-Entry
	Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Percent		
<hr/>											
Adelina, Erica E	998616-01	19-SEP-2021	A Active	C40316	01222	21	G04034257 AJ Part-Time Faculty	1 C40316 Trade Extension	33.60	ORG Timesheet	P
	1	C40316	1000						100.00		
<hr/>											
Jayant, Raul K	998616-01	19-SEP-2021	A Active	C40316	01222	21	G00873101 AJ Part-Time Faculty	1 T90000 Online Learning Division	33.60	ORG Timesheet	P
	1	C40316	1000						100.00		
<hr/>											
Nanna, Shani	998616-01	19-SEP-2021	A Active	C40316	01222	21	G00475850 AJ Part-Time Faculty	1 C40316 Trade Extension	33.60	ORG Timesheet	P
	1	C40316	1000						100.00		
<hr/>											
Brooks, Darryl H	997047-01	01-JUL-2021	A Active	C40316	01522	21	G04067445 CE Casual Employees	1 C40316 Trade Extension	19.12	Time-sheet	W
	1	C40316	1000						100.00		
<hr/>											
Hart, Allison	997047-06	01-JUL-2021	A Active	C40316	01522	21	G02859872 CE Casual Employees	1 C40316 Trade Extension	21.50	Time-sheet	W
	1	C40316	1000						100.00		

# NWRINAS Process Guide

## Additional Resources

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**Attendance Method:** [Schedule Entry: Attendance Methods](#) or use the Banner form **STVACCT**

[Banner Report Help](#)

[Bi-Weekly Payroll Calendar](#)

Coffee Talk with HRIS: AP Stipends, December 9, 2021

[eAUTH Cancel or Reduce Instructor Pay process guide](#)

[EPAF Process Guide](#)

[Exceptional Pay Memo Process Guide](#)

[HR Compensation Webpage](#)

[HRIS Webpage](#)

[Leave Report](#)

[MAP Process Guide](#)

[NWRINAS Quick Sheet](#)

**Position Number:** You can look them up in Banner form [NBIPORG](#)

**[PWRROST – List of employees authorized by payroll to be paid](#)**

**Step:** What “Steps” has my PT Instructor attained?

- You can look them up in Banner form [PWAPLVL](#)
- ABE, ELS, GED, LAB, LEC, RANGE and WCONF classes: Use Hrs step
- APPRN classes: Use Yrs Step

[Submitting NWRINAS via AODocs Process Guide](#)

**Who** do I contact:

- For help with **SSASCT**, **SIAASGN** or **SSADETL** or with questions about Schedule Entry?
  - [Sarah Rohwer, Student Systems Support Coordinator](#)
- With questions about the general business process
  - [Emily McNamara, HR Business Process Specialist](#)
- With questions about pay and compensation?
  - Your HRIS representative:
    - [Melissa Morton \(Org Codes A, S or T\)](#)
    - [Michelle Lee \(Org Codes B, C, E, R, U, and V\)](#)