Overview

- This job aid is intended for the HCM Initiator.

This job aid is designed for part-time Lecturers paid by the course. They’ve already been set up according to the number of classes they’re assigned to teach this semester, and now either another course has been added, or a course is being dropped.

In this situation, we would expect that two actions would be needed:

- Updating their current assignment with an FTE change to match the new number of courses being taught
- Changing their salary under Compensation.
- This job aid will guide you through both those actions.

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1. Navigate to Person Management

1. You can access Person Management in two ways:
   a. (Option 1) Click the Navigator icon in the upper left-hand corner of the iO page.

1. Under the My Client Groups section click the drop-down arrow and select Person Management from the drop-down list.
2. Search for a Person

1. In the Name field, type the person’s name. Select the Search button.

2. Select the appropriate person in the Search Results section. When you have selected a certain line, it turns blue. If they have multiple lines (assignments or roles), select the one that should be ended.
3. FTE Change

On the Employment tab, select the Edit drop down box, in the Assignment section.

3. *Effective Start Date*: Type out date or use calendar to select the update date.
5. **Action Reason:** Select FTE Change in the drop down list.

6. Update the Working Hours field to change the FTE:
a. For instructional NTTs, use this as a general guide:

<table>
<thead>
<tr>
<th>Classes taught per year / Working hours per week / FTE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 class        =   6.7 hrs/wk =   .17 FTE</td>
</tr>
<tr>
<td>2 classes    = 13.6 hrs/wk =   .34 FTE</td>
</tr>
<tr>
<td>3 classes    = 20   hrs/wk =   .5   FTE</td>
</tr>
<tr>
<td>4 classes    = 26.7 hrs/wk =   .67 FTE</td>
</tr>
<tr>
<td>5 classes    = 33.4 hrs/wk =   .84 FTE</td>
</tr>
<tr>
<td>6+ classes  = 40   hrs/wk =   1   FTE</td>
</tr>
</tbody>
</table>

When you change the Working Hours and click or tab out of the field, note how the FTE changes:

7. This is all we have to change on the Employment page, so scroll back up to the top and go to the Review page:

8. Review your changes, then Submit.

9. Confirm Yes. OK.
4. Salary Change

1. To navigate to the Change Salary page, click the orange set of 3 dots at the top left of the page:

2. Click on Compensation in the left column, then on Change Salary in the right column. (Next time, your most recently accessed pages will appear on the right, and you can click right into them.)

3. When and Why:
   a. Enter the date for the salary change.
   b. The action name, Change Salary, has defaulted in already.
   c. Select the change reason “Change in Work Hours.”
   d. Continue.
4. Salary Details:
   a. Change the Salary Amount.
   b. Continue

5. Comments and Attachments:
   a. You may add comments or attachments in this section.

6. Scroll up to the top and hit Submit.

9. The action will now go through the approvals process.