Faculty Assignment Form - SIAASGN

The Faculty Assignment form (SIAASGN) is used to enter and maintain assignment information for a term for a faculty member. If a faculty member is not assigned to a course, s/he will need to be assigned in SSASECT before SIAASGN can be updated.

Locating and Inserting Contract Type

SIAASGN

- Open SIAASGN
- Enter the Banner ID for the faculty member
- Enter the Term
- Next Block
- Open the Options Menu
- Select Term Section Details (SSASECT)
- Identify the Part of Term
- Close SSASECT
• Click the Contract Type search button
• The List of Values will open
• Select the Contract Type (Refer to SSASECT crosswalk below)

<table>
<thead>
<tr>
<th>Academic Year Semester</th>
<th>SSASECT Part of Term</th>
<th>SIAASGN Contract Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>H1 – First Half Semester</td>
<td>K1 – KC – First Half of Semester</td>
<td></td>
</tr>
<tr>
<td>H2 – Second Half of Semester</td>
<td>K2 – KC – Second Half of Semester</td>
<td></td>
</tr>
<tr>
<td>1 – Full Term</td>
<td>K3 – KC – Full Semester</td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 – Full Term</td>
<td>K4 – KC – Summer Full Term</td>
<td></td>
</tr>
<tr>
<td>IS – Intersession</td>
<td>K5 – KC – Intersession</td>
<td></td>
</tr>
<tr>
<td>S1 – Summer I</td>
<td>K6 – KC – Summer I</td>
<td></td>
</tr>
<tr>
<td>S2 – Summer II</td>
<td>K7 – KC – Summer II</td>
<td></td>
</tr>
<tr>
<td>S3 – Summer III</td>
<td>K8 – Summer III</td>
<td></td>
</tr>
</tbody>
</table>

*NOTE: The Contract Type may be pre-populated in SIAASGN, however, each record should be verified and updated as necessary.*
Locating and Inserting Position Number and Suffix

Inserting the Position Number and Position Suffix are part of the FLAC process.

**SIAASGN**

- Open SIAASGN
- Enter the Banner ID for the faculty member
- Enter the Term
- Next Block
- Select the Position Number Search Button
The Options List will open
Select List of Employee’s Jobs (NBIJLST)
• Double-click the **Position Number**
• *You may need to change the Query Date to an earlier date to show all the position numbers for the employee (i.e., Summer positions)*
1. Increase **Suffix** by 1 (in this example it was 03, we changed it to 04)
2. Note that the second course is a different **Contract Type**, therefore it has a different **Suffix**
3. If you are adding a second course with the same contract type for the same Term, do **not** change the Suffix; all Assignments with the same contract type should have the same Suffix

- **Save** your work
Compensation Extracted - SIAASGN

When the Compensation Extracted checkbox is enabled, the assignment and compensation information has been extracted into the Faculty Compensation module in Employee Self-Service. This checkbox cannot be changed manually.

Compensation Applied - SIAASGN

When the Compensation Applied checkbox is enabled, the assignment and compensation information has been uploaded from Employee Self-Service to the Banner HR module. This checkbox cannot be changed manually.