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

1. Open SIAASGN
2. Enter the Banner ID for the faculty member
3. Enter the Term
4. Click ‘Go’
5. Change the number of records shown so you can see all assigned courses/sections
6. Open the Related Menu
7. Select Term Section Details (SSASECT)
8. The course information populates automatically – Click ‘Go’
• 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>SSASECT Part of Term</th>
<th>SIAASGN Contract Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – Full Term</td>
<td>PT or K3 – Full Semester</td>
</tr>
<tr>
<td>H1 – 1st Half Semester</td>
<td>H1 or K1 – 1st Half of Semester</td>
</tr>
<tr>
<td>H2 – 2nd Half Semester</td>
<td>H2 or K2 – 2nd Half of Semester</td>
</tr>
<tr>
<td><strong>Summer</strong></td>
<td></td>
</tr>
<tr>
<td>1 – Full Term</td>
<td>ST or K4 – Summer Full Term</td>
</tr>
<tr>
<td>S1 – Summer I</td>
<td>S1 or K6 – Summer I</td>
</tr>
<tr>
<td>S2 – Summer II</td>
<td>S2 or K7 – Summer II</td>
</tr>
<tr>
<td>S3 – Summer III</td>
<td>S3 or K8 – Summer III</td>
</tr>
<tr>
<td>W1 – 1st Seven Weeks</td>
<td>IS or K5 – 1st Seven Weeks</td>
</tr>
<tr>
<td>W2 – 2nd Seven Weeks</td>
<td>S4 or K9 – 2nd Seven Weeks</td>
</tr>
</tbody>
</table>

**NOTE:** ‘PT’ or ‘K3’ may be populated in **Contract Type** in SIAASGN; 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**

- Select the **Position Number Search Button**

![Image of Position Number Search](image1)

- **The Options List** will open
- **Select List of Employee’s Jobs (NBIJLST)**

![Image of Options List](image2)
• Choose **Select** when you have found the correct position number – keep in mind the instructor may teach for other departments/campuses as well

• *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). To accomplish this, click the ‘Start Over’ button, change the date and hit ‘Go’.*

**SIAASGN**

1. **Increase Suffix by 1** *(in this example it was 03, we changed it to 04)*

   *If you are adding an Assignment with the same contract type for the same term, do **not** change the Suffix; all Assignments with the same contract type in the same term should have the same Suffix*
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.