



**Course Management Data Mart  
NoPay Faculty Assignments in HRS  
11/4/03 – 230 McVey – 4:00 – 5:00**

**ATTENDEES:** Jayna Cheesman, Deb Claunch, Diane Gagel, Angela Leeber for Mary Ferlan, Connie Ray, Scott Wood  
**PRESIDING:** Jayna Cheesman  
**PROJECT COORDINATOR:** Jayna Cheesman, Kathy Hamperian

AGENDA ITEM	DISCUSSION
<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Jayna said we are in the process of finalizing the requirements for the Course Management Data Mart (CMDM). This includes elements from SIS, the Smart Class database, registration logging, Plant Assets, and HRS and will be used to maximize course offerings to meet student demand and make efficient use of resources. Jayna said there is missing data in the instructor records in SIS and HRS.</li> <li>• Jayna said one of the goals of CMDM is to determine the cost of instruction, and we have been running data quality reports to identify where the required instructional data is missing.</li> <li>• The assignments for individuals in HRS which show as active instructor assignments should match the course instructors in SIS.</li> <li>• Jayna said there are several categories of instructor assignments that need to be identified through job group, job title, etc. These need to be in HRS even though they may not be paid through HRS: <ul style="list-style-type: none"> <li>○ 1) No-pay, UK staff – those that have full-time staff positions and volunteer their time for instruction.</li> <li>○ 2) No-pay, external, no funding – those that are not UK employees and volunteer their instructional time.</li> <li>○ 3) No-pay, external, funding from other higher education institution (Engineering and Murray State) – those that are not UK employees, but who are paid for their instructional time by another higher education institution.</li> <li>○ 4) No-pay, external, funded from other organization (Military Science, federal government, other government) – those that are not UK employees but whose instructional time is paid by an external organization other than a higher education institution.</li> </ul> </li> <li>• Internal UK staff volunteering their time for instruction need to have a record in HRS. Scott said HRS can be used to set up no-pay assignments. Angela said STEPS uses the system in this way.</li> <li>• Angela said the Job Classification should be in the instructor range, but should not pull benefits.</li> <li>• External instructors who are paid externally are not in HRS, but are in SIS.</li> <li>• Regular, Temporary are used for employees to identify benefits received.</li> <li>• General discussion about elements: <ul style="list-style-type: none"> <li>○ Job Class indicates faculty job titles.</li> <li>○ Employment Status includes '1' to indicated Regular, Full time, '2' to indicate Regular, Half time, '3' to indicate Regular, Part time, etc.</li> <li>○ Earnings Code equal to '420' indicates No Pay.</li> <li>○ Start Event Code equal to 'O' indicates overload.</li> </ul> </li> <li>• These elements identify what is/is not paid for.</li> </ul>

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	<ul style="list-style-type: none"> <li>• The dimensions that will need to be tracked are 'Internal', 'External', 'Paid', 'No Pay', 'Full time', and 'Part time'. <ul style="list-style-type: none"> <li>○ 1) Internal, Paid, Full time</li> <li>○ 2) Internal, Paid, Part time</li> <li>○ 3) Internal, No Pay, Full time</li> <li>○ 4) Internal, No Pay, Part time</li> <li>○ 5) External, Paid, Full time</li> <li>○ 6) External, Paid, Part time</li> <li>○ 7) External, No Pay, Full time</li> <li>○ 8) External, No Pay, Part time</li> </ul> </li> <li>• These dimensions can be tracked using Employment Status found on the assignment, and on HRS screens 012 and 016. Screen 016 shows each assignment. Screen 012 is the prime assignment.</li> <li>• Angela suggested creating 8 'central' group position numbers and everyone post these assignments against these positions. She cautioned that positions need to be created before an assignment can be created. When the position is created first, the system will populate most of the fields in the assignment record when it is created. Angela said an account is needed to create a position, even if there is no budget or payment on the position. There was some discussion about these group positions and whether users would have access to them based on existing security.</li> <li>• Scott said currently there is a problem with users not deleting temporary, part time students from the system. The assignment has ended and the student is in a no pay status. He said reports are not accurate since the student still shows as active in the system. The department fails to terminate the person in the system. Angela said the same problem exists for temporary faculty. Jayna said this may be part of the discrepancies in Mike Carter's reports showing instructors in SIS who do not have an instructor assignment in HRS. <ul style="list-style-type: none"> <li>○ <b>DATA QUALITY: Identify people who are not terminated in HRS although they do not have an active assignment, or they have an active assignment but no hours have been reported for some period.</b></li> </ul> </li> <li>• Angela and Scott said to handle the HR/Payroll approval flag like the other assignments to simplify the process and make it consistent.</li> <li>• Jayna said there are about an additional 100 individuals identified for Fall 2003 who need to be in HRS with instructor assignments. Diane asked if the Medical Center faculty (external) would also be added to HRS. She said there are approximately 2000 not currently in HRS. These individuals teach rotations and are not in SIS either, since they are not the primary instructor for the course. They are in the Faculty database. General consensus was to leave these as is for now. <ul style="list-style-type: none"> <li>○ <b>ACTION: Jayna will check with Brenda Teague concerning our decision on how to set up the 'no pay' instructor assignments in HRS.</b></li> </ul> </li> <li>• There is nothing on an overload or lump-sum payment record to indicate if it is for instruction. However, the 'comments' field on Screen 016 may reflect if the payment is for research or a project, but this field cannot be used for reporting. It can be modified.</li> <li>• People who are primary instructors in a course will be tracked. Connie said not to worry about payments for one lecture, which are often paid through Accounts Payable on a DAV and not through HRS on a PAR.</li> <li>• Diane asked if all these people need to be in the Faculty database. Connie said no.</li> <li>• Connie said all instructors do need to complete a 'Credentials' form and the data entered in HRS. <ul style="list-style-type: none"> <li>○ <b>ACTION: A process for having all instructors complete the 'Credentials' form needs to be defined, and a determination of the workload impact to the colleges needs to be determined before implementation.</b></li> </ul> </li> <li>• Scott asked if we were interested in tracking our instructors who go to other institutions to teach? Connie said this is not part of CMDM but may be part of RMDM (Resource Management Data Mart). Connie said we will be delivering our MBA</li> </ul>

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	<p>program in Greece, and do exchange faculty for courses in other countries. Our faculty will teach our courses in Greece and then their faculty will be teaching our courses and will need to be credentialed.</p> <ul style="list-style-type: none"><li data-bbox="394 159 2062 323">• Angela asked if these no-pay people need an I-9. The I-9 is proof of permission to work in this country. Is this needed whether the individual is paid or not?<ul style="list-style-type: none"><li data-bbox="491 224 2062 256">○ <b>ACTION: Angela will ask T. Lynn Williamson if the I-9 is required for exchange instructors who are not paid.</b></li><li data-bbox="491 256 2062 323">○ <b>DATA QUALITY: Jayna will add the college to the report comparing SIS instructors with no HRS instructor assignment, sort it by college, and department of the courses they teach.</b></li></ul></li></ul>