



**CERRITOS  
COLLEGE**

# **Payroll Process Collaboration**

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**June 13, 2024**



# Agenda & Goals

## AGENDA

1. Payroll Timelines
  - Payroll Office/LACOE Deadlines
  - Academic Affairs Payroll Cycle
  - Academic Affairs Adjusted Payroll Deadlines
2. Calculating Class Hours/Student Contact Hours
3. Accessing Your Teaching Assignments
4. Formulas for Class FTES and Class Hours
5. WCH Equal Pay Calculations
6. DCH Summer Pay Calculations
7. Reviewing Teaching Assignments
8. Office Hours
9. Ancillary Pay
10. Workflow Chart

## GOALS

1. Mutual understanding of payroll process from beginning to end
  - Role of the Divisions
  - Role of Academic Affairs
  - Role of Payroll
2. Increased collaboration, transparency and efficiency



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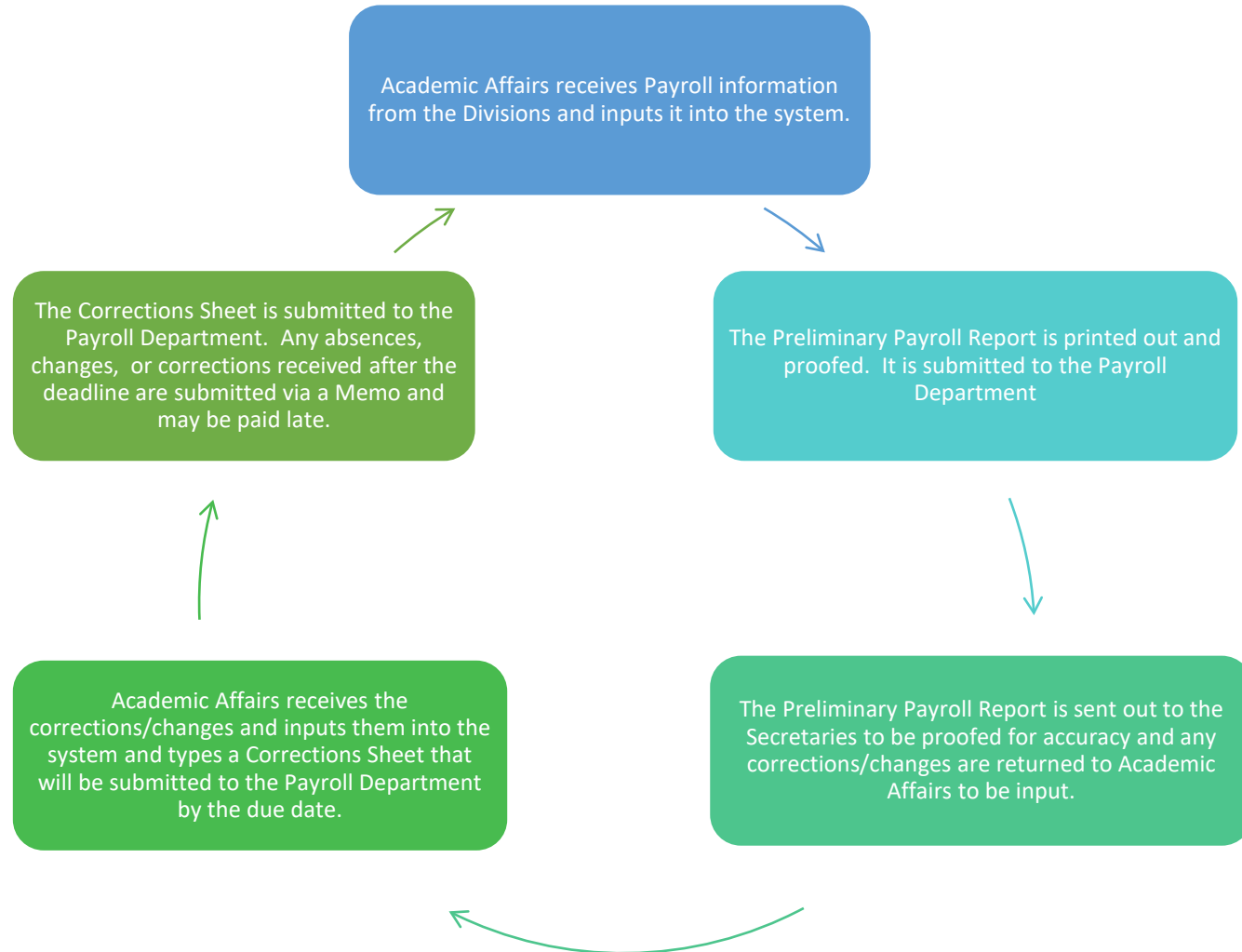
# Payroll Timelines

Payroll timelines for  
Academic Affairs to provide  
us with the payroll  
report and the corrections

**THIS IS A DRAFT**

Month	Accrual	Report Due to Payroll	Corrections Due to Payroll
August	08/19 - 08/31	08/20/24	08/29/24
September	09/01 - 09/30	09/20/24	09/30/24
October	10/01 - 10/31	10/22/24	10/30/24
November	11/01 - 11/30	11/19/24	11/27/24
December	12/01 - 12/31	12/12/24	12/19/24
January	01/01 - 01/31	01/22/25	01/29/25
February	02/01 - 02/28	02/18/25	02/26/25
March	03/01 - 03/31	03/18/25	03/26/25
April	04/01 - 04/30	04/22/25	04/29/25
May	05/01 - 05/16	05/15/25	05/21/25

# Academic Affairs & Payroll Cycle





# Payroll Process

1. Academic Affairs (A.A.) receives the LACOE Payroll Calendar from the Payroll Department.
2. A.A. reviews the Payroll Calendar dates to determine our staggered schedule. A.A. dates are adjusted allow one to two days after receiving the Positive Pay payroll for the TA-based payroll to be submitted. This allows time to input the necessary information.
3. Once generated, the Overload & Part-Time Payroll Calendar is sent to all of the secretaries who submit Payroll information to A.A.
  - These staggered deadlines provides A.A. the time it needs to properly input the information, run the Preliminary Payroll Report, proof it, and submit it to the Payroll Office.
4. The preliminary report must be submitted on the date requested by the Payroll Department so they may begin processing the payroll.
5. After A.A. has submitted the Preliminary Report to Payroll, the corrected Payroll Reports are sent to their respective divisions to proofread (our second set of eyes).
  - Divisions return the reports to A.A. with any corrections or changes that may be needed by the date established on the A.A. Timeline.
  - If no corrections or changes are needed, the division should send an email stating that none are needed, which indicates that they have proof read their report.
6. A "Correction Sheet" is generated from any corrections submitted and each adjustment is input in the system.
  - The "Correction Sheet" is submitted to the Payroll Office the morning on the date specified on their timeline.
  - Any changes provided to A.A. after the "Correction Sheet" has been submitted to the Payroll Office, will be forwarded to Payroll via a memo. It may result in the instructor being paid late.



# Academic Affairs Adjusted Timeline

This slide and the following slide are examples of the adjusted timeline for submitting the payroll information to Academic Affairs and the Payroll Department.

PART TIME & OVERLOAD INSTRUCTORS FALL PAYROLL SCHEDULE 2023								
SCHOOL MONTH	ACCRUAL DATES	PAY POSITIVE DUE TO ACADEMIC AFFAIRS by 4:30 P.M.	TA-BASED DUE TO ACADEMIC AFFAIRS by 4:30 P.M.	DUE TO PAYROLL by 4:30 P.M.	PAY POSITIVE CORRECTIONS DUE TO ACADEMIC AFFAIRS	TA-BASED CORRECTIONS DUE TO ACADEMIC AFFAIRS	CORRECTIONS DUE TO PAYROLL	**WARRANT ISSUED
FIRST	8/14 - 8/31/23	8/14/2023	8/16/2023	8/21/23	8/23/23	8/24/23	8/28/23	9/5/23
SECOND	9/1/23 - 9/30/23	9/15/2023	9/19/2023	9/22/23	9/25/23	9/27/23	9/29/23	10/5/23
THIRD	10/1/23 - 10/31/23	10/16/2023	10/18/2023	10/23/23	10/24/23	10/26/23	10/30/23	11/3/23
FOURTH	11/1/23 - 11/11/23	11/13/2023	11/15/2023	11/20/23	11/22/23	11/27/23	11/29/23	12/5/23
FIFTH	12/1 - 12/15/23	12/05/2023	12/07/2023	12/12/23	12/14/23	12/18/23	12/20/23	1/05/24

PART TIME & OVERLOAD INSTRUCTORS SPRING PAYROLL SCHEDULE 2024								
SCHOOL MONTH	ACCRUAL DATES	PAY POSITIVE DUE TO ACADEMIC AFFAIRS by 4:30 P.M.	TA-BASED DUE TO ACADEMIC AFFAIRS by 4:30 P.M.	DUE TO PAYROLL by 4:30 P.M.	PAY POSITIVE CORRECTIONS DUE TO ACADEMIC AFFAIRS	TA-BASED CORRECTIONS DUE TO ACADEMIC AFFAIRS	CORRECTIONS DUE TO PAYROLL	**WARRANT ISSUED
SIXTH	1/8/24 - 1/31/24	1/16/24	1/18/24	1/22/24	1/24/24	1/26/24	1/30/24	2/5/24
SEVENTH	2/1/24 - 2/28/24	2/12/24	2/14/24	2/20/24	2/22/24	2/26/24	2/28/24	3/5/24
EIGHTH	3/1/24 - 3/31/24	3/18/24	3/20/24	3/22/24	3/25/24	3/26/24	3/29/24	4/5/24
NINTH	4/1/24 - 4/30/24	4/15/24	4/17/24	4/19/24	4/23/24	4/26/24	4/29/24	5/3/24
TENTH	5/1/24 - 5/17/24	5/06/24	5/09/24	5/14/24	5/15/24	5/17/24	5/21/24	6/05/24



# Academic Affairs Adjusted Summer Payroll Timeline

## PART TIME & OVERLOAD INSTRUCTORS SUMMER PAYROLL SCHEDULE 2024

SCHOOL MONTH	ACCRUAL DATES	PAY POSITIVE DUE TO ACADEMIC AFFAIRS by 4:30 P.M.	TA-BASED DUE TO ACADEMIC AFFAIRS by 4:30 P.M.	DUE TO PAYROLL by 4:30 P.M.	PAY POSITIVE CORRECTIONS DUE TO ACADEMIC AFFAIRS	TA-BASED CORRECTIONS DUE TO ACADEMIC AFFAIRS	CORRECTIONS DUE TO PAYROLL	**WARRANT ISSUED
FIRST	5/20/24 - 5/31/24	5/15/2024	5/17/2024	5/21/24	5/23/24	5/24/24	5/30/24	6/5/24
SECOND	6/1/24 - 6/30/24	6/12/2024	6/14/2024	6/20/24	6/24/24	6/25/24	6/28/24	7/5/24
THIRD	7/1/24 - 7/31/24	7/15/2024	7/17/2024	7/22/24	7/25/24	7/26/24	7/30/24	8/5/24
FOURTH	8/1/24 - 8/09/24	8/5/2024	8/7/2024	8/12/24	8/13/24	8/14/24	8/16/24	9/5/24

\*\*\*\*\* This calendar is subject to change by the County due to Holidays!! \*\*\*\*\*

# Formulas for Class FTES and Class Hours

## Class FTES

- 1 Lecture Hour = 6.67%
  - Example: 3 hours x 6.67% = 20% FTES
- 1 Lab Hour = 5.00%
  - Example: 4 hours x 5.00% = 20% FTES

## Load Limitations

- Full-time regular load may not exceed 100% without permission from the division dean of Vice President of Academic Affairs
- Full-time overload may not exceed 6 hours or 40% without permission from the division dean of Vice President of Academic Affairs
- Part-time/Adjunct load may not exceed 66.67%

## Class Hours

- Everything is figured from an 18-week format
- 18 weeks x Number of class hours / Number of weeks
  - Example: 18 weeks x 3 class hours = 54 hours / 15 weeks = 3.60 hours
  - 18 weeks x 2 class hours = 36 hours / 9 weeks = 4.00 hours



# Weekly Contact Hours (WCH): Equal Pay Calculations (Fall/Spring Semesters)

## 18-Week Session Calculations for Adjunct Instructors & \*Overload Pay

\*Overload pay hours do not deduct for holidays

**Formula (without holidays):** Total Hours Per Week x Weeks In A Session = Total Hours To Be Paid / 5 Pay Periods = Total Hours Per Pay Period

- **Example #1:**

CLASSES	SESSION	DAYS	HOURS
ENGL 100	18-Week	Online	3.00 Hours/Week

3.00 hours per week x 18 weeks = 54 total hours / 5 pay periods = 10.80 hours per pay period

**Formula (with holidays):** Total Hours Per Week x Weeks In A Session = Total Hours - Holiday Hours = Total Hours To Be Paid / 5 Pay Periods = Total Hours Per Pay Period

- **Example #2: Two Monday Holidays**

CLASSES	SESSION	DAYS	HOURS
ENGL 100	18-Week	MW	3.00 Hours/Week

3.00 hours per week x 18 weeks = 54 hours - 3.00 holiday hours = 51 total hours / 5 pay periods = 10.20 hours per pay period



# Equal Pay Calculations (Fall/Spring Semesters)

## 9-Week Session Calculations for Adjunct Instructors & Overload Pay

Holidays are not deducted from  
condensed sessions.

**Formula:** Total Hours Per Week x Weeks In A Session = Total Hours To Be Paid / 3 Pay Periods = Total Hours Per Pay Period

- **Example #3:**

CLASSES	SESSION	DAYS	HOURS
ENGL 100	9-Week (9A)	Online	6.00 Hours/Week
MATH 20	9-Week (9B)	MTWR	6.00 Hours/Week

ENGL 100: 6.00 hours per week x 9 weeks = 54 total hours / 3 pay periods = 18.00 hours for per pay periods 1 and 2. Pay period 3 will be combined with the 9B calculation below.

MATH 20: 6.00 hours per week x 9 weeks = 54 total hours / 3 pay periods = 18.00 hours for per pay periods 4 and 5.

Pay period 3 will be the combined calculations: 18.00 + 18.00 = 36.00.



# Equal Pay Calculations (Fall/Spring Semesters)

## 15-Week Session Calculations for Adjunct Instructors & Overload Pay

Holidays are not deducted from condensed sessions.

On rare occasions, a 15-week session may span 5 months instead of 4. If this is the case, divide the totals into 5 pay periods and 4.

**Formula:** Total Hours Per Week x Weeks In A Session = Total Hours To Be Paid / 4 Pay Periods = Total Hours Per Pay Period

- **Example #4:**

CLASSES	SESSION	DAYS	HOURS
ENGL 100	15-Week (15A)	Online	3.60 Hours/Week
MATH 20	15-Week (15B)	MTWR	3.60 Hours/Week

ENGL 100: 3.60 hours per week x 15 weeks = 54 total hours / 4 pay periods = 13.50 hours for pay period 1. Pay periods 2, 3, and 4 will be combined with the 15B calculation below.

MATH 20: 3.60 hours per week x 15 weeks = 54 total hours / 4 pay periods = 13.50 hours for pay period 5.

Pay periods 2, 3, and 4 will be the combined calculations: 13.50 + 13.50 = 27.00.



# Daily Contact Hours (DCH): Monthly Pay Calculations (Summer Sessions)

## DCH Session Calculations for Instructors

may

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

june

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

**Formula (Online):** Total Hours Per Week x Number of Weeks Meeting In A Month = Total Hours Per Pay Month

- **Example #1: May 20 – June 28**

CLASSES	SESSION	DAYS	HOURS
ENGL 100	6-Week	Online	9.00 Hours/Week

May Pay: 9.00 hours per week x 2 weeks = 18.00 hours pay

June Pay: 9.00 hours per week x 4 weeks = 36.00 hours pay



# Daily Contact Hours (DCH): Monthly Pay Calculations (Summer Sessions) Continued

july

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

august

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## Formula (Meeting Patterns):

1. Total Number of Contact hours / Total Number of Days In The Session = Total Number of Hours Per Day

\*DO NOT include holidays

2. Total Number of Hours Per Day x Number of Meeting Days In The Month = Total Number of Hours Per Pay Month

\*DO NOT include holidays

### • Example #2: July 1 – August 8

CLASSES	SESSION	DAYS	HOURS	TOTAL CONTACT HOURS
ENGL 100	6-Week	MTWR	9.00 Hours/Week	54 Hours

1. 54 total contact hours / 23 days in the month = 2.3478 hours per day

2. July Pay: 2.3478 hours per day x 18 days = 42.2604 hours for July

August Pay: 2.3478 hours per day x 5 days = 11.7390 hours for August



# Reviewing Teaching Assignments

										Regular Workload		Overload FTE%		Pay Hours			Load Factor
Assignment Type										Regular FTE%	Overload Workload	Regular FTE%	Overload FTE%	Pay Hours	LF	Session	
Course	Class #	Comp	Assign Type	Start/End Date	Start/End Time	Days	Room	Contact Pay Hrs	RG WL	OL WL	RG FTE%	OL FTE%	Pay Hours	LF	Session		
ANTH 110	22879	LEC	LEC	09/04 - 12/13	12:30PM-02:00PM	MW	SS315	54.00	3.60		20				15 Week P		
110	22880	LAB	LAB	09/04 - 12/13	02:00PM-02:35PM	MW	SS315	18.00	1.20		5				15 Week P		
115	21260	LEC	OL	08/14 - 12/15	11:00AM-12:15PM	MW	SS315	54.00		3.00		20	54.00		Regular		
115	21332	LEC	LEC	09/04 - 12/15	TBA		ONLINE	54.00	3.60		20				15 Week B		
115	23870	LEC	OL	08/14 - 12/15	TBA		ONLINE	54.00		3.00		20	54.00		Regular		
115L	21689	LAB	LAB	08/14 - 12/15	12:30PM-03:20PM	Tu	SS220	54.00	3.00		15				Regular		
170	22575	LEC	LEC	09/04 - 12/13	09:30AM-11:00AM	MW	SS138	54.00	3.60		20				15 Week P		
<b>ANTH</b>							<b>Sub Total</b>	<b>342.00</b>	<b>15.00</b>	<b>6.00</b>	<b>80.00</b>	<b>40.00</b>	<b>108.00</b>				
OHR 160	33216	DIS	NON	08/14 - 12/15	02:30PM-03:30PM	MW			2.00						Regular		
160	33216	DIS	NON	08/14 - 12/15	03:30PM-04:30PM	Tu			1.00						Regular		
<b>OHR</b>							<b>Sub Total</b>	<b>0.00</b>	<b>3.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>				
REL 160	33204	DIS	REL	08/14 - 12/15	01:30AM-04:30AM	Th		0.00	3.00		7.5				Regular		
160	33204	DIS	REL	08/14 - 12/15	03:30PM-06:30PM	W		0.00	3.00		7.5				Regular		
160	33204	DIS	REL	08/14 - 12/15	04:30PM-06:30PM	Tu		0.00	2.00		5				Regular		
<b>REL</b>							<b>Sub Total</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>20.00</b>	<b>0.00</b>	<b>0.00</b>				
<b>Term Total</b>								<b>342.00</b>	<b>26.00</b>	<b>6.00</b>	<b>100.00</b>	<b>40.00</b>	<b>108.00</b>				



# Reviewing Teaching Assignments Continued

## Full-time Faculty

Course	Class #	Comp	Assign Type	Start/End Date	Start/End Time	Days	Room	Contact Pay Hrs	RG WL	OL WL	RG FTE%	OL FTE%	Pay Hours	LF	Session
EDT 50	29099	LEC	LEC	08/14 - 10/13	TBA		ONLINE	18.00	1.00		3.33				9 Week A
50	29099	LEC	OL	08/14 - 10/13	TBA		ONLINE	18.00		1.00		3.33	9.00	50.00	9 Week A
110	33109	LEC	LEC	08/14 - 10/13	TBA		ONLINE	36.00	4.00		13.33				9 Week A
110	33110	LAB	ELB	08/14 - 10/11	TBA		ONLINE	18.00	2.00		6.67				9 Week A
123	32706	LEC	LEC	10/16 - 12/15	TBA		ONLINE	36.00	3.00		10				9 Week B
123	32706	LEC	OL	10/16 - 12/15	TBA		ONLINE	36.00		1.00		3.33	9.00	25.00	9 Week B
125	21249	LEC	LEC	08/14 - 10/13	TBA		ONLINE	36.00	4.00		13.33				9 Week A
133	31065	LEC	LEC	10/16 - 12/15	TBA		ONLINE	54.00	6.00		20				9 Week B
141	32707	LEC	LEC	10/16 - 12/15	TBA		ONLINE	36.00	4.00		13.33				9 Week B
<b>EDT</b>						<b>Sub Total</b>		<b>288.00</b>	<b>24.00</b>	<b>2.00</b>	<b>79.99</b>	<b>6.66</b>	<b>18.00</b>		
OHRS 100	33210	DIS	NON	08/14 - 12/15	10:00AM-11:00AM	Tu			1.00						Regular
100	33210	DIS	NON	08/14 - 12/15	10:30AM-11:30AM	MW			2.00						Regular
<b>OHRS</b>						<b>Sub Total</b>		<b>0.00</b>	<b>3.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		
REL 100	33198	DIS	REL	08/14 - 12/15	09:00AM-10:00AM	Tu		0.00	1.00		2.5				Regular
100	33198	DIS	REL	08/14 - 12/15	09:00AM-10:30AM	MW		0.00	3.00		7.5				Regular
100	33198	DIS	REL	08/14 - 12/15	11:30AM-12:30PM	M		0.00	1.00		2.5				Regular
100	33198	DIS	REL	08/14 - 12/15	01:00PM-04:00PM	Tu		0.00	3.00		7.5				Regular
<b>REL</b>						<b>Sub Total</b>		<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>20.00</b>	<b>0.00</b>	<b>0.00</b>		
<b>Term Total</b>							<b>252.00</b>	<b>35.00</b>	<b>2.00</b>	<b>99.99</b>	<b>6.66</b>	<b>18.00</b>			

9A:  
 $1.00 \times 9 = 9 / 3 = 3.00$

9B:  
 $1.00 \times 9 = 9 / 3 = 3.00$

T	1.	3.00	_____
O	2.	3.00	_____
A	3.	6.00	_____
L	4.	3.00	_____
S	5.	3.00	_____

T	1.	_____
B	2.	_____
A	3.	_____
	4.	_____
	5.	_____

Instructor Signature: \_\_\_\_\_

Dean Signature: \_\_\_\_\_



# Reviewing Teaching Assignments Continued

## Full-time Faculty

Course	Class #	Comp	Assign Type	Start/End Date	Start/End Time	Days	Room	Contact Pav Hrs	RG WL	OL WL	RG FTE%	OL FTE%	Pay Hours	LF	Session
ANTH110	22879	LEC	LEC	09/04 - 12/13	12:30PM-02:00PM	MW	SS315	54.00	3.60		20				15 Week P
110	22880	LAB	LAB	09/04 - 12/13	02:00PM-02:35PM	MW	SS315	18.00	1.20		5				15 Week P
115	21260	LEC	OL	08/14 - 12/15	11:00AM-12:15PM	MW	SS315	54.00		3.00		20	54.00		Regular
115	21332	LEC	LEC	09/04 - 12/15	TBA		ONLINE	54.00	3.60		20				15 Week B
115	23870	LEC	OL	08/14 - 12/15	TBA		ONLINE	54.00		3.00		20	54.00		Regular
115L	21689	LAB	LAB	08/14 - 12/15	12:30PM-03:20PM	Tu	SS220	54.00	3.00		15				Regular
170	22575	LEC	LEC	09/04 - 12/13	09:30AM-11:00AM	MW	SS138	54.00	3.60		20				15 Week P
<b>ANTH</b>						<b>Sub Total</b>		<b>342.00</b>	<b>15.00</b>	<b>6.00</b>	<b>80.00</b>	<b>40.00</b>	<b>108.00</b>		
OHRS 160	33216	DIS	NON	08/14 - 12/15	02:30PM-03:30PM	MW			2.00						Regular
160	33216	DIS	NON	08/14 - 12/15	03:30PM-04:30PM	Tu			1.00						Regular
<b>OHRS</b>						<b>Sub Total</b>		<b>0.00</b>	<b>3.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		
REL 160	33204	DIS	REL	08/14 - 12/15	01:30AM-04:30AM	Th		0.00	3.00		7.5				Regular
160	33204	DIS	REL	08/14 - 12/15	03:30PM-06:30PM	W		0.00	3.00		7.5				Regular
160	33204	DIS	REL	08/14 - 12/15	04:30PM-06:30PM	Tu		0.00	2.00		5				Regular
<b>REL</b>						<b>Sub Total</b>		<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>20.00</b>	<b>0.00</b>	<b>0.00</b>		
<b>Term Total</b>								<b>342.00</b>	<b>26.00</b>	<b>6.00</b>	<b>100.00</b>	<b>40.00</b>	<b>108.00</b>		

**Regular/18-week:**  
 $3.00 \times 18 = 54 / 5 = 10.80 \times 2 = 21.60$

<b>T O T A L S</b>	1.	<u>21.60</u>	_____
	2.	<u>21.60</u>	_____
	3.	<u>21.60</u>	_____
	4.	<u>21.60</u>	_____
	5.	<u>21.60</u>	_____

T	1.	_____
B	2.	_____
A	3.	_____
	4.	_____
	5.	_____

Instructor Signature: \_\_\_\_\_

Dean Signature: \_\_\_\_\_



# Reviewing Teaching Assignments Continued

## Part-time Faculty

Course	Class #	Comp	Assign Type	Start/End Date	Start/End Time	Days	Room	Contact Pay Hrs	RG WL	OL WL	RG FTE%	OL FTE%	Pay Hours	LF	Session
ECON101	25515	LEC	LEC	09/04 - 12/15	TBA		ONLINE	54.00	3.60		20		54.00		15 Week B
102	29118	LEC	LEC	09/04 - 12/15	TBA		ONLINE	54.00	3.60		20		54.00		15 Week B
202M	25673	LEC	LEC	09/05 - 12/14	09:30AM-11:00AM	TuTh	SS307	54.00	3.60		20		53.99		15 Week Q
202M	25674	LAB	LAB	09/05 - 12/14	11:00AM-11:20AM	TuTh	SS307	18.00	1.20		5		17.99		15 Week Q
<b>ECON</b>						<b>Sub Total</b>		<b>180.00</b>	<b>12.00</b>	<b>0.00</b>	<b>65.00</b>	<b>0.00</b>	<b>179.99</b>		
WGS 206	29640	LEC	NON	09/04 - 12/15	TBA		ONLINE	54.00							15 Week B
<b>WGS</b>						<b>Sub Total</b>		<b>54.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		
<b>Term Total</b>								<b>234.00</b>	<b>12.00</b>	<b>0.00</b>	<b>65.00</b>	<b>0.00</b>	<b>179.99</b>		

15-week:

$$3.60 \times 15 = 54 / 4 = 13.50 \times 3 = 40.50$$

$$1.20 \times 15 = 18 / 4 = 4.50$$

<b>T O T A L S</b>	1. _____
	2. <u>45.00</u> _____
	3. <u>45.00</u> _____
	4. <u>45.00</u> _____
	5. <u>45.00</u> _____

T 1. _____
B 2. _____
A 3. _____
4. _____
5. _____

Instructor Signature: \_\_\_\_\_

Dean Signature: \_\_\_\_\_



# Reviewing Teaching Assignments Continued

## Part-time Faculty

Course	Class #	Comp	Assign Type	Start/End Date	Start/End Time	Days	Room	Contact Pay Hrs	RG WL	OL WL	RG FTE%	OL FTE%	Pay Hours	LF	Session
PSYC 220	27002	LEC	LEC	08/14 - 12/15	12:30PM-02:00PM	TuTh	SS215	54.00	3.00		20		52.50		Regular
220	27003	LAB	ELB	08/14 - 12/15	02:00PM-03:20PM	TuTh	SS215	54.00	3.00		20		52.50		Regular
271	33047	LEC	LEC	09/04 - 12/15	TBA		ONLINE	54.00	3.60		20		54.00		15 Week B
<b>PSYC</b>							<b>Sub Total</b>	<b>162.00</b>	<b>9.60</b>	<b>0.00</b>	<b>60.00</b>	<b>0.00</b>	<b>159.00</b>		
							<b>Term Total</b>	<b>162.00</b>	<b>9.60</b>	<b>0.00</b>	<b>60.00</b>	<b>0.00</b>	<b>159.00</b>		

Regular/18-week:

$$3.00 \times 18 = 54 - 1.50 = 52.50 / 5 = 10.50 \times 2 = 21.00$$

15-week:

$$3.60 \times 15 = 54 / 4 = 13.50$$

<b>T O T A L S</b>	1.	21.00	_____
	2.	34.50	_____
	3.	34.50	_____
	4.	34.50	_____
	5.	34.50	_____

T	1.	_____
B	2.	_____
A	3.	_____
	4.	_____
	5.	_____

Instructor Signature: \_\_\_\_\_

Dean Signature: \_\_\_\_\_





# Academic Affairs & Divisions Flowchart

**NEW:**

Release/Reassigned Time forms are now due from the Divisions on June 30 for Fall, so they can be input into the system and available on the Teaching Assignments for proofreading.

Academic Affairs sends the next semester's Teaching Assignments to the Divisions 1 month before the next semester begins.

The Divisions receive the Teaching Assignments, proofread them for accuracy and return any corrections to Academic Affairs 2 weeks before the semester begins.

Academic Affairs inputs the corrections and sends a clean set back to the Division before the start of the next semester.

Academic Affairs checks the calculations to ensure PS is computing accurately. Academic Affairs and the Divisions meet to review the Teaching Assignments to confirm the calculations and correct any that differ.



**FOR YOUR REFERENCE**



# Calculating Class Hours

## Student Contact Hours

## DEFINITIONS

- **Class Hour:** The "class hour" is the basic unit of attendance for computing full-time equivalent student (FTES). It is a period of not less than 50 minutes of scheduled instruction and/or examination. There can be only one "class hour" in each "clock hour," except as provided for multiple class-hour classes. A class scheduled for less than a single 50-minute period is not eligible for apportionment. For purposes of computing full-time equivalent student (FTES), a class hour is commonly referred to as a "contact hour" or "Student Contact Hour" (SCH).
- **Clock Hour:** A "clock hour" is a 50-minute time frame, which may begin at any time, for example, 8:00 to 9:00, 8:10 to 9:10, 8:20 to 9:20.
- **Passing Time/Break:** Each clock hour is composed of one 50-minute class hour segment and a 10-minute segment referred to as "passing time," "break," etc.. No additional attendance may be claimed for this 10-minute segment, except as provided for a "multiple hour class." (See e. below) Note: The 10-minute break time permitted in each clock hour may not be accumulated during a multiple hour class to be taken at the end of the class and be counted for FTES apportionment.
- **Partial Class Hour:** A "partial class hour" is that fractional part of a class hour in a class scheduled for more than one clock hour, starting from and including the 51st minute of the last full clock hour. For example, continuous instruction from 8:00 - 9:35 would have a 45-minute partial class hour (8:51-9:35). 45 minutes is the longest possible partial class hour. Instruction after a 45-minute partial class period hour would require a 10-minute break in the previous clock hour.
- **Multiple Hour Class :**
  1. A multiple hour class is any period of instruction scheduled continuously for more than one clock hour.
  2. In multiple hour class scheduling, each 50 minutes exclusive of breaks (formal or informal) is a class/contact hour. However, the fractional part of a class hour beyond the last full clock hour may be counted for apportionment, starting from and including the 51st minute of the last full clock hour.
  3. The divisor for this fractional part of a class shall be 50.
  4. There shall be no class break in the last full clock hour or the partial class hour.
  5. The sum of class hours cannot exceed the total number of elapsed clock hours for which the class is scheduled. For this rule, "clock hours" is interpreted to mean the total whole number (an integer) of clock hours, each being a 50-minute time frame. For example, if you have a class scheduled from 8:00 to 11:25, the resulting class hours (contact hours) would be 3.7 (see example 2.d below) and are within the maximum number of class hours for the 4 "clock hour" period of 8:00 to 12:00.



# Calculating Class Hours Continued:

## EXAMPLES FOR CALCULATING STUDENT CONTACT HOURS (SCH)

a. Single Hour Class Meeting Class scheduled from 8:00 to 8:50 (no break)		
8:00-8:50	1.0 SCH	1 class hour in 1 clock hour= 1 SCH
<b>Total</b>	<b>1.0 SCH</b>	

b. Multiple Hour Class Meeting Class scheduled from 8:00 to 9:15 (no break)		
8:00-8:50	1.0 SCH	50 Instructional Minutes= 1 SCH
8:50-9:15	0.5 SCH	25 Instructional Minutes/ 50= 0.5 SCH
<b>Total</b>	<b>1.5 SCH</b>	

c. Multiple Hour Class Meeting Class scheduled from 8:00 to 10:05 (one 10-minute break)		
8:00-9:00	1.0 SCH	50 Instructional Minutes plus 10 min break = 1.0 SCH
9:00-9:50	1.0 SCH	50 Instructional Minutes= 1.0 SCH
9:50-10:05	0.3 SCH	15 Instructional Minutes/ 50= 0.3 SCH
<b>Total</b>	<b>2.3 SCH</b>	

d. Multiple Hour Class Meeting Class scheduled from 8:00 to 11:25 (two 10-minute breaks)		
8:00- 9:00	1.0 SCH	50 Instructional Minutes plus 10 min break = 1.0 SCH
9:00-10:00	1.0 SCH	50 Instructional Minutes plus 10 min break = 1.0 SCH
10:00 - 10:50	1.0 SCH	50 Instructional Minutes= 1.0 SCH
10:50 - 11:25	0.7 SCH	35 Instructional Minutes/ 50= 0.7 SCH
<b>Total</b>	<b>3.7 SCH</b>	



**CERRITOS  
COLLEGE**

# Calculating Class Hours Continued

## CONTACT HOURS COMPUTATION TABLE

Class Meeting Time	Clock Time Hrs: Mins	Example Start/End Time	Contact Hours	#of 10 Min. Breaks	Comments
50 Minutes	00:50	8:00- 8:50	1.0	NA	1 CH
65 Minutes	01:05	8:00- 9:05	1.3	NA	1 CH + 15-minute PCH
70 Minutes	01:10	8:00- 9:10	1.4	NA	1 CH + 20-minute PCH
75 Minutes	01:15	8:00- 9:15	1.5	NA	1 CH + 25-minute PCH
80 Minutes	01:20	8:00- 9:20	1.6	NA	1 CH + 30-minute PCH
85 Minutes	01:25	8:00- 9:25	1.7	NA	1 CH + 35-minute PCH
90 Minutes	01:30	8:00- 9:30	1.8	NA	1 CH + 40-minute PCH
95 Minutes	01:35	8:00- 9:35*	1.9	NA	1 CH + 45-minute PCH
110 Minutes	01:50	8:00-9:50	2.0	1	2 full CH
125 Minutes	02:05	8:00-10:05	2.3	1	2 CH+ 15-minute PCH
130 Minutes	02:10	8:00-10:10	2.4	1	2 CH+ 20-minute PCH
135 Minutes	02:15	8:00-10:15	2.5	1	2 CH+ 25-minute PCH
140 Minutes	02:20	8:00-10:20	2.6	1	2 CH+ 30-minute PCH
145 Minutes	02:25	8:00-10:25	2.7	1	2 CH+ 35-minute PCH
150 Minutes	02:30	8:00-10:30	2.8	1	2 CH+ 40-minute PCH
155 Minutes	02:35	8:00 - 10:35*	2.9	1	2 CH + 45-minute PCH
170 Minutes	02:50	8:00-10:50	3.0	2	3 full CH
185 Minutes	03:05	8:00-11:05	3.3	2	3 CH + 15-minute PCH
190 Minutes	03:10	8:00-11:10	3.4	2	3 CH + 20-minute PCH
195 Minutes	03:15	8:00-11:15	3.5	2	3 CH+ 25-minute PCH
200 Minutes	03:20	8:00-11:20	3.6	2	3 CH+ 30-minute PCH
205 Minutes	03:25	8:00-11:25	3.7	2	3 CH+ 35-minute PCH
210 Minutes	03:30	8:00-11:30	3.8	2	3 CH+ 40-minute PCH
215 Minutes	03:35	8:00 - 11:35*	3.9	2	3 CH+ 45-minute PCH

Class Meeting Time	Clock Time Hrs: Mins	Example Start/End Time	Contact Hours	#of 10 Min. Breaks	Comments
230 Minutes	03:50	8:00-11:50	4.0	3	4 full class hours
245 Minutes	04:05	8:00-12:05	4.3	3	4 CH + 15-minute PCH
250 Minutes	04:10	8:00-12:10	4.4	3	4 CH+ 20-minute PCH
255 Minutes	04:15	8:00-12:15	4.5	3	4 CH + 25-minute PCH
260 Minutes	04:20	8:00-12:20	4.6	3	4 CH + 30-minute PCH
265 Minutes	04:25	8:00-12:25	4.7	3	4 CH+ 35-minute PCH
270 Minutes	04:30	8:00-12:30	4.8	3	4 CH + 40-minute PCH
275 Minutes	04:35	8:00 - 12:35*	4.9	3	4 CH + 45-minute PCH
290 Minutes	04:50	8:00-12:50	5.0	4	5 full CH
305 Minutes	05:05	8:00-1:05	5.3	4	5 CH + 15-minute PCH
310 Minutes	05:10	8:00-1:10	5.4	4	5 CH + 20-minute PCH
315 Minutes	05:15	8:00-1:15	5.5	4	5 CH + 25-minute PCH
320 Minutes	05:20	8:00-1:20	5.6	4	5 CH + 30-minute PCH
325 Minutes	05:25	8:00-1:25	5.7	4	5 CH+ 35-minute PCH
330 Minutes	05:30	8:00-1:30	5.8	4	5 CH+ 40-minute PCH
335 Minutes	05:35	8:00-1:35*	5.9	4	5 CH+ 45-minute PCH
350 Minutes	05:50	8:00-1:50	6.0	5	6 full CH
365 Minutes	06:05	8:00- 2:05	6.3	5	6 CH + 15-minute PCH
370 Minutes	06:10	8:00- 2:10	6.4	5	6 CH + 20-minute PCH
375 Minutes	06:15	8:00- 2:15	6.5	5	6 CH + 25-minute PCH
380 Minutes	06:20	8:00- 2:20	6.6	5	6 CH + 30-minute PCH
385 Minutes	06:25	8:00- 2:25	6.7	5	6 CH + 35-minute PCH
390 Minutes	06:30	8:00- 2:30	6.8	5	6 CH + 40-minute PCH
395 Minutes	06:35	8:00- 2:35*	6.9	5	6 CH + 45-minute PCH



# Accessing Your Teaching Assignments

## A How-to Guide

Everything begins with the Cerritos Portal login page.

### Cerritos Campus Portal

#### Student Log-ins

The default password for students signing in for the 1st time is their 8-digit DOB using this format:

*MMDDYYYY*

[Student Login Help](#)

[studentcomputerhelp@cerritos.edu](mailto:studentcomputerhelp@cerritos.edu)

#### Open Enrollment

Open enrollment for new students begins on April 3, 2023.

Username / Student ID

rrios

Password

.....|

Login

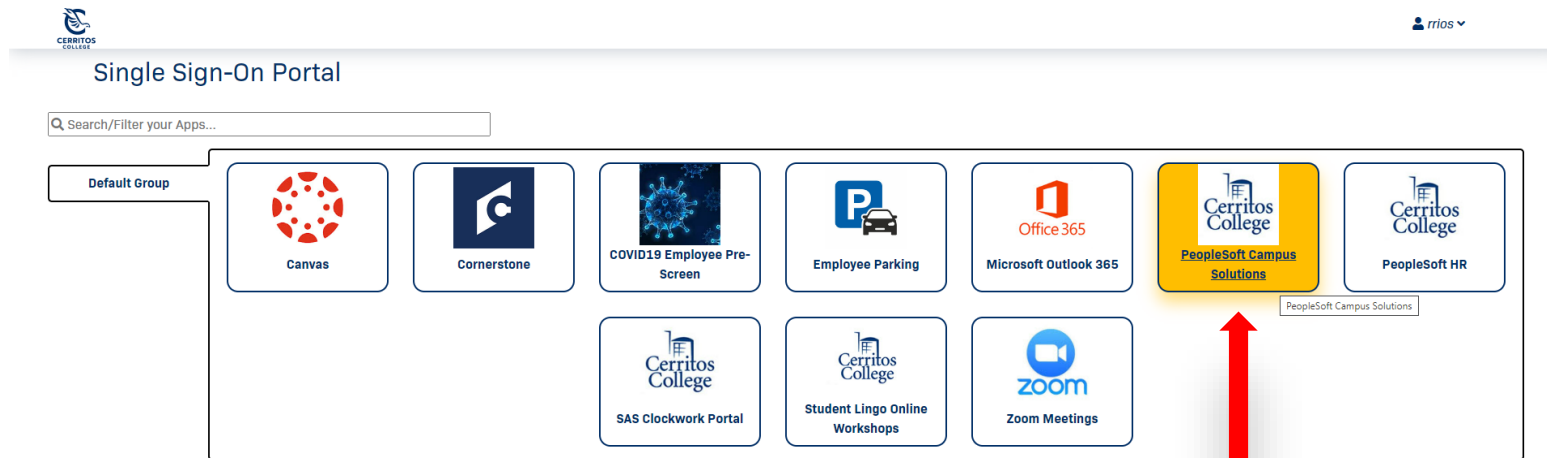
Set Password

User Self-Service



Log in as usual

# Accessing Your Teaching Assignments Continued



Single Sign-On Portal

Search/Filter your Apps...

Default Group

- Canvas
- Cornerstone
- COVID19 Employee Pre-Screen
- Employee Parking
- Office 365
- Microsoft Outlook 365
- PeopleSoft Campus Solutions**
- PeopleSoft HR
- SAS Clockwork Portal
- Student Lingo Online Workshops
- Zoom Meetings

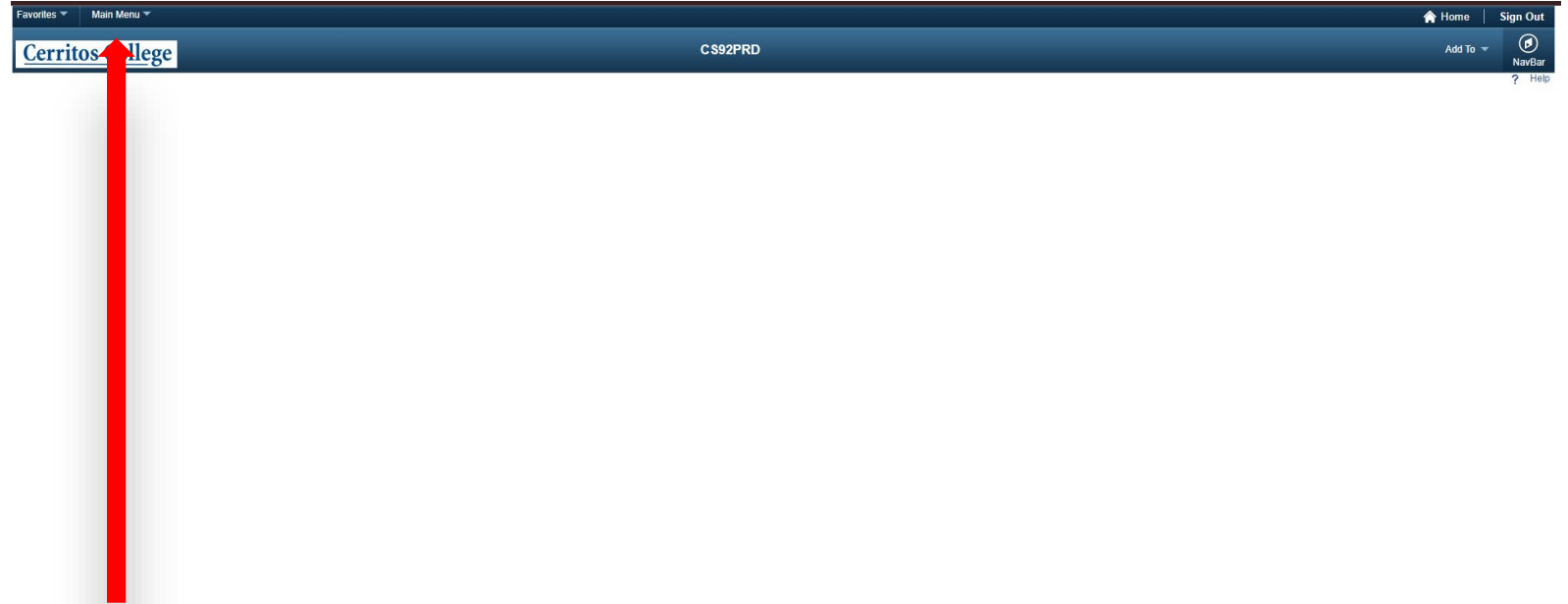
From the portal home page, you want to find **PeopleSoft Campus Solutions**.

Click to launch



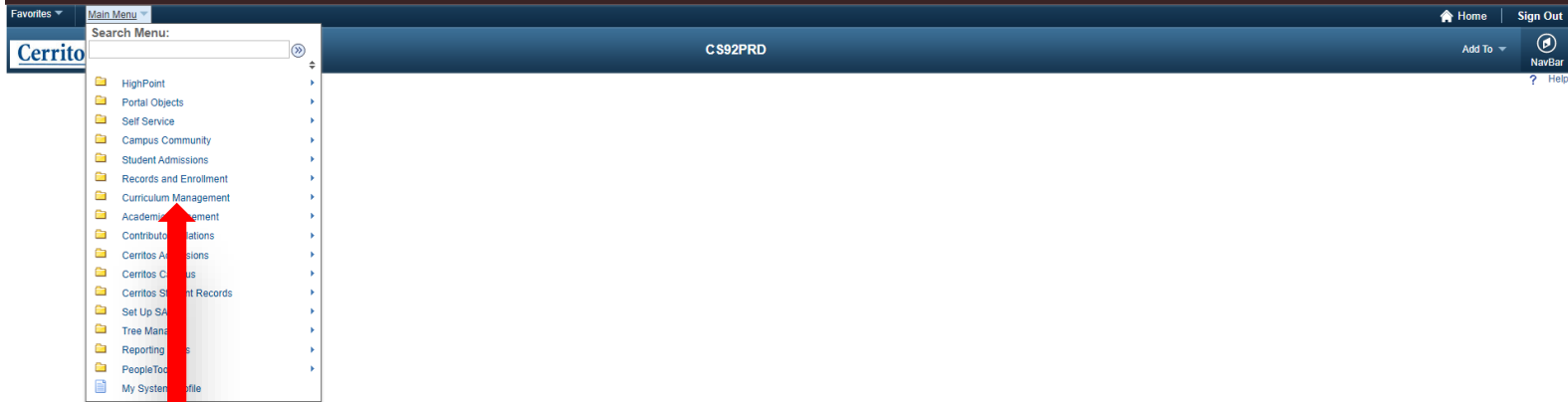
# Accessing Your Teaching Assignments Continued

The PeopleSoft CS  
Home page will load  
as a blank page.



Click **Main Menu** on the toolbar

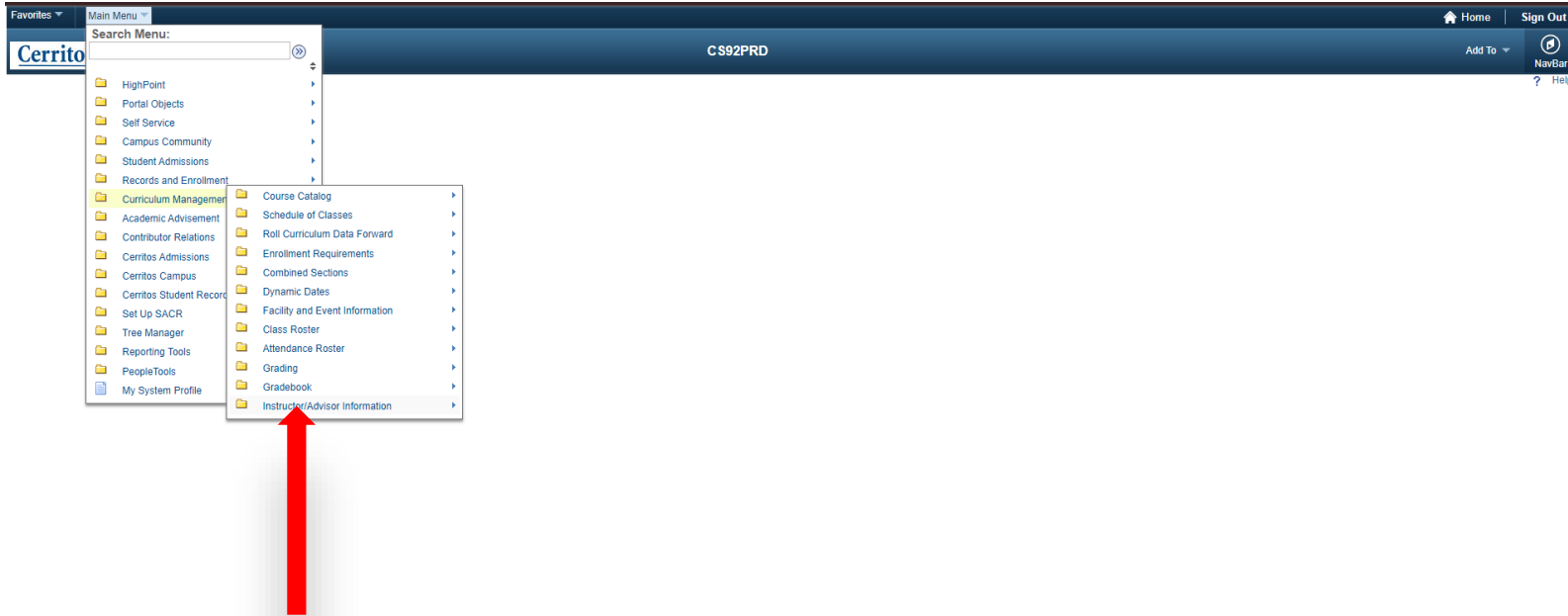
# Accessing Your Teaching Assignments Continued



**Breadcrumbs:**  
→ **Curriculum  
Management**

**Click Curriculum Management**

# Accessing Your Teaching Assignments Continued



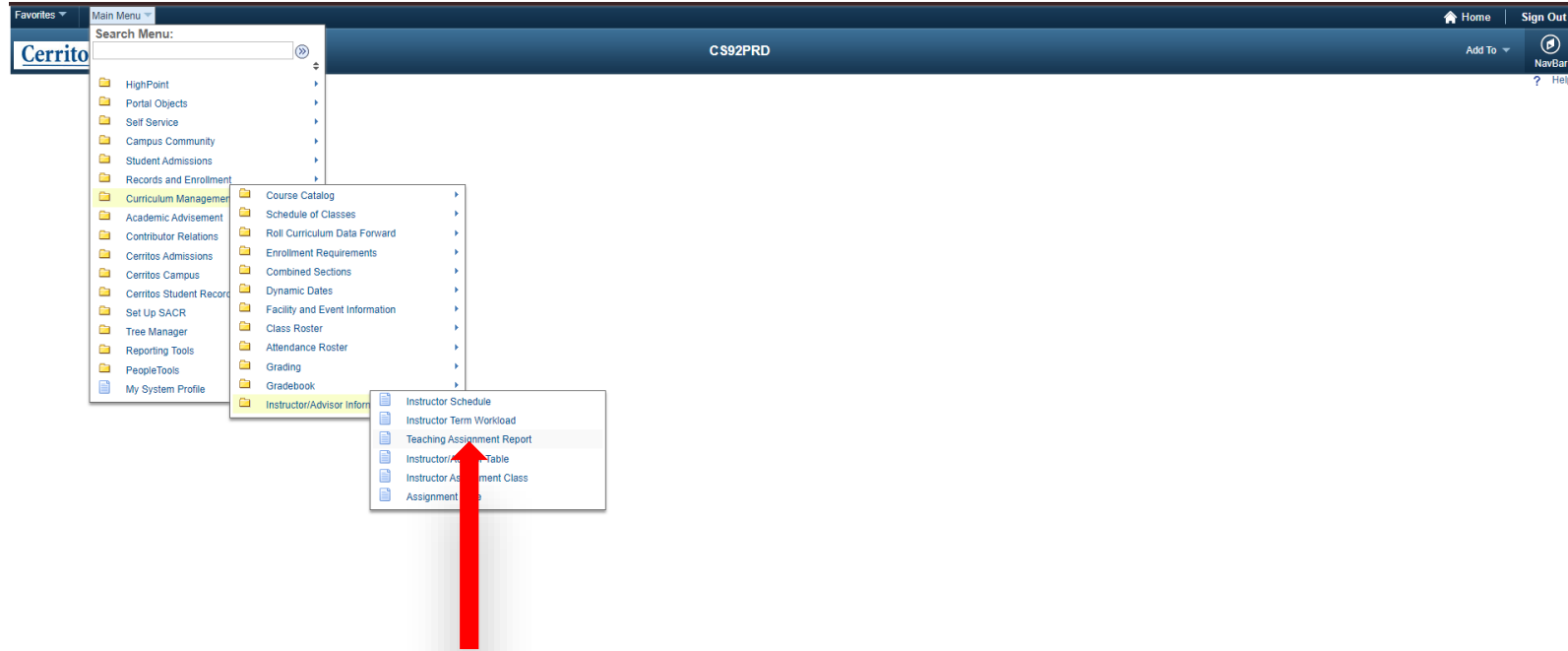
**Breadcrumbs:**

→ **Curriculum  
Management**

→ **Instructor/Advisor  
Information**

**Click Instructor/Advisor Information**

# Accessing Your Teaching Assignments Continued



**Click Teaching Assignment Report**

**Breadcrumbs:**

- **Curriculum Management**
- **Instructor/Advisor Information**
- **Teaching Assignment Report**

# Accessing Your Teaching Assignments Continued

## Teaching Assignment Report search page.

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Instructor/Advisor Information ▾ > Teaching Assignment Report

Cerritos College CS92PRD

### Teaching Assignment Report


Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value



Search Criteria

Run Control ID | begins with ▾

Case Sensitive


Search | Clear | Basic Search  Save Search Criteria

Search Results

View All | First  1-3 of 3  Last

Run Control ID	Language Code
9WEEK2B	English
COUNSELING	English
RRIOS	English

Find an Existing Value | Add a New Value



Click your **username** and then  
Click **Search**

# Accessing Your Teaching Assignments Continued

Favorites > Main Menu > Curriculum Management > Instructor/Advisor Information > Teaching Assignment Report

Cerritos College C S92PRD

Teachnig Assignment Report

Run Control ID: RRIOS Report Manager Process Monitor Run

**Run Control Parameters**

Term: 1233 2023 Spring  Create Excel CSV File (All Instructors)  
 Display Audit Workload Hours


**Choose Instructor**

All Instructors  Single Instructor

**Choose Academic Group (Division)**

All Groups  Single Group

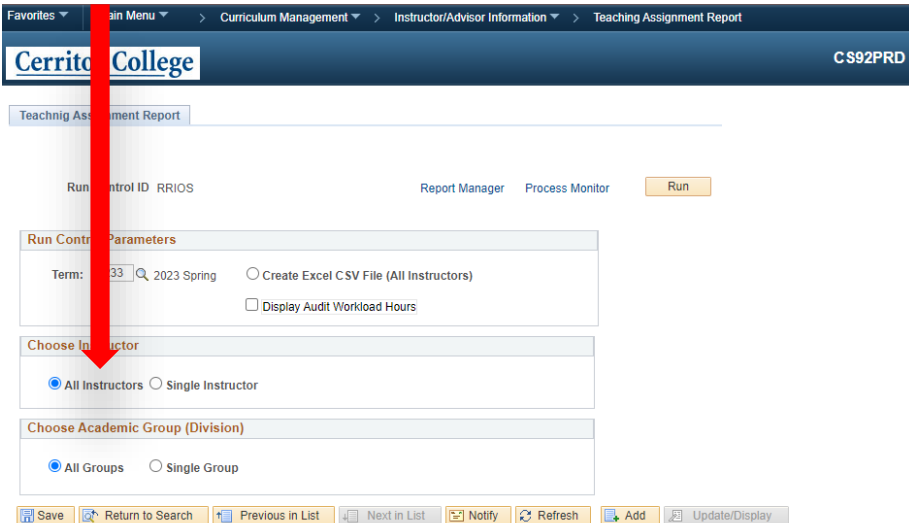
Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display



Change the **Term** to the semester and year you wish to look up.

# Accessing Your Teaching Assignments Continued

If you wish to run a report for an entire division, click **All Instructors**.



The screenshot shows the 'Teaching Assignment Report' interface. A red arrow points to the 'All Instructors' radio button in the 'Choose Instructor' section. The 'Term' is set to '2023 Spring' and 'Display Audit Workload Hours' is unchecked. The 'Run' button is visible.

Run Control ID: RRIOS      Report Manager    Process Monitor    Run

Run Control Parameters

Term: 1233 2023 Spring     Create Excel CSV File (All Instructors)  
 Display Audit Workload Hours

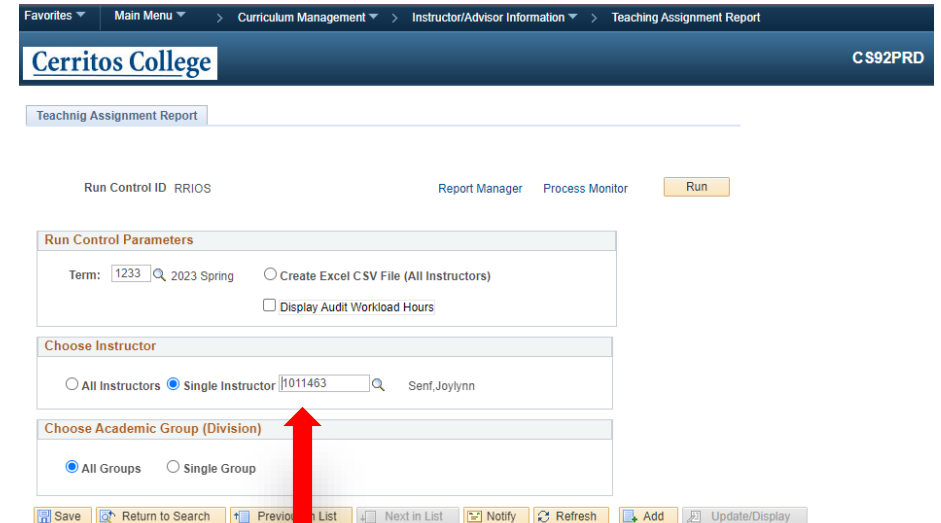
Choose Instructor

All Instructors     Single Instructor

Choose Academic Group (Division)

All Groups     Single Group

Save    Return to Search    Previous in List    Next in List    Notify    Refresh    Add    Update/Display



The screenshot shows the 'Teaching Assignment Report' interface. A red arrow points to the 'Single Instructor' radio button in the 'Choose Instructor' section, which is selected. The employee ID '1011463' is entered in the text box next to it. The 'Term' is set to '2023 Spring' and 'Display Audit Workload Hours' is unchecked. The 'Run' button is visible.

Run Control ID: RRIOS      Report Manager    Process Monitor    Run

Run Control Parameters

Term: 1233 2023 Spring     Create Excel CSV File (All Instructors)  
 Display Audit Workload Hours

Choose Instructor

All Instructors     Single Instructor    1011463    Sent, Joylynn

Choose Academic Group (Division)

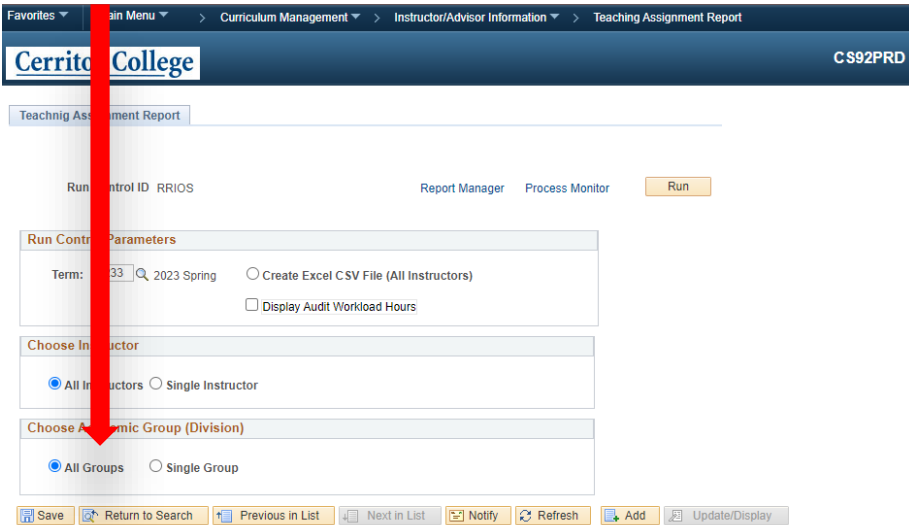
All Groups     Single Group

Save    Return to Search    Previous in List    Next in List    Notify    Refresh    Add    Update/Display

If you wish to run a report for a single instructor, enter their employee ID number next to **Single Instructor**.

# Accessing Your Teaching Assignments Continued

If you wish to run a report for all areas,  
click **All Groups**.



Teaching Assignment Report

Run Control ID: RRIOS Report Manager Process Monitor Run

Run Control Parameters

Term: 1233 2023 Spring  Create Excel CSV File (All Instructors)  
 Display Audit Workload Hours

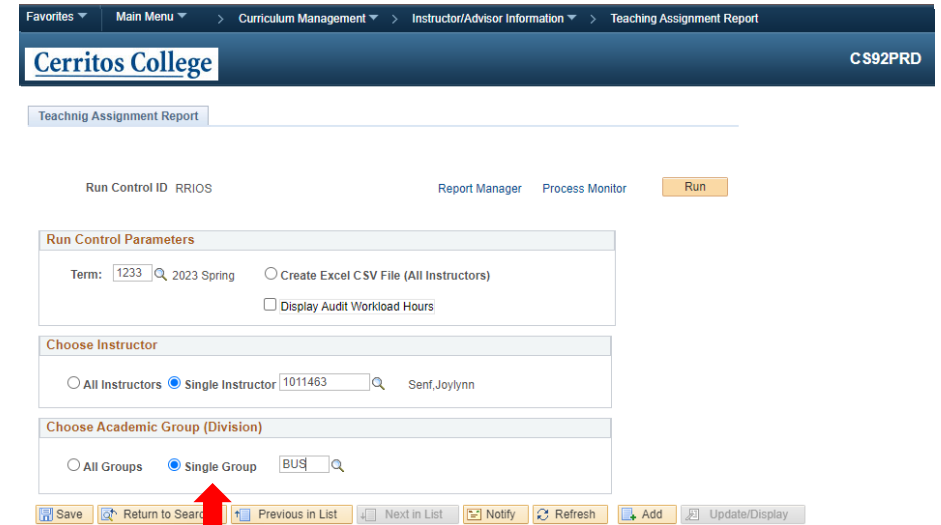
Choose Instructor

All Instructors  Single Instructor

Choose Academic Group (Division)

All Groups  Single Group

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display



Teaching Assignment Report

Run Control ID: RRIOS Report Manager Process Monitor Run

Run Control Parameters

Term: 1233 2023 Spring  Create Excel CSV File (All Instructors)  
 Display Audit Workload Hours

Choose Instructor

All Instructors  Single Instructor 1011463 Senf, Joylynn

Choose Academic Group (Division)

All Groups  Single Group BUS

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

If you wish to run a report for a single  
area, enter the area next to **Single Group**.

# Accessing Your Teaching Assignments Continued

To run your report:

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Instructor/Advisor Information ▾ > Teaching Assignment Report

Cerritos College CS92PRD

Teachnig Assignment Report

Run Control ID RRIOS Report Manager Process Monitor **Run**

**Run Control Parameters**

Term: 1233 2023 Spring  Create Excel CSV File (All Instructors)  
 Display Audit Workload Hours

**Choose Instructor**

All Instructors  Single Instructor 1011463 Senf, Joylynn

**Choose Academic Group (Division)**

All Groups  Single Group BUS

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Click **Run**

# Accessing Your Teaching Assignments Continued

To run your report:

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Instructor/Advisor Information ▾ > Teaching Assignment Report

Cerritos College CS92PRD

### Process Scheduler Request

User ID RRIOS Run Control ID RRIOS

Server Name:  Run Date: 03/29/2023

Recurrence:  Run Time: 5:55:57PM

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Teaching Assignment Report	ZSRR058	SQR Report	Web	PDF	Distribution

Be sure the Format is PDF

Click OK

# Accessing Your Teaching Assignments Continued

To run your report:

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Instructor/Advisor Information ▾ > Teaching Assignment Report

Cerritos College CS92PRD

Teachnig Assignment Report

Run Control ID RRIOS Report Manager [Process Monitor](#)

Process

**Run Control Parameters**

Term:  2023 Spring  Create Excel CSV File (All Instructors)  
 Display Audit Workload Hours

**Choose Instructor**

All Instructors  Single Instructor   Senf, Joylynn

**Choose Academic Group (Division)**

All Groups  Single Group

Click Process Monitor

# Accessing Your Teaching Assignments Continued

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Instructor/Advisor Information ▾ > Teaching Assignment Report > Process Monitor

Cerritos College C S92PRD

Process List Server List

View Process Request For

User ID  Type  Last  Days  Refresh

Server  Name  Instance From  Instance To

Run Status  Distribution Status   Save On Refresh

Process List Personalize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4701260		SQR Report	ZSRR058	RRIOS	03/29/2023 5:55:57PM PDT	Queued	N/A	Details

Go back to Teaching Assignment Report

Save Notify

Process List | Server List

To access your report  
PDF file:

System is processing... Click **Refresh** until both status change.

# Accessing Your Teaching Assignments Continued

Favorites ▾ Main Menu ▾ Curriculum Management ▾ Instructor/Advisor Information ▾ Teaching Assignment Report ▾ Process Monitor

**Cerritos College** CS92PRD

Process List Server List

View Process Request For

User ID  Type  Last  Days  Refresh

Server  Name  Instance From  Instance To

Run Status  Distribution Status   Save On Refresh

Process List Personalize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4701260		SQR Report	ZSRR058	RRIOS	03/29/2023 5:55:57PM PDT	Success	N/A	Details

Go back to Teaching Assignment Report

Save Notify

Process List | Server List

To access your report  
PDF file:

System is still processing... Click **Refresh** until both status change.

# Accessing Your Teaching Assignments Continued

Process List | Server List

View Process Request For

User ID   Type  Last  Days

Server   Name  Instance From  Instance To

Run Status  Distribution Status   Save On Refresh

Process List Personalize | Find | View All |  |  First  1 of 1  Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4701260		SQR Report	ZSRR058	RRIOS	03/29/2023 5:55:57PM PDT	Success	Posted	Details



To access your report  
PDF file:

[Go back to Teaching Assignment Report](#)

Process List | Server List

Your report is ready.

# Accessing Your Teaching Assignments Continued

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Instructor/Advisor Information ▾ > Teaching Assignment Report > Process Monitor

**Cerritos College** CS92PRD

Process List | Server List

View Process Request For

User ID  Type   Days

Server  Name  Instance From  Instance To

Run Status  Distribution Status   Save On Refresh

**Process List** Personalize | Find | View All |  | First ◀ 1 of 1 ▶ Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4701260		SQR Report	ZSRR058	RRIOS	03/29/2023 5:55:57PM PDT	Success	Posted	<a href="#">Details</a>

Go back to Teaching Assignment Report

Process List | Server List

To access your report  
PDF file:

Click **Details**



# Accessing Your Teaching Assignments Continued

To access your report PDF file:

Navigation: Favorites > Main Menu > Curriculum Management > Instructor/Advisor Information > Teaching Assignment Report > Process Monitor

Cerritos College CS92PRD

### Process Detail

Process	
Instance	4701260
Type	SQR Report
Name	ZSRR058
Description	Teaching Assignment Report
Run Status	Success
Distribution Status	Posted

Run	Update Process
Run Control ID	<input type="radio"/> Hold Request
Location	<input type="radio"/> Queue Request
Server	<input type="radio"/> Cancel Request
Recurrence	<input checked="" type="checkbox"/> Delete Request
	<input type="radio"/> Re-send Content
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On	Parameters
Run Anytime After	Transfer
Began Process At	Message Log
Ended Process At	Batch Timings
	<a href="#">View Log/Trace</a>

OK Cancel

Index Page

Click **View Log / Trace**



# Accessing Your Teaching Assignments Continued

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Instructor/Advisor Information ▾ > Teaching Assignment Report > Process Monitor

**Cerritos College** CS92PRD

To access your report PDF file:

View Log/Trace

**Report**

Report ID 3394343      Process Instance 4701260      [Message Log](#)  
Name ZSRR058      Process Type SQR Report  
Run Status Success

Teaching Assignment Report

**Distribution Details**

Distribution Node psrpt      Expiration Date 06/27/2023

**File List**

Name	File Size (bytes)	Datetime Created
SQR_ZSRR058_4701260.log	1,764	03/29/2023 5:56:59.087000PM PDT
ZSRR058_4701260.PDF	5,436	03/29/2023 5:56:59.087000PM PDT
ZSRR058_4701260.txt	982	03/29/2023 5:56:59.087000PM PDT

**Distribute To**

Distribution ID Type	*Distribution ID
User	RRIOS

Return



Click the file ending in **.PDF**



# Accessing Your Teaching Assignments Continued

## Your PDF will open in a new window on your browser.

Adobe Acrobat: PDF edit, convert, sign tools | chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://cs-secure.cerritos.edu/psreports/cs92prd/3394343/ZSRR058\_4701260.PDF

Tools | ZSRR058\_4701260 | Open in desktop app | Sign in

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ZSRR058.sqr Page No. 1  
Run Date 03/29/2023 17:56:45

**Cerritos College Teaching Assignment/Workload Report**  
\* Confidential \*

Staff: Senf, Joylynn  
Emplid: 1011463  
Address: 9213 Chaney Avenue  
City/State/Zip: Downey, CA 90240

Term: 2023 Spring  
Acad Group: Business Division  
Class: Part (EQP,ADJ)  
Phone Wk: 2701 Hm:

Course	Class #	Comp	Assign Type	Start/End Date	Start/End Time	Days	Room	Contact Pay Hrs	RG WL	OL WL	RG FTE%	OL FTE%	Pay Hours	LF	Session
BCOT 62	21346	LEC	LEC	01/09 - 02/16	TBA		ONLINE	18.00	3.00		6.67		18.00		6 Week A
62	21347	LAB	LAB	01/09 - 02/16	TBA		ONLINE	9.00	1.50		2.5		9.00		6 Week A
96	29114	LEC	LEC	01/09 - 03/10	TBA		ONLINE	27.00	3.00		10		27.00		9 Week A
96	29115	LAB	LAB	01/09 - 03/10	TBA		ONLINE	18.00	2.00		5		18.00		9 Week A
155	31929	LEC	LEC	01/30 - 05/19	TBA		ONLINE	54.00	3.60		20		54.00		15 Week B
155	31930	LAB	LAB	01/30 - 05/19	TBA		ONLINE	36.00	2.40		10		36.00		15 Week B
<b>BCOT</b>								<b>Sub Total</b>	<b>162.00</b>	<b>15.50 0.00</b>	<b>54.17</b>	<b>0.00</b>	<b>162.00</b>		
								<b>Term Total</b>	<b>162.00</b>	<b>15.50 0.00</b>	<b>54.17</b>	<b>0.00</b>	<b>162.00</b>		

**T O T A L S**

1.	46.50
2.	46.50
3.	33.00
4.	18.00
5.	18.00

**T O T A L S**

1.	_____
2.	_____
3.	_____
4.	_____
5.	_____

Instructor Signature: \_\_\_\_\_ Dean Signature: \_\_\_\_\_



# Accessing Your Teaching Assignments Continued

To return to the Teaching Assignment search page:

Report

Report ID 3394343 Process Instance 4701260 Message Log

Name ZSRR058 Process Type SQR Report

Run Status Success

Teaching Assignment Report

Distribution Details

Distribution Node psrpt Expiration Date 06/27/2023

File List

Name	File Size (bytes)	Datetime Created
SQR_ZSRR058_4701260.log	1,764	03/29/2023 5:56:59 087000PM PDT
ZSRR058_4701260.PDF	5,436	03/29/2023 5:56:59 087000PM PDT
ZSRR058_4701260.out	982	03/29/2023 5:56:59 087000PM PDT

Distribute To

Distribution ID Type \*Distribution ID

User RRIOS

Return

Return (Esc)

Click Return

Process Detail

Process

Instance 4701260 Type SQR Report

Name ZSRR058 Description Teaching Assignment Report

Run Status Success Distribution Status Posted

Run

Run Control ID RRIOS

Location Server

Server PSNT

Recurrence

Update Process

Hold Request

Queue Request

Cancel Request

Delete Request

Re-send Content

Restart Request

Date/Time

Request Created On 03/29/2023 5:56:22PM PDT Parameters Transfer

Run Anytime After 03/29/2023 5:55:57PM PDT Message Log

Began Process At 03/29/2023 5:56:45PM PDT Batch Timings

Ended Process At 03/29/2023 5:56:59PM PDT View Log/Trace

OK Cancel

Ok (Enter)

Click OK

Process List Server List

View Process Request For

User ID RRIOS Type Last 1 Days Refresh

Server Name Instance From Instance To

Run Status Distribution Status Save On Refresh

Process List Personalize Find View All First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4701260		SQR Report	ZSRR058	RRIOS	03/29/2023 5:55:57PM PDT	Success	Posted	Details

Go back to Teaching Assignment Report

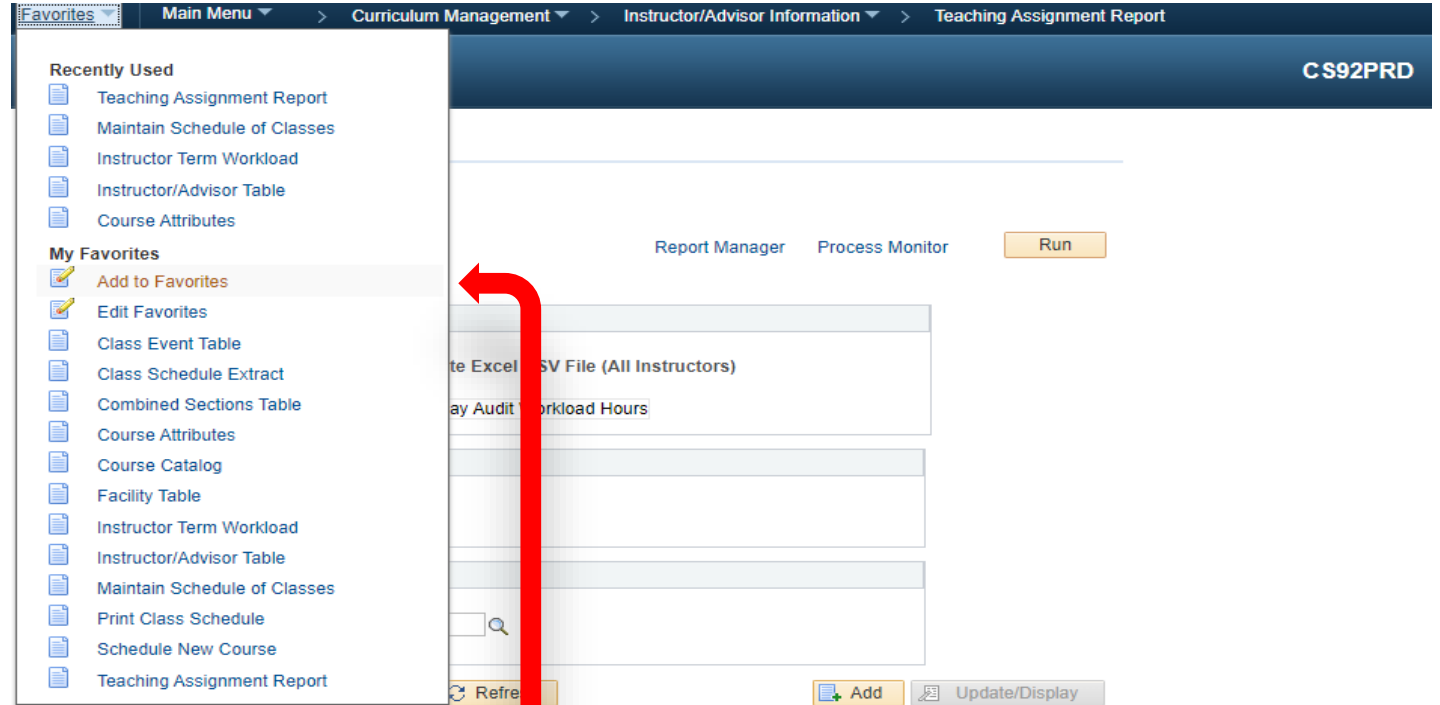
Save New Go back to previous page

Process List | Server List

Click Go back to Teaching Assignment Report

# Accessing Your Teaching Assignments Continued

**Add Teaching  
Assignment Report to  
your Favorites:**

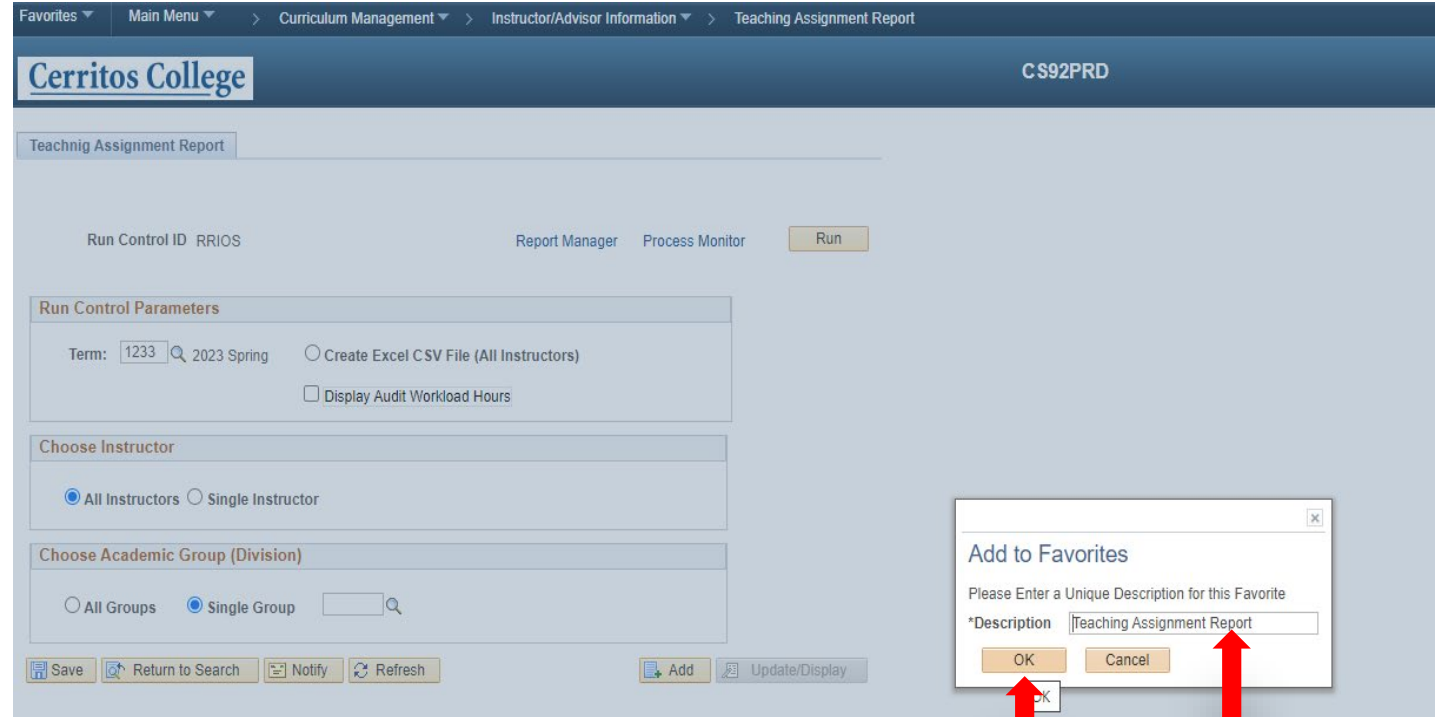


The screenshot shows a web application interface for 'Teaching Assignment Report'. The breadcrumb trail at the top reads: 'Main Menu > Curriculum Management > Instructor/Advisor Information > Teaching Assignment Report'. The page title is 'CS92PRD'. A 'Favorites' dropdown menu is open, showing two sections: 'Recently Used' and 'My Favorites'. The 'My Favorites' section is highlighted, and a red arrow points to the 'Add to Favorites' option. The main content area shows a 'Report Manager' section with a 'Run' button and a table with columns for 'Excel' and 'SV File (All Instructors)'. There are also 'Refresh', 'Add', and 'Update/Display' buttons at the bottom.

**Click Favorites**

# Accessing Your Teaching Assignments Continued

**Add Teaching  
Assignment Report to  
your Favorites:**



The screenshot shows the 'Teaching Assignment Report' page in the Cerritos College system. The page includes a breadcrumb trail: Favorites > Main Menu > Curriculum Management > Instructor/Advisor Information > Teaching Assignment Report. The page title is 'Cerritos College' and the user ID is 'CS92PRD'. The main content area has a 'Run Control ID' of 'RRIOS' and buttons for 'Report Manager', 'Process Monitor', and 'Run'. Below this are sections for 'Run Control Parameters' (Term: 1233, 2023 Spring, Create Excel CSV File (All Instructors), Display Audit Workload Hours), 'Choose Instructor' (All Instructors, Single Instructor), and 'Choose Academic Group (Division)' (All Groups, Single Group). At the bottom are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'. An 'Add to Favorites' dialog box is open in the bottom right, with the text 'Please Enter a Unique Description for this Favorite' and a text input field containing 'Teaching Assignment Report'. The dialog has 'OK' and 'Cancel' buttons. Two red arrows point to the 'OK' buttons: one points to the 'OK' button in the dialog box, and the other points to a smaller 'OK' button that appears to be a tooltip or a second instance of the button.

**Click OK**



# Contacts

Contact the following offices for assistance or information

- **Human Resources**
  - Personal information on the Teaching Assignments such as name, address, phone numbers, etc.
  - Employment Status (especially if the Teaching Assignment has “n/a” where “Full” or “Part” should be
- **Academic Affairs**
  - Teaching Assignments
  - Hour Calculations
  - Schedule Changes
  - Release Time
  - Deadlines
- **Payroll Office**
  - Pay check deadlines
  - Hours into pay
- **IT** (Cc Dean of Academic Affairs)
  - PeopleSoft CS access
  - System troubleshooting