Graduate Database Entry Instructions

Introduction

Franklin Pierce University utilizes the Undergraduate and Graduate databases to process the pay for ALL Part-time and Adjunct faculty members. Each academic program is responsible for entering in the details for all the courses that are being taught and for assigning each faculty member the courses to be taught each semester/term.

It is important that those individuals responsible for assigning courses to faculty are familiar with the databases and remain up-to-date with current courses available for assignment.

Step 1:

A. Approximately 1 month before the term starts, you will receive an e-mail from Wendy DiPasquale in Human Resources that looks like this (see above).

B. To enter the database, click on the link in the e-mail.
   a. If you don’t receive this link, contact Wendy DiPasquale in HR at ext 1076.
   b. If the link doesn’t work, try to hold down the Ctrl button on your keyboard and then click the link.
   c. If you are still having trouble, e-mail or call Wendy DiPasquale in HR at ext 1076.

**Important Tip:**

**Be sure NOT to save the database to your hard drive. The database that you are working out of is a shared system and is accessed by many programs from different locations. If you save it to your hard drive, YOU will be the only person that can see your entries and you will have to re-enter all of your data into the shared database. To ensure that you save the shortcut and not a ‘copy’, right mouse click on the desktop, select “New” from the dropdown menu and select “Shortcut” and paste the database link.**

Step 2:

A. Once you click “Open”, the Main Switchboard will pop up. Once there, click on “Grad Faculty and Data Input”
Step 3:
A. Once you click “Grad Faculty and Data Input”, you will be brought to the Start Menu.
B. Click on “Assign a Course”

Step 4:
A. Once you click on “Assign a Course”, you will be brought to the Teaching Course Data Entry screen.
B. This is the screen where you make all of the entries for each Part-time/Adjunct Faculty Member.
   1. First choose the faculty member from the FacID drop down box.
   2. Then write the word “Need” in the Needs Letter box.
   3. The revised contract box defaults to “No”.
   4. Choose the course number from the CourseNum drop down box. Each course listing has some letters at the end of them that correspond to the center that the course is being taught.

   L = Lebanon
   P = Portsmouth
   R = Rindge
   Z = Arizona
   n = Online Course
   e = ELL Course

   Example: GM564nP = Course Number GM564-Online-Portsmouth
             GM564eL = Course Number GM564-ELL-Lebanon
**Important Tip:**
**If the course with the correct codes at the end is not available for you to choose, stop and contact Wendy DiPasquale via email; the course correction will be made.**

5. Enter the course section in the Section box.
6. Choose paycode from the PayCode drop down box. Paycodes are as follows:
   - **GPS1, GPS2, GPS3**: General Undergrad Courses that are **fully enrolled**. Use 1 for first course teaching, 2 for second course teaching and 3 for third course teaching.
   - **GDS1, GDS2, GDS3**: This code is for under-enrolled classes. This code will automatically pay the faculty member on a per-student basis. Any course that has less than 8 students for Undergraduate is considered under-enrolled.
   - **MBA1, MBA2, MBA3**: General M.B.A. Courses that are fully enrolled. Use 1 for first course teaching, 2 for second course teaching and 3 for third course teaching.
   - **MPT1, MPT2, MPT3**: General M.P.T. Courses that are fully enrolled. Use 1 for first course teaching, 2 for second course teaching and 3 for third course teaching.
   - **MED1, MED2, MED3**: General M.Ed. Courses that are fully enrolled. Use 1 for first course teaching, 2 for second course teaching and 3 for third course teaching.
   - **DOA1, DOA2, DOA3**: General D.O.A. Courses that are fully enrolled. Use 1 for first course teaching, 2 for second course teaching and 3 for third course teaching.
   - **MPA1, MPA2, MPA3**: General P.A. Courses that are fully enrolled. Use 1 for first course teaching, 2 for second course teaching and 3 for third course teaching.
   - **GDS1, GDS2, GDS3**: This code is for under-enrolled classes. This code will automatically pay the faculty member on a per-student basis. Any courses that have less than 8 students for Graduate is considered under-enrolled.

7. Term and academic year are automatically populated, so just check to be sure they are correct.
8. DateEntered will automatically populate with date the data is entered.
9. At the EnteringPerson box, choose your initials from the drop down box.
   **Please be sure to choose your initials from the box and don’t just type them in. Only Center Directors, Academic Directors and Administrative Assistants should be entering. If your initials do not appear in the dropdown menu, stop and contact Wendy DiPasquale via email; entering person initials will be added to the database.**
10. Hit tab and then click on the little right facing arrow at the bottom of the screen to move on to the next blank entry. Then you can enter the information for the next faculty member/course.
11. Once all entries are made for ALL faculty members and courses, hit the small “X” at the top right of the screen. The database (Access) automatically saves as you go, so no need to save it.

**Step 5:**
A. Once you close the entry screen, you will be back here at the “Start Page”.
B. Click on “Director Approval Form”
C. When the popup box opens, enter in initials. You must enter the SAME initials that you chose on the entry screen or your report will be blank.

D. The Director’s Approval Form will pop up and it will be a summary of everything you entered under your initials. **If it comes up blank, it’s probably because the initials are not matching, so try again and be aware of the initials that you are entering.**

E. Please print the report and review it VERY carefully.
   a. Please pay special attention to the following:
      1. Faculty Member name is correct.
      2. PayCode is correct.
      3. Course # and description is correct.
      4. Course Value is correct. Course Value is the total term pay for that faculty member for that specific course.
      5. Department codes are correct.
   b. At this time, you cannot make corrections to any entries that are in the database, so if you find any errors, e-mail Wendy DiPasquale and corrections will be made.
   c. Once notification has been received that the corrections have been made, re-print the Director’s Approval Form and review it one more time for accuracy.
   d. If all is correct, two signatures must be obtained:-
The entering person must sign it that they have made the entries and believe all to be correct.

The Director must sign form stating that they have reviewed all entries and agree that they are correct.

F. Scan a copy of the approved form to Ed French and Maria Garcia. Keep a copy for the program/center records, mail the signed original form to Wendy DiPasquale in HR.

G. Contract letters WILL NOT be processed until signed approval form is received in Human Resources.

**Important Tip:**

**Please remember that these entries are the ONLY way that Human Resources is notified to pay these faculty members for teaching these courses. If the entries are wrong or missing, the faculty member WILL get paid incorrectly.**

Step 6:

A. Once signed Approval Form is received, the contract letters will be processed based on entries from the database. The database automatically populates Faculty Name, Course Info and Course Value $’s based on entries.

B. Contract letters are generic and cannot be modified. *NO contract is ever to be done outside of this system.* They must ONLY come from Human Resources.
TROUBLESHOOTING

Q. **What if the faculty member that I need is not in the drop down box?**
   A. Stop there and e-mail Wendy DiPasquale in HR with the details to add the faculty member into the database. If it is a new hire, he/she will not be entered until they attend new hire orientation and their paperwork is received in HR. Paula Smykil conducts all new-hire orientations for CGPS Faculty. If it is a current employee of FPU, then Wendy will enter it and let you know when that faculty member is available for you to choose.

Q. **What if the course that I need is not there?**
   A. Again, stop there and e-mail Wendy DiPasquale with the course that you need entered along with the corresponding department code. She will let you know when it is available for you to choose.

Q. **When I go to run the Director’s Approval Form, it comes up blank?**
   A. It is probably because the initials that you chose when doing entry do not match the initials that you chose when running the report. Try to re-run the report again paying special attention that the initials that you enter match the ones chosen while entering.

Q. **Some of the courses that I entered are under-enrolled. How do I make the changes to the faculty member’s pay?**
   A. Each term, after Add/Drop, the Finance Director of CGPS, Kelly LaPrade, will pull a report and enter the number of students into all courses. She will also change the paycode to reflect the pay per student rate. (If applicable) She will then notify you via e-mail which courses have been changed to the per student rate. Please double check that your information matches her information.

Q. **Do I need to enter Full-Time Faculty Members into this database?**
   A. Not usually. This is for part time faculty members. Most teaching assignments done by Full-Time Faculty Members are part of their regular course load. If a Full-Time faculty member is teaching a course that is over their regular course load, you can enter that here. This is the only time you will need to enter a Full-Time Faculty Members’ courses into this database.