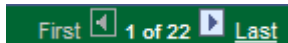




## *How Do I?* **Enter Faculty Reassigned Time**

PeopleSoft Version 9

1. Sign In to PeopleSoft Version 9.  
*Remember to use CAPS when entering your User ID.*
2. Select Curriculum Management > Instructor/Advisor Information > Instructor Term Workload.
3. Key in University ID number of faculty member and click the **Search** button.
4. Locate the desired term by clicking the arrows on the Workload Definition bar.



5. To reassign time, select on the Workload Assignment tab and add a row by clicking the plus (+) sign on the last row.  
*The new row will display beneath the last row.*
6. Key in a description of the reassigned time in to the Description field.
7. Select the Assignment Type from the dropdown menu in the Assign Type field.
8. Key the appropriate workload hours in to the Work Load field.
9. Click the **Save** button located beneath the Workload Assignment tab.
10. Remember to Sign Out of PeopleSoft when you have finished your session.

## **Things to Remember**

when entering faculty reassigned time:

- Double-check and make sure you are in the correct term before adding any reassigned time.
- Assignments NOT considered part of a faculty member's regular duties, and are funded through alternative means such as supplemental pay (e.g. EMBA classes), should NOT be included in a faculty member's workload.
- The budget unit number of a grant must be the first five digits in the description field for grant reassigned time.
- Remember to choose Summer assignment types for Summer Terms. You will be able to recognize Summer assignment Types because they begin with the letter "s."