[Add A New Employee Instance](http://ctclinkreferencecenter.ctclink.us/m/79718/l/928120-9-2-add-a-new-employment-instance)

**Nav>Workforce Administration>Job Information>Add Employment Instance**

**Temp FT Faculty**

**Work Location tab:** Add effective Date (if even pay periods, put the beginning of the pay period), Reason, Company, Position Number, Department, Department Entry Date (first day of the quarter).



**Job Information tab:** Add Job Code, Supervisor ID, Temporary, Full-Time, Empl Class (Faculty), Work Period (D175 for FT) correct FTE back to 1.00, if necessary.



**Job Labor tab:** Union code auto fills



**Payroll tab:** set Absence System to Absence Management and add Pay Group (F15)



**Salary Plan tab:** Nothing to fill in.

**Compensation tab:** Add Rate Code (NAANNL), Comp Rate (annual salary if FT academic year), leave the Frequency at S if there is a Balloon Payment ID, (C20 if no Balloon) and hit Calculate Compensation.

**If less than full time**, enter prorated salary and change the Frequency from “S” to the number of payments left in the academic year.

**Example of prorated salary:** $63,342/175= $361.95 x 91.33 days left in academic year = $33,056.89, with the number of payment of 10 or (C10), hit Calculate Compensation.



**CTC Job Data tab:** Add Leave Accrual Date, Job Term, Job Employment Type, Contract Units, DRS Calendar, Contract Begin and End Dates, Balloon Payment ID (B6), if applicable.



**CTC Earnings Distribution tab:** Add Earnings Code (FTF), Percent(s) of Distribution, set all to Primary, click on Edit Chart Fields and enter Combo Code(s).



**Click on Employment Data link.**



Click on Time Reporter Data, Effective Date should already be the beginning of the pay period, Time Reporter Type should already be Elapsed Time Reporter, add Elapsed Time Template. Workgroup & Taskgroup, click OK.



Click on Benefit Program Participation Link. Add Benefit Record Number, if benefits don’t start until a later date, add + a row on Benefit Program Participation Details, add effective date, Save/OK.



[Assign ACA Status](http://ctclinkreferencecenter.ctclink.us/m/79717/l/928109-9-2-assigning-aca-status) – Nav>Benefits>CTC Custom>Assign ACA Status

If they work more than 130 hours, use the 1st of the current month, otherwise, use the 1st of the next month.



That’s it! 😊