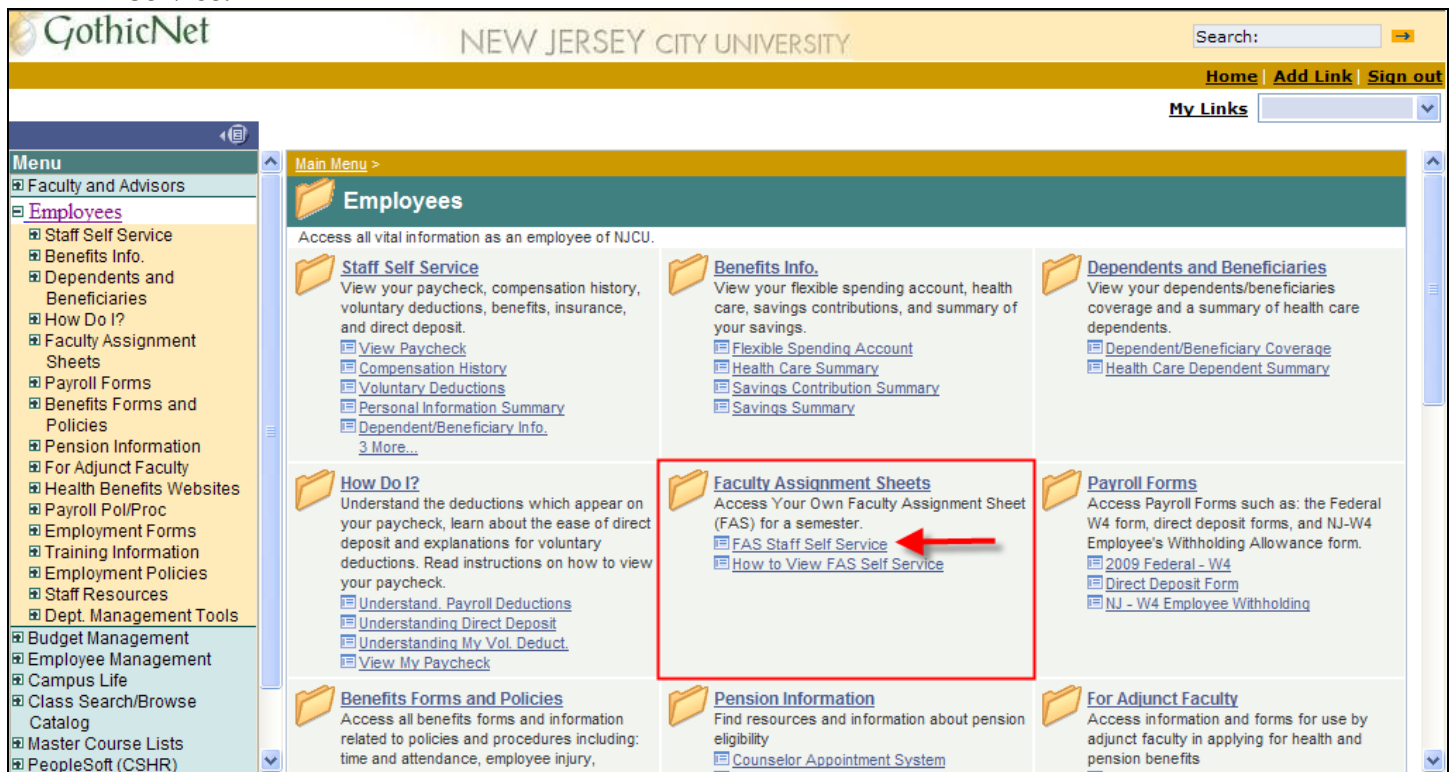


How to View the FAS Staff Self Service Page

Purpose: The FAS Staff Self Service page is used for an individual instructor to view their own workload assignment sheet for a term.

Step 1: After signing into GothicNet, click on **Employees** → **Faculty Assignment Sheets** → **FAS Staff Self Service**.




The screenshot shows the GothicNet interface for New Jersey City University. The 'Employees' section is active, displaying various service links. A red box highlights the 'Faculty Assignment Sheets' link, with a red arrow pointing to the 'FAS Staff Self Service' sub-link within it. Other visible links include 'Staff Self Service', 'Benefits Info', 'Dependents and Beneficiaries', 'How Do I?', 'Payroll Forms', 'Benefits Forms and Policies', 'Pension Information', and 'For Adjunct Faculty'.

Step 2: View the following information:

Workload Definition Section Fields	Instructions/Descriptions
Instructor's Name	The instructor's name will be shown as Last Name, First Name.
ID	The EmplID of the instructor that is being viewed.
Term	Term in which you are viewing the workload for. All terms that the instructor has taught will be shown.
Department	The Home Department that the instructor belongs to.
Datetime	This is the date/time of when the FAS Calculation process was generated by the Chairperson.
Position	Every employee in NJCU has been assigned a position nbr. Informational purposes.
Job Code	The title that the instructor is classified as at NJCU.
FAS Rate	Rate at which the instructor will be paid per credit.
FAS Status box	View the status of the assignment sheet.

Step 3: View the following information on the **Workload Assignment** tab:

Workload Assignment Tab Fields	Instructions/Descriptions
Description	This is the description of the course or release time.
Subject	This is the subject code of the course.
Catalog Nbr	This is the catalog number of the course.
Class Nbr	This is the class number of the course.
Enroll Total	Enrollment total for the specific course.
Credits Orig	This is the sum of Inload Orig + Ovl/Adj Orig. This value is defaulted by the FAS calculation program for tracking.
Inload Orig	The original number of inload credits that the instructor has been assigned by the FAS calculation program.
Inload Revise	This column can be used if a revision needs to be made to the inload credits.
Ovl/Adj Orig	The original number of overload credits that the instructor has been assigned. Note: All credit amounts for adjuncts will be shown in this column. This value is defaulted by the FAS calc program.
Ovl/Adj Revise	This column can be used if a revision needs to be made to the overload credits.
Amount Orig	The original amount that the instructor will be paid for the course calculated by the FAS calculation program.
Amount Revise	This can be changed accordingly if changes are made to the Inload or Overload columns.


NEW JERSEY CITY UNIVERSITY

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FAS Inquiry

FAS Status | **HR Status**

Approved | Posted

ID:

Term: 1094 Summer I 2009

Department: 132415 Business Administration

Datetime: 05/13/2009 1:27:08.600000AM

Position: 10000052

Job Code: U81338 Professor (RG32)

FAS Rate: \$1200.00

Comments

Faculty Assignment Details

Customize | Find |
First 1-2 of 2 Last

Workload Assignment

Accounting

Description	Subject	Catalog	Class Nbr	Enroll Total	Credits Orig	Inload Orig	Inload Revise	Ovl/Adj Orig	Ovl/Adj Revise	Amount Orig.	Amount Revise
1 Intro To Business	BUSI	201	8066	20	3.000			3.000	3.000	3750.00	3750.00
2 Human Resource Management	BUSI	312	8052	21	3.000			3.000	3.000	3750.00	3750.00

Totals

Tot InLoad Rev Cred:		Total Orig Credits:	6.000
Tot Overl/Adj Rev Cred:	6.000	Total Orig Compensation:	\$7500.00
Total Rev Credits:	6.000	Total Rev Compensation:	\$7500.00

[Return to Search](#)

[Refresh](#)

Step 4: View the following information on the **Accounting** tab:

Accounting Tab Fields	Instructions/Descriptions
Description	This is the description of the course or release time.
Subject Area	This is the subject code of the course.
Catalog	This is the catalog number of the course.
Deptid Orig	This is the original home department id that the Instructor belongs to and defaulted by the FAS calculation program.
Deptid Revise	This field can be used if the department id needs to be reassigned to be charged to another department. If this is done, then an email notification is sent to the other chairperson.
Earn Code	This value is defaulted by the FAS calculation program and is needed for HR purposes
Grant checkbox	Can be checked if this is Grant related. This will trigger grant workflow.
Earn Code Revised	This can be changed if the needed
Comment	Comment field is optional and is a free format field.

GothicNet NEW JERSEY CITY UNIVERSITY

Search:

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FAS Inquiry

		FAS Status	HR Status
		Approved	Posted

ID: _____

Term: 1094 Summer I 2009 Position: 10000052

Department: 132415 Business Administration Job Code: U81338 Professor (RG32)

Datetime: 05/13/2009 1:27:08.600000AM FAS Rate: \$1200.00

Comments

Faculty Assignment Details

Workload Assignment Accounting

Description	Subject Area	Catalog	Deptid Orig	Deptid Revise	Earn Code	Grant	Earn Code Revised	Comment
1 Intro To Business	BUSI	201	132415	132415	035	<input type="checkbox"/>	035	
2 Human Resource Management	BUSI	312	132415	132415	035	<input type="checkbox"/>	035	

Totals

Tot InLoad Rev Cred:		Total Orig Credits:	6.000
Tot Overl/Adj Rev Cred:	6.000	Total Orig Compensation:	\$7500.00
Total Rev Credits:	6.000	Total Rev Compensation:	\$7500.00

Step 5: View the following information in the **Totals box:**

Totals Box	Instructions/Descriptions
Tot InLoad Rev Cred	The total inload revised credits that the instructor will be paid.
Tot OverLoad Rev Cred	The total overload revised credits that the instructor will be paid.
Total Rev Credits	The total revised credits that the instructor will be paid. This amount is the sum of the Tot InLoad Rev Cred and Tot OverLoad Rev Cred columns.
Total Orig Credits	The total original credits before any changes were made.
Total Orig Compensation	The total original compensation before any changes were made.
Total Rev Compensation	The total revised compensation that the instructor will be paid.

Totals			
Tot InLoad Rev Cred:		Total Orig Credits:	6.000
Tot Overl/Adj Rev Cred:	6.000	Total Orig Compensation:	\$7500.00
Total Rev Credits:	6.000	Total Rev Compensation:	\$7500.00

Important Note: If you would like to view your assignment sheet for a prior semester, click on [Return to Search](#) at the bottom of the page. Once this is done, you will see a listing of semesters that you can select.

The screenshot shows the GothicNet interface for New Jersey City University. The main content area is titled "FAS Staff Self Review" and includes a search form with a "Find an Existing Value" field and buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". Below the search form, the "Search Results" section displays a table with the following data:

EmplID	Datetime Created	Term	Name	FAS Header	Status	Cancelled
0000000	02/19/2009 4:03:07.277000PM	1092	Doe, John	Approved	N	
0000000	05/11/2009 3:35:16.100000PM	1094	Doe, John	Approved	N	

A red arrow points to the "Term" column header in the search results table.

The process is complete.