

ASTRA User's Guide

**Revised July 2006
by ASTRA Coordinators
and Human Resources**

Revised November 2006

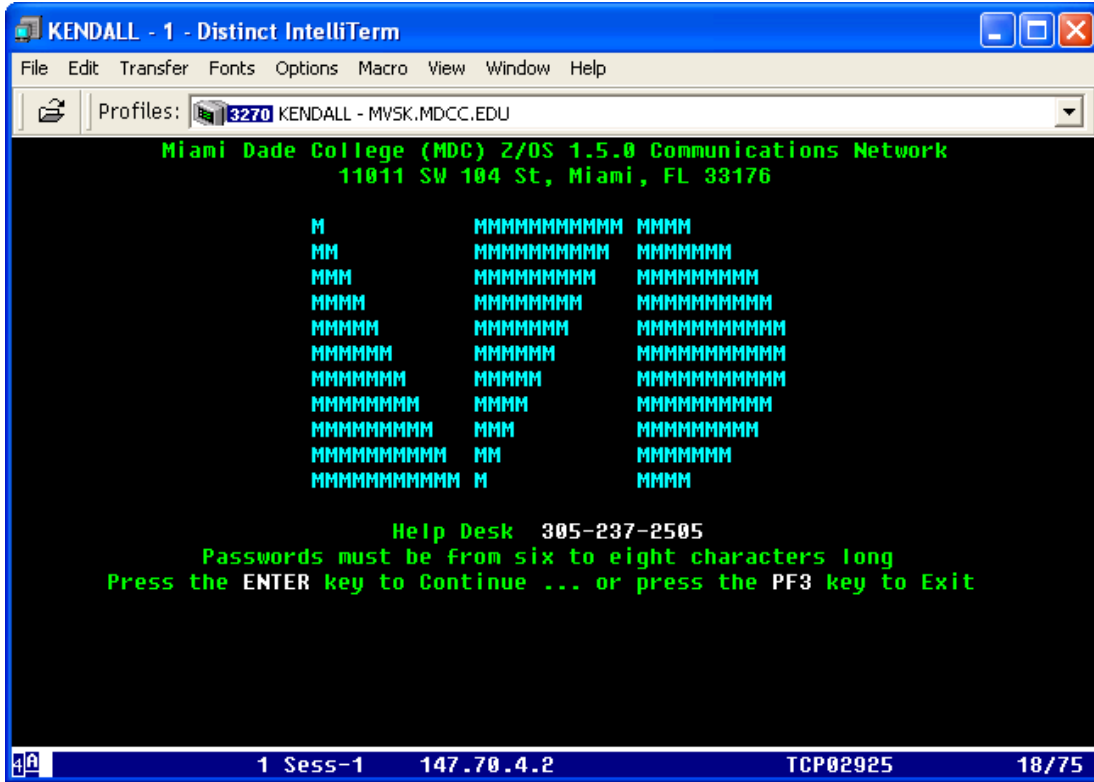
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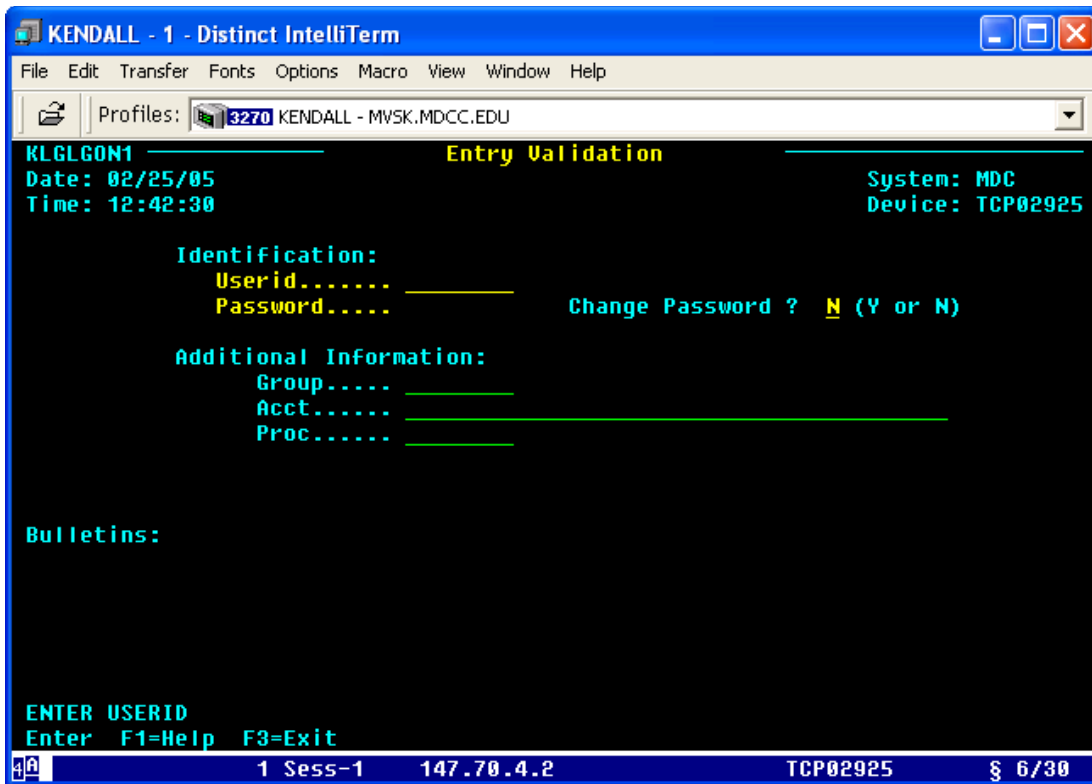
How to Assign Yourself a Password After you Receive Your RACF User ID

After you have been notified that you have been given a RACF User ID, the first time you log on to ASTRA or any other application under CICS, you will be asked to assign yourself a RACF Password. This is a process which has to be done the first time you log on, and periodically you will be asked by the system to change your password. The instructions below will describe what you must do.

When you get to the mainframe, you will see a screen like the one shown below.



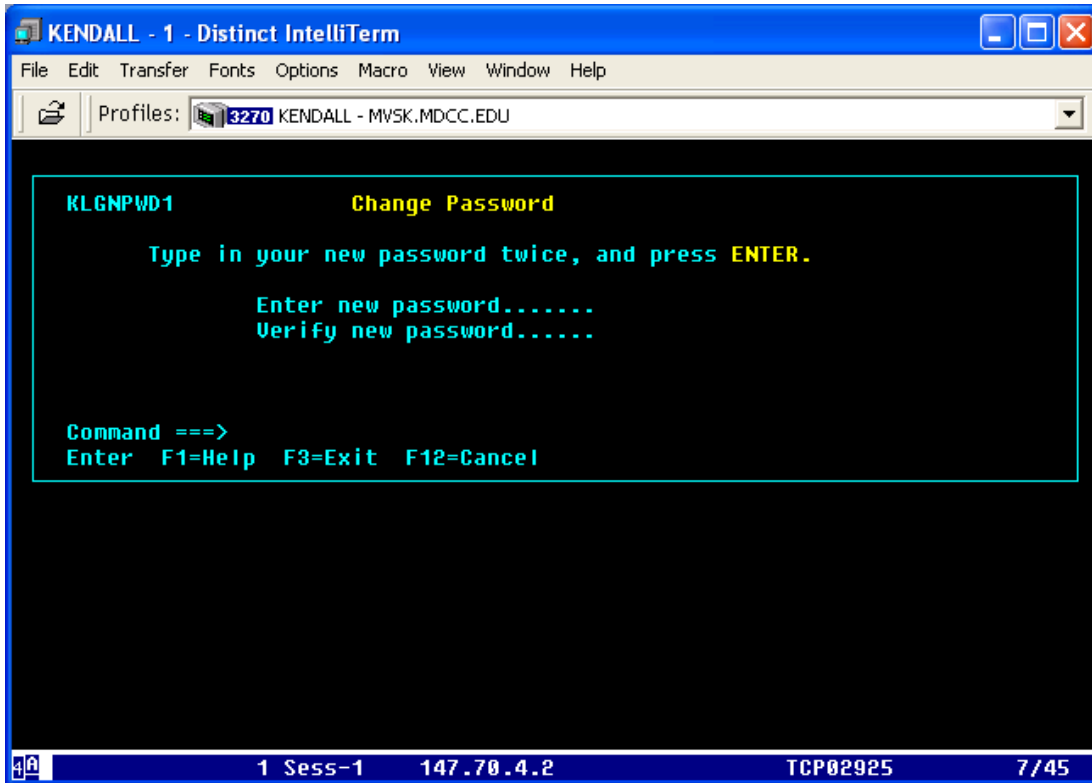
Press the ENTER key to continue.



Next to the field titled Userid, enter your new 5 position RACF User ID (SUABC) and press the TAB key.

This will place your cursor next to the field titled Password. Enter your new 5 position RACF User ID again and press the ENTER key. You will now see a screen like the sample on the next page.

Assigning a Password

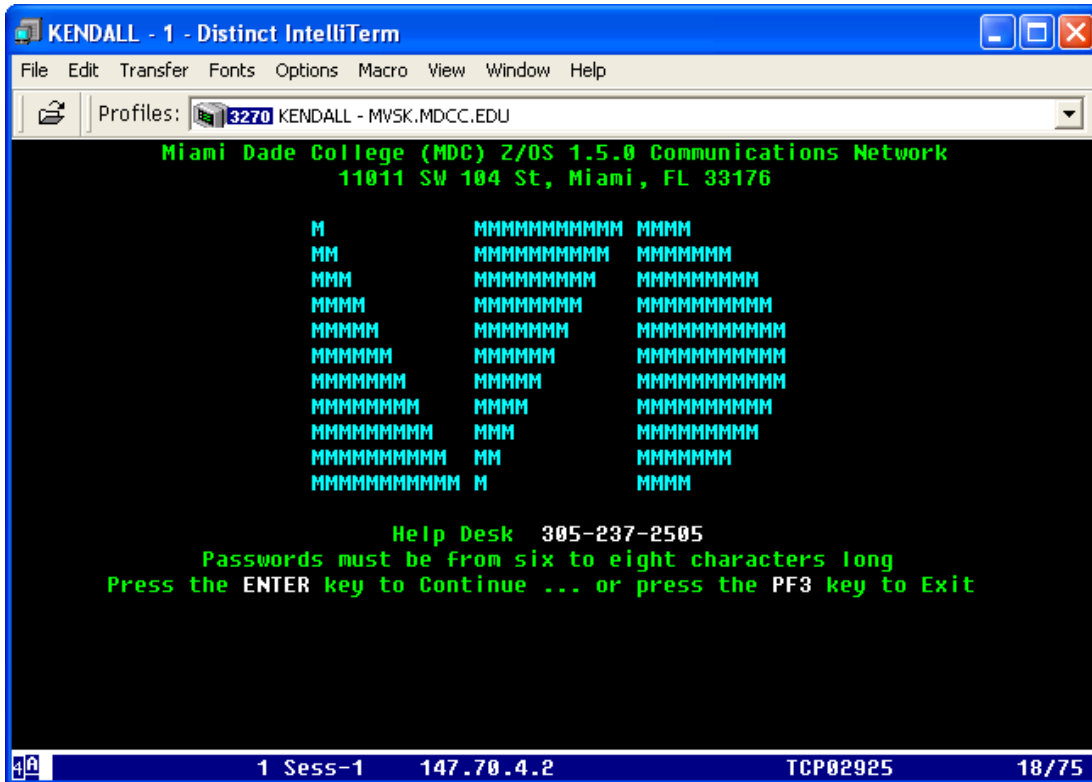


The cursor will be sitting next to the instruction that says: Enter new password Enter your password again, then press the TAB key to go to the next field. The cursor will now be sitting next to the instruction that says: Verify new password Retype the new password again, then press the ENTER key

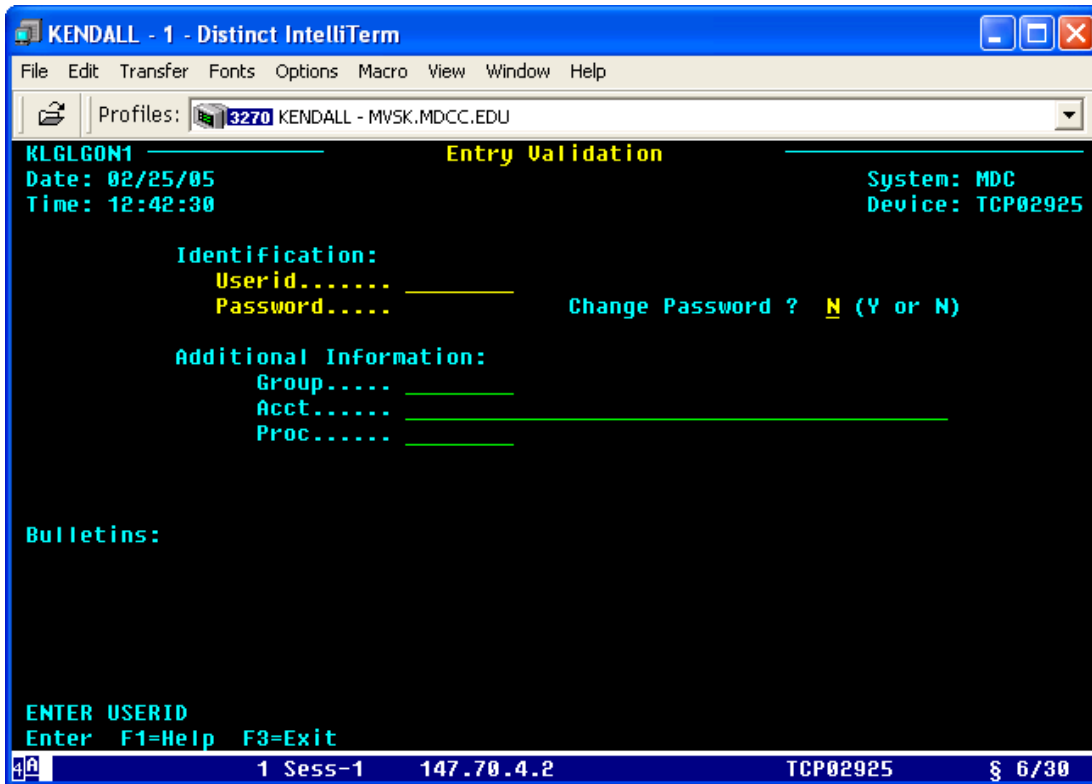
You have now assigned yourself a new password. From now on, when you log on to view, you will log on as described on the next page.

How to Log-on to ASTRA

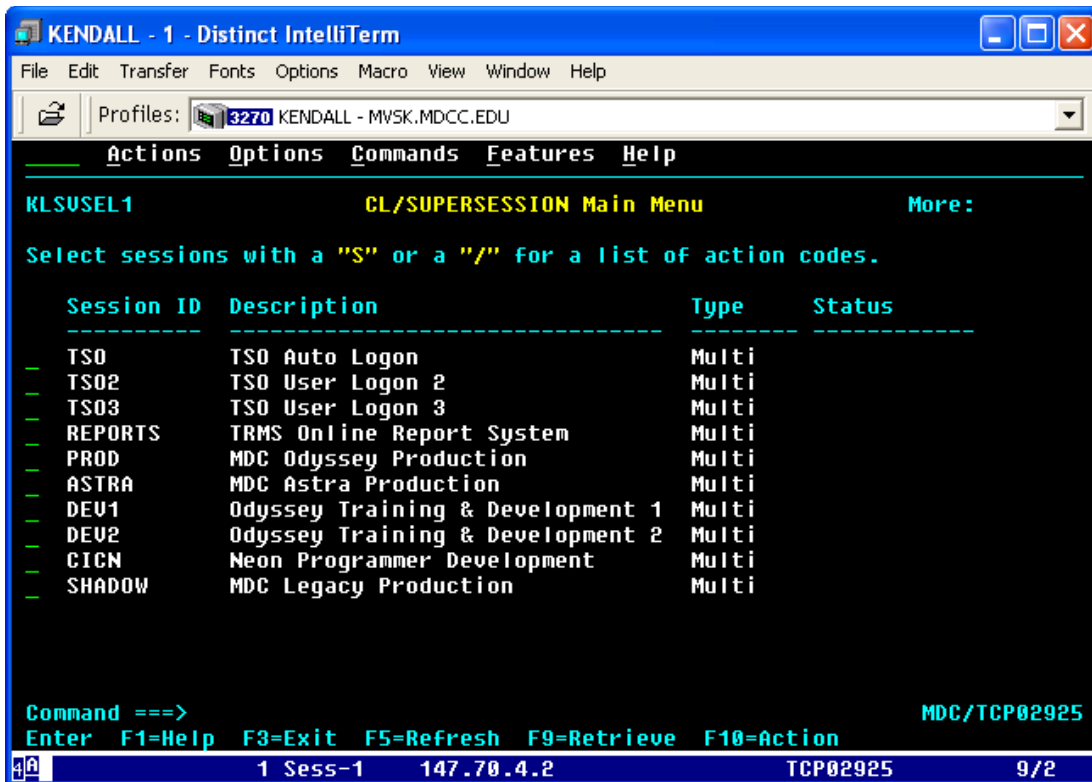
In order to access the ASTRA Menu, you must log on to the Collegewide production system.



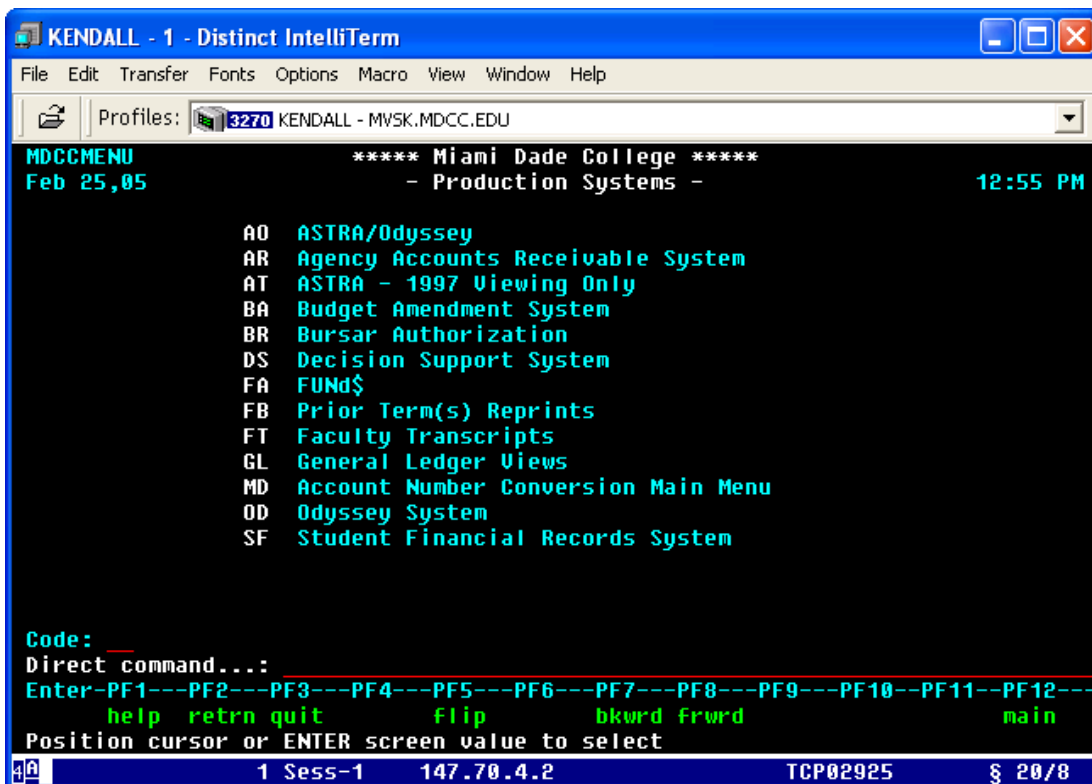
Press the ENTER key to continue.



The cursor will be resting next to the field titled Userid, you will type in your 5 character User ID and press the TAB key one time. This will bring the cursor to the field titled Password where you will type in the Password (when you type this password it will not display what you are typing) and press the ENTER key again. You will now see the Miami Dade College Production Systems menu which looks like the screen below.



Tab to the line next to ASTRA, type "S" and press the ENTER key. You will now see the following screen.



Type AO in the Code field for the function needed and then press ENTER

Important Keys for the ASTRA System

TAB key	Use this key to move from field to field within a screen.
** P F 2 = F2	Return to the previous screen.
PF3 = F3	Use this key to quit (to leave the ASTRA SYSTEM). Press the PF3 key to get out of any screen.
PF4 = F4	Totals
PF5 = F5	Flips (tasks or courses)
PF6 = F6	Flips (tasks or courses)
PF7 = F7	Scrolls backward
PF8 = F8	Scrolls forward
PF9 = F9	Print
PF10 = F10	Confirm
PF11 = F11	Right
PF12 = F12	Returns to ASTRA main menu
SOFF	Log off
Double shift	Shifts to mainframe
Right Alt	Reset
Pause	Clear
Shift F10	Go to MAI screen
NOTE	PC's usually do not have a PF2 or PF3 key. Sometimes the PF2 key on a PC is a combination of keys such as the ALT + 2 or ALT + F2, or for PF3 key would be ALT + 3 or ALT + F3. If you do not know what the PF2 or PF3 key is on your PC, contact your network administrator.

ASTRA Main Menu Access

```
KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MVSJ.MDCC.EDU
AST1PM01 ***** A S T R A *****
Jul 19,06 - ASTRA MAIN MENU - 08:34 AM
AST Production
Code System/Function/Explanation
-----
AS Courses and Tasks Assignments
OL Overload Designations & Distribution
DI Display All Files (Except Bank Point)
BK Overload / Point Bank Activity
DA Astra Coordinators (Restricted)
TA Payroll Roster (Absent & Substitutions)
PT Part-time point Distribution
PR Payroll Activity (Restricted Transaction)
RP Reports (Hard Copy)
DW Download Data Facility
SY System Functions (Restricted Transaction)
? Help (PF1 finds Emp-id by NAME )
. Terminate
-----
Code: _

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      retrn quit                                main
No Message(s) available.
1 Sess-1 147.70.27.147 TCP00339 § 20/18
```

The on-line ASTRA System contains 11 major functions as broken down on the ASTRA Main Menu shown above. Notice the Codes listed on the left side of the menu. Next to each code is the explanation for that code. Each function is broken further down into a Sub Menu screen. To select a function from the ASTRA Main Menu, type the code in the Code field for the function needed and then press ENTER. For example, if you selected the code AS for Courses and Task Assignments, a Sub Menu screen titled ASSIGNMENT MENU will pop up that lists all of the functions available under Courses and Task Assignments. (See page 11)

How to Access On-Line ASTRA Main Menu

```
KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MVSJ.MDCC.EDU
MDCCMENU          ***** Miami Dade College *****
Apr 11,05         - Production Systems -          9:47 AM

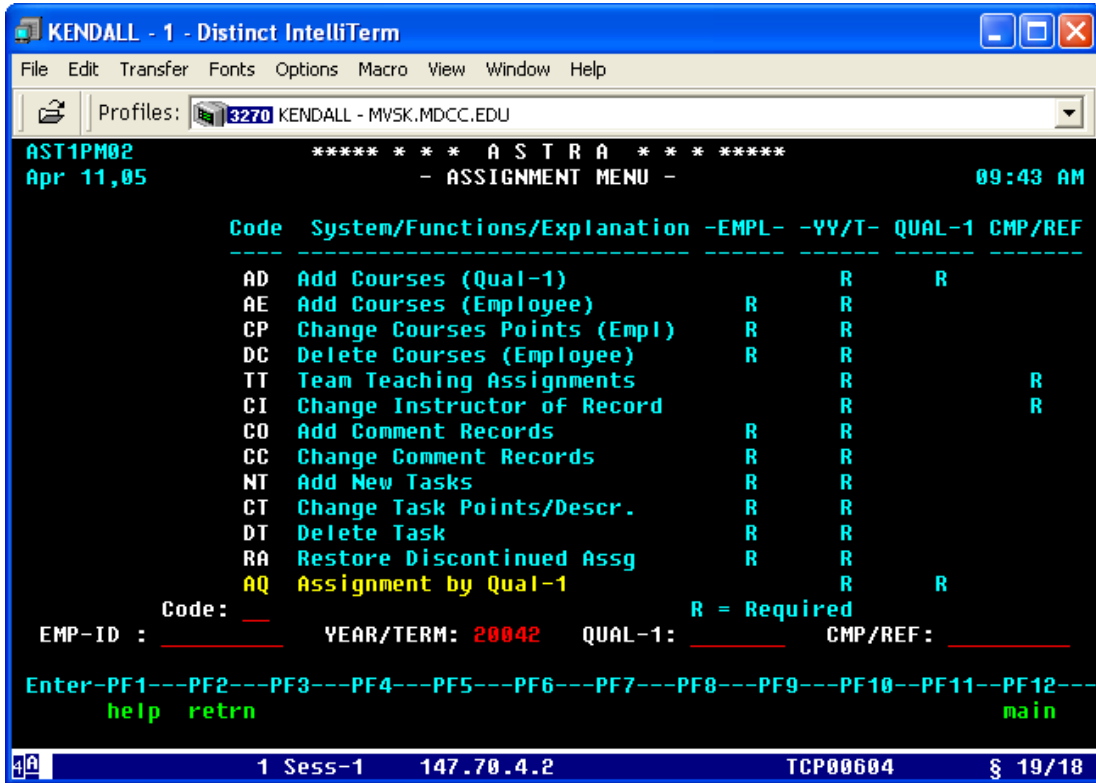
AO  ASTRA/Odyssey
AR  Agency Accounts Receivable System
AT  ASTRA - 1997 Viewing Only
BA  Budget Amendment System
BR  Bursar Authorization
DS  Decision Support System
FA  FUNd$
FB  Prior Term(s) Reprints
FT  Faculty Transcripts
GL  General Ledger Views
MD  Account Number Conversion Main Menu
OD  Odyssey System
SF  Student Financial Records System

Code:
Direct command...:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      help retrn quit      flip      bkwr frwr      main
Position cursor or ENTER screen value to select

1 Sess-1      147.78.4.2      TCP00604      § 20/8
```

On the left side of the menu is a list of Codes and next to each code is the explanation for that code. To select ASTRA Main Menu, type on the Code field the Code letters AT, for Assignment, Tracking, Payment & Accounting and then press ENTER. You will now be taken to the ASTRA Main Menu.

How to Use the ASTRA Sub Menus



Above is a sample of what one of the ASTRA sub menus looks like. Once you make a selection from the ASTRA Main Menu (see page 9 of this guide), you will be taken to a sub menu like the one above where you can make a selection depending on what you want to do in the system.

Please notice in the example that to the right of each menu choice is a table which contains the letter 'R' in different fields. This table is designed to help you know what fields on the bottom of the screen must be filled in before you hit enter and go to the selected screen. An 'R' under a certain field means that you are "required" to fill in the information in that field on the bottom of the menu in order to get to the selected screen. For example, to work with the screen that lets you add courses to faculty members within a department the AD Add Courses (Department) screen there is an 'R' under the YY/T (year/term) column and an 'R' under the DEPT (department) column which means that on the bottom of the screen you must put a 7 position department/account number in the field that says ACCOUNT: and a 5 position year/term in the field labeled YEAR/TERM, ie: 19941 (if the year/term is different than the default year/term already in the field).

Below is a list of the fields on the bottom of the screen and what each one means:

- Code** This is the 2 position code listed to the left of System/Function/Explanation. If, for example, you want to work on the Add Courses by (Department) screen, you would enter AD in the code field.
- YEAR/TERM** The year/term is a 5 position field, made up of a 4 position year, ie: 1994, plus the number 1-4 indicating which term in that year to work with, ie: 19941. Note: You may access the current term as well as all previous terms in the current year, all 4 terms from the previous year, plus future terms in the current year.
- ACCOUNT** This field requires a 7 position account/department code, ie: 1543AD1, for the department you are working on.
- CMP/REF** This field requires the 8 position campus/reference number which is comprised of the 3 position campus number and the 5 position course reference number. ie: 2001286, where 200 = Kendall Campus and 01286 is the 5 position course reference number.

AS: Assignment Menu ASTRA Assignment Menu Access

```

KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MVSK.MDCC.EDU
AST1PM02 ***** A S T R A *****
Apr 11,05 - ASSIGNMENT MENU - 09:43 AM

Code System/Functions/Explanation -EMPL- -YY/T- QUAL-1 CMP/REF
-----
AD Add Courses (Qual-1) R R
AE Add Courses (Employee) R R
CP Change Courses Points (Empl) R R
DC Delete Courses (Employee) R R
TT Team Teaching Assignments R R
CI Change Instructor of Record R R
CO Add Comment Records R R
CC Change Comment Records R R
NT Add New Tasks R R
CT Change Task Points/Descr. R R
DT Delete Task R R
RA Restore Discontinued Assg R R
AQ Assignment by Qual-1 R R

Code: _____ R = Required
EMP-ID : _____ YEAR/TERM: 20042 QUAL-1: _____ CMP/REF: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
help retrn main

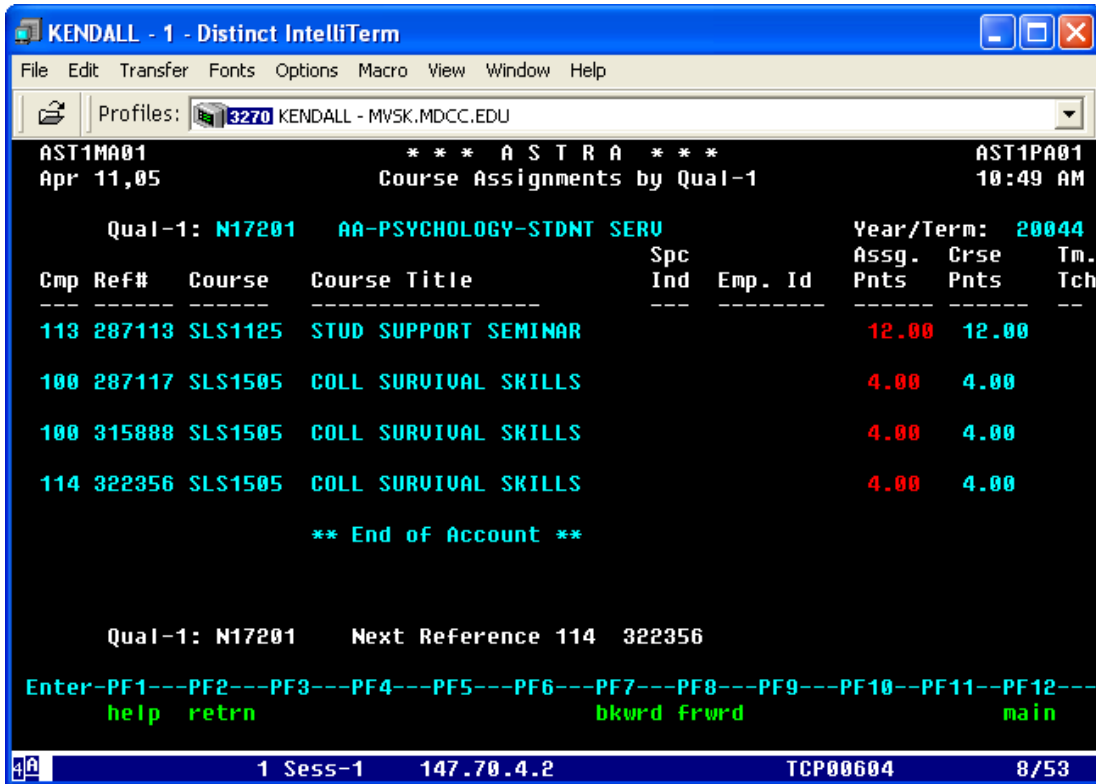
1 Sess-1 147.70.4.2 TCP00604 § 19/18

```

To work on Courses and Tasks Assignments, type AS on the code line of the ASTRA Main Menu and press the ENTER key, this brings up the ASSIGNMENT MENU screen like the sample above. From this menu choose any of the functions to update data concerning a faculty member's Courses and Task Assignments.

On the Following pages of this guide is an explanation of each of the menu choices above. See the table of contents to find the specific page numbers.

AD: Add Courses (Qual-1) Course Assignments by Qual-1



To work on Course Assignments by Qual you would type AD on the code line of the Assignment Menu and press the ENTER key. Above is a sample of what the Course Assignments by Qual screen looks like. Use this screen to enter new term assignments for many different faculty members teaching within a specific department. This screen will have listed on it all available, unassigned courses within the selected department.

Listed below is an explanation of some of the fields on this screen.

- Emp. Id** In this field enter the faculty members 9 digit social security number. If the same faculty member is teaching courses that are listed consecutively on the screen, you need only code the social security number on the first course, and then enter an S (for same) in the employee id field right below that faculty member's first assignment and any other consecutive course.

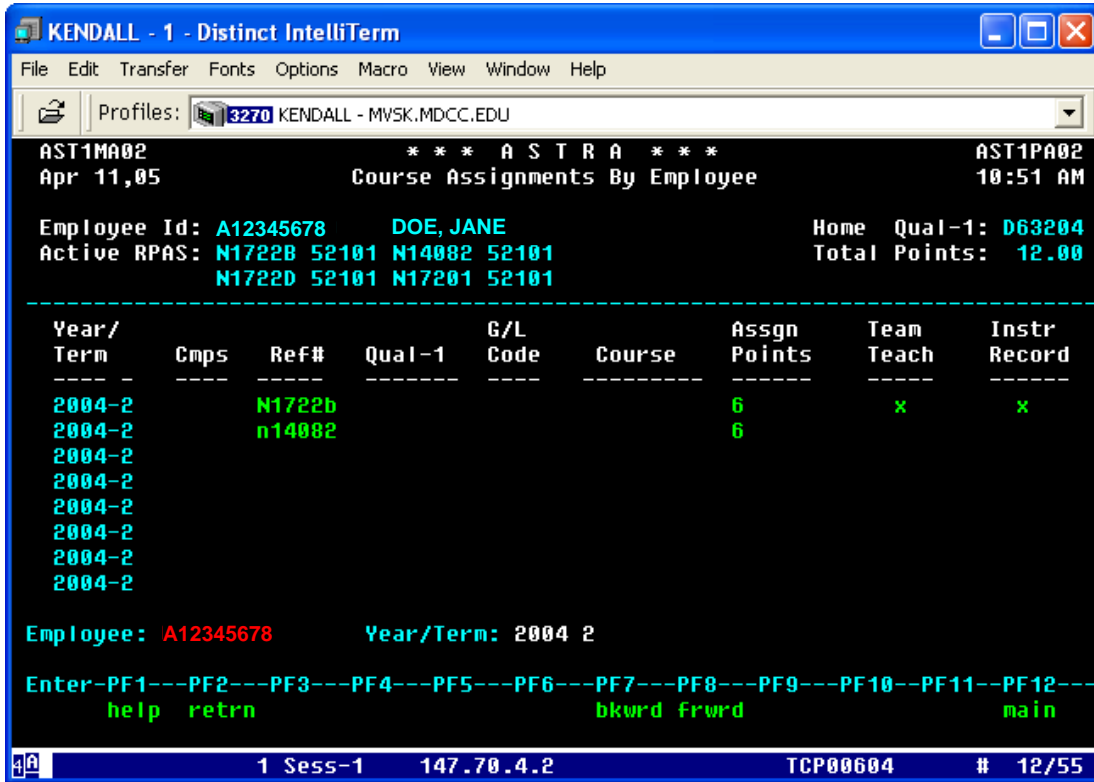
- Assgn Pnts** In this field enter the amount of points to assign the faculty member if different than the default amount.

- Team Tch.** If this course is being team taught, enter the social security number of one of the instructors teaching the course in the field titled Emp. Id and then press the TAB key until your cursor is sitting at the Team Tch. field. In this field type an 'X'. This automatically generates a comment to this instructor's record saying that he/she is team teaching. To enter the other instructors who are teaching this course, choose the Team Teaching Assignments screen (See page 16 and 17).

- Qual** When finished entering assignments in the current account to begin entering assignments for another qual, enter the new qual (a 6 position qual) in this field and press ENTER You will then be taken to a screen which shows you the available unassigned courses for the new qual.

- Next Reference** This field contains the first unassigned reference number on the next screen.

AE: Add Courses (Employee) Course Assignments by Employee



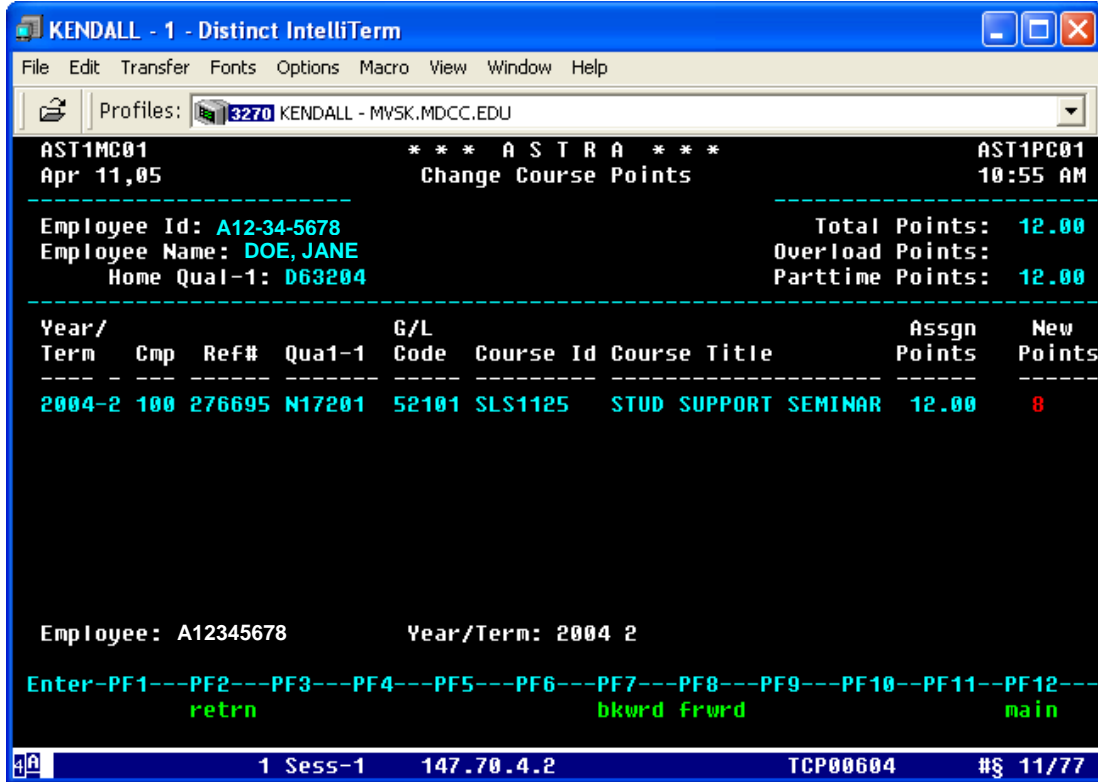
To work on Course Assignments by Employee, type AE on the code line of the Assignment Menu and press the ENTER key. Above is a sample of what the Course Assignments by Employee screen looks like. This is the screen to use when you are entering new term assignments for a single, specific instructor. Enter the campus, and reference number of the course(s) to assign to the specific instructor.

Listed below is an explanation of some of the fields on this screen.

- Active RPA's** At the top of the screen you will see a field called Active RPA's in which all assignments (Qual & GL code) on the Human Resources data base for that instructor are listed. An RPA is required for all assignments within each respective qual. If an RPA is needed, a window will pop up, like the sample on the next page, asking if you want an RPA printed for the instructor's assignment. The RPA will be printed on the local printer or a designated network printer.
- Cmps** In this field you will enter the 3 position campus number for this course. (example:100 - North, 200 - Kendall, 300 - New World Center 400 - Medical, 500 - Homestead.)

Note - There are many different campus codes other than the ones listed above, please check the Course Assignments Data Entry Sheet to ensure that you have the correct one.
- Ref#** In this field you will enter the 6 position course reference number for the course to assign. When you have entered this number, your cursor will automatically skip to the field labeled Assgn Points. The system will fill in the Account, GL Code, and Course name.
- Assgn Points** In this field you will enter the amount of points to assign the faculty member for the course if different than the default amount. (eg. xx.xx)
- Team Tch.** If this course is being taught by additional instructors, type an 'X' in this field. This automatically generates a comment to this instructor's record saying that he/she is team teaching. Choose the Team Teaching Assignments screen (see page 16 and 17) to enter the other instructors who make up the team.
- Instr Record** If the instructor entered is team teaching and he/she will be the "instructor of record", meaning that his/her name will appear on any document containing information about the class, ie: class rolls, type a 'X' in this field.

CP: Change Courses Points (Empl) Change Course Points



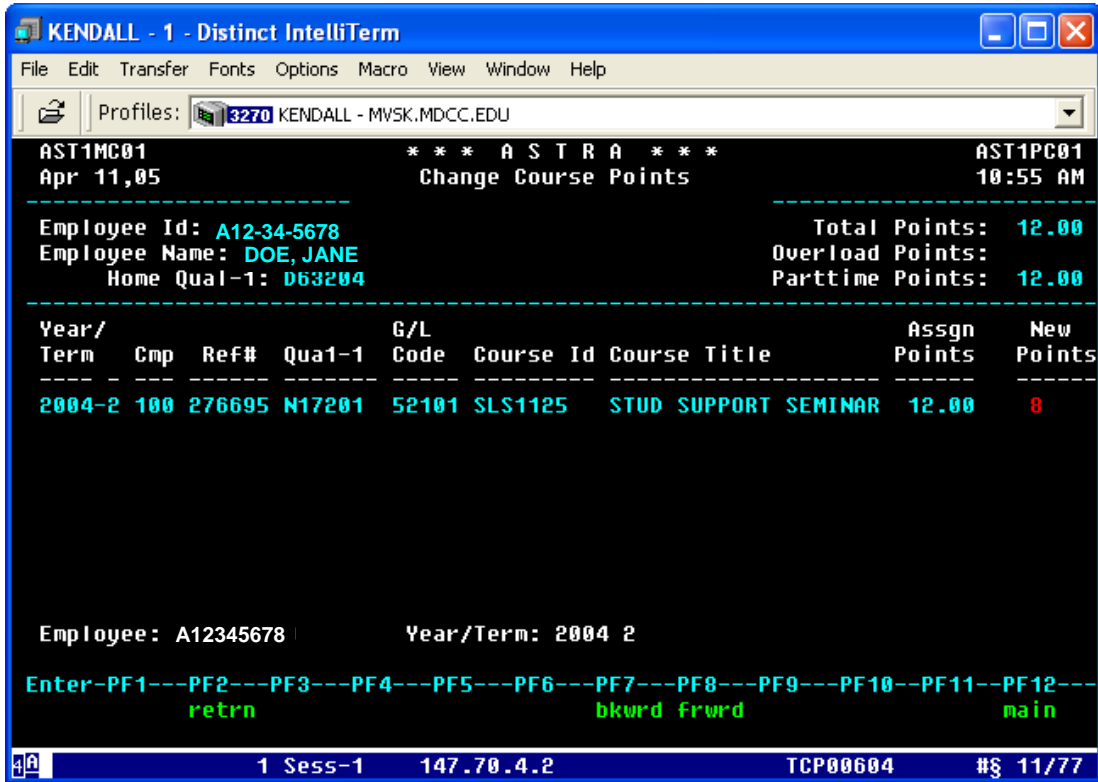
To work on Change Course Points, type CP on the code line of the Assignment Menu and press the ENTER key. Above is a sample of what the Change Course Points screen looks like. This is the screen to use in order to change an instructors assigned course points. This screen will have listed on it all courses assigned to the instructor you have requested for the term that you have requested.

Listed below is an explanation of some of the fields you will encounter on this screen.

New Points Enter the number of points to assign the instructor, if they are different than the amount of points already assigned. You do not have to enter the decimal point if the amount of points ends in 00. For example, enter 12 instead of 12.00. Press the TAB key to move the cursor to the course that needs a change. When finished with all of the changes, press the ENTER key.

Employee After making the changes to the points assigned, you may select another instructor by entering the next instructor number (MDID number) in this field.

DC: Delete Courses (Employee) Delete Courses



To work on Delete Courses, type DC on the code line of the Assignment Menu and press the ENTER key. Above is a sample of what the Delete Courses screen looks like. This is the screen to use to delete a course or courses from an instructor's assigned course schedule.

Listed below is an explanation of the fields and error messages you will encounter on this screen:

Del The cursor will rest at this Delete field. Type a D next to the course(s) to delete, then press ENTER. A message will appear at the bottom of the screen that says "Course(s) has been successfully deleted". The cursor skips down to the next available field, where you may enter another employee id number and proceed to the next instructor.

ERROR MESSAGES

Employee not found The employee number (MDID) which you have entered is not in the ASTRA file.

Action After you receive this message, press ENTER and reenter the correct employee MDID, or make sure that the instructor is an active employee. The ASTRA file is updated nightly, so if it is a new employee, he/she may not be on the ASTRA file until the next day.

TT: Team Teaching Assignments Team Teaching Assignments

```

KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MVSK.MDCC.EDU
AST1MA03          * * * A S T R A * * *          AST1PA03
Apr 11,05          Team Teaching Assignments        11:04 AM

SLS1505          COLL SURVIVAL SKILLS      Employee Instructor Name      Points I/R
N17201          AA-PSYCHOLOGY-STDNT SERU

Course Points          4.00
Total Assigned

Year/Term Begin      2004 4
Year/Term End        2004 4
Start Date           2005-06-20
End Date             2005-07-29

Instructor Count:

Year/Term 2004 4 Campus: 114 Refer #: 322356

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help retrn                                bkwrd frwrd                                main
Enter Employee Id & Points at next available entry
4A 1 Sess-1      147.70.4.2          TCP00604          5/39
  
```

To work on Team Teaching Assignments, type TT on the code line of the Assignment Menu and press the ENTER key. Above is a sample of what the Team Teaching Assignments screen looks like. This is the screen to use when you are entering an additional instructor to team teach a course.

Listed below is an explanation of some of the fields you will encounter on this screen:

- Employee** In this field enter the 9 position MDID of the faculty member who is team teaching this course. The cursor will skip to the next available field. The computer will automatically bring up the instructor's name after the rest of the required data is entered.
- Points** In this field, enter the amount of points to assign for this team teacher. Once the team teachers points are entered, press the TAB key until the cursor is sitting at the I/R field (Instructor of Record).
- I/R** In this field type an "X" in order to designate which instructor is the Instructor of Record for the course. Only one faculty member will be the Instructor of Record on the class roll. Next press ENTER and the cursor will skip to the field titled Year/Term. Press ENTER again to return to the Employee field, to make entries for other instructors.

Note

When assigning Team Teachers' points for a Summer A/B course which spans 12 weeks, a Split Spring/Summer window will pop up, like the sample below, to distribute the points for each professor. The program will automatically split the assignment of points equally between Summer A/B terms (for example a 10 point course will pay 5 points in Summer A and 5 points in Summer B), unless designated otherwise.

The screenshot shows a terminal window with the following content:

```
KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MVSK.MDCC.EDU
AST1MA03          * * * A S T R A * * *          AST1PA03
Feb 08,06          Team Teaching Assignments        10:12 AM

MAC1105          COLLEGE ALGEBRA          Employee Instructor Name      Points I/R
W1617A          AA-MATHEMATICS          A12345678

Course Points          12.00
Total Assigned

Year/Term Begin      2005 3
Year/Term End        2005 4
Start Date           2006-05-08
End Date             2006-07-28

Instructor Count:

Year/Term 2005 3 Campus: 300 Refer #: 342781

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
help retrn          bkwrd frwrd          main
Enter Employee Id & Points at next available entry

1 Sess-1          147.70.27.147          TCP00591          # 13/46
```

The yellow box highlights the following data:

Split Summer A/Summer B		
A12345678	'	PRESA, ARTURO
POINTS	SMRA	SMRB
10.00	10.00	

CI: Change Instructor of Record Change Instructor of Record

```

KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MVSK.MDCC.EDU
AST1MC03          * * * A S T R A * * *          AST1PC03
Feb 08,06                Change Instructor of Record          10:15 AM

NMT 2814C   NUCLEAR MED CLINIC 2   Employee   Instructor Name   Points I/R
M23014   AS-HLTH OCP-NUCL MED TECH(   DOE, JANE       18.00   C
                                                DOE, JOHN       4.00   *
                                                DOE, JIM        8.00   C

Course Points          63.0
Total Assigned         30.00

Year/Term Begin       2005 2
Year/Term End
Start Date            2006-01-04
End Date              2006-04-28

Instructor Count:    3

Year/Term 2005 2 Campus: 400 Refer.#: 333770

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help retrn quit      flip exprt bkwrđ frwrđ      main
Place an 'X' next to Instructor of record.

1 Sess-1 147.70.27.147 TCP00591 5/78
  
```

To work on Change Instructor of Record, type CI on the code line of the Assignment Menu and press the ENTER key. Above is a sample of what the Change Instructor of Record screen looks like. This is the screen used to change the Instructor of Record (I/R) for a course that is being team taught.

The instructor of record is the faculty member whose name will be the one to appear on all official system documents such as class rolls.

To change the instructor of record, follow the instructions below:

- I/R** In this field place an 'X' beside the professor to be assigned as the Instructor of Record and then press ENTER. The status of the instructor will change on the screen and a message will appear at the bottom of the screen stating "The course has been successfully updated".

CO: Add Comment Records Add Comment Records

```
KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MYSK.MDCC.EDU
04/11/05          * * * A S T R A * * *          11:29:44
AST1MA04          Add Comment Records          AST1PA04

Employee:  DOE, JANE          A12345678          Term:  20042
Home Qual-1:  D63204          HR OPERATIONS

/----- C O M M E N T S -----/
Nbr
 1 This is a test comment _____
 2 _____
 3 _____
 4 _____
 5 _____
 6 _____

Employee:  IA12345678  Year/Term:  20042

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help retrn quit Item New  Accts Optns Apprv Cnslid left right Cnvt

1 Sess-1 147.70.4.2 TCP00604 8/29
```

To work on Add Comments Records, type CO on the code line of the Assignment Menu and press the ENTER key. Above is a sample of what the Add Comments Record screen looks like. This is the screen used to enter comments about an instructor's assignments. Note: Comments are automatically generated when an instructor is team teaching or his/her assignment points are changed once they have been entered.

The comments are part of an instructor's record, regardless of which qual made the comment entry.

The entire comment line may be filled up to 66 characters. Hit the ENTER key, before entering another employee number and/or year/term.

CC: Change Comment Records Change Comment Records

```
KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MYSK.MDCC.EDU
04/11/05          * * * A S T R A * * *          11:30:28
AST1MU23          Change Comment Records          AST1PU23

Employee:  DOE, JANE          A12345678 |          Term:  20042
Home Qual-1 :  D63204          HR OPERATIONS

/----- C O M M E N T S -----/
Nbr
  1 THIS IS A TEST COMMENT

Employee:  A12345678  Year/Term:  20042

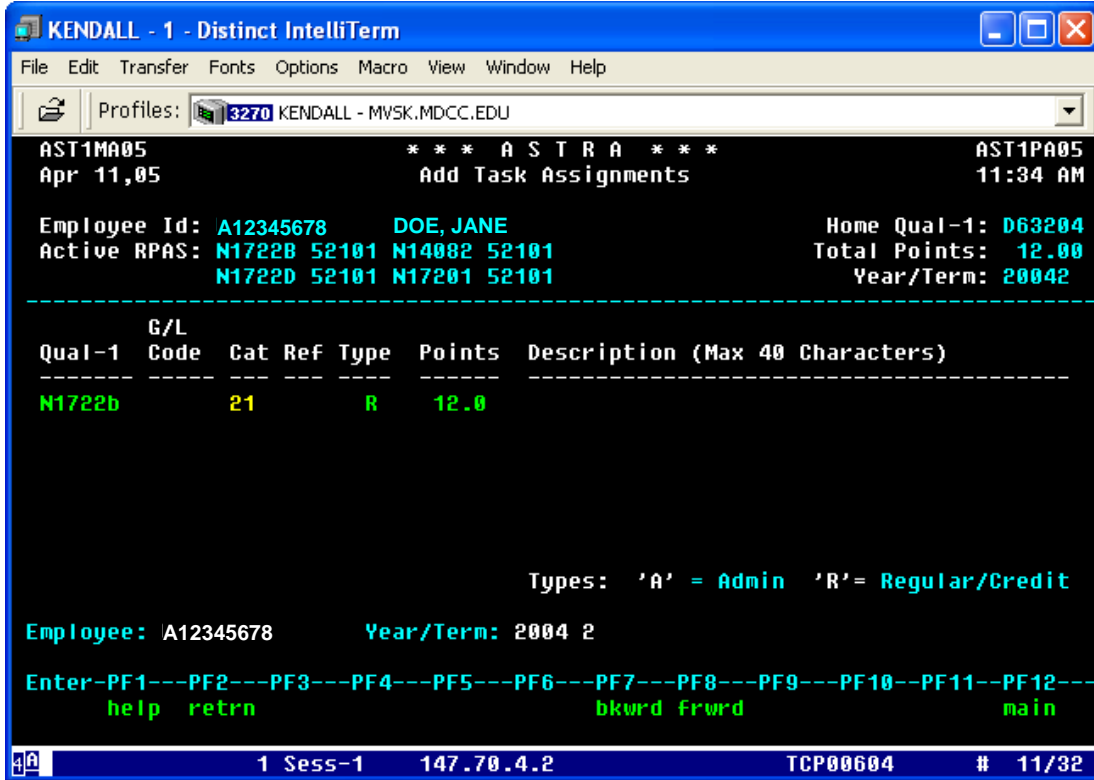
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help retrn quit Item New  Accts Optns Apprv Cnsld left right Cnvt

1 Sess-1          147.70.4.2          TCP00604          8/7
```

To work on Change Comment Record, type CC on the code line of the Assignment Menu and press the ENTER key. Above is a sample of what the Change Comment Records screen looks like. This is the screen used when making changes to an instructor's comments. Note: Comments which have been generated automatically by the system cannot be changed. Comments are automatically generated by the system when an instructor is team teaching or when the points of an employees' assignment have been changed.

Hit the ENTER key before entering another employee MDID and/or year/term.

NT: Add New Tasks Add Task Assignments



To work on Add Task Assignments, type NT on the code line of the Assignment Menu and press the ENTER key. Above is a sample of what the Add Task Assignments screen looks like. This is the screen used to add task assignments to individual employees. On the top half of the screen, above the dotted line, the employee's active assignments (Quals & GL codes) and total points assigned to the employee for the term.

Listed below is an explanation of some of the fields on the screen.

- Qual 1** In this field enter the 6 position qual where the task is to be performed. Press the TAB key when you are finished and the cursor will skip to the next appropriate field.

- GL Code** The cursor will skip over the GL code field, and automatically fill in the GL code that has been assigned to that employee for that qual.

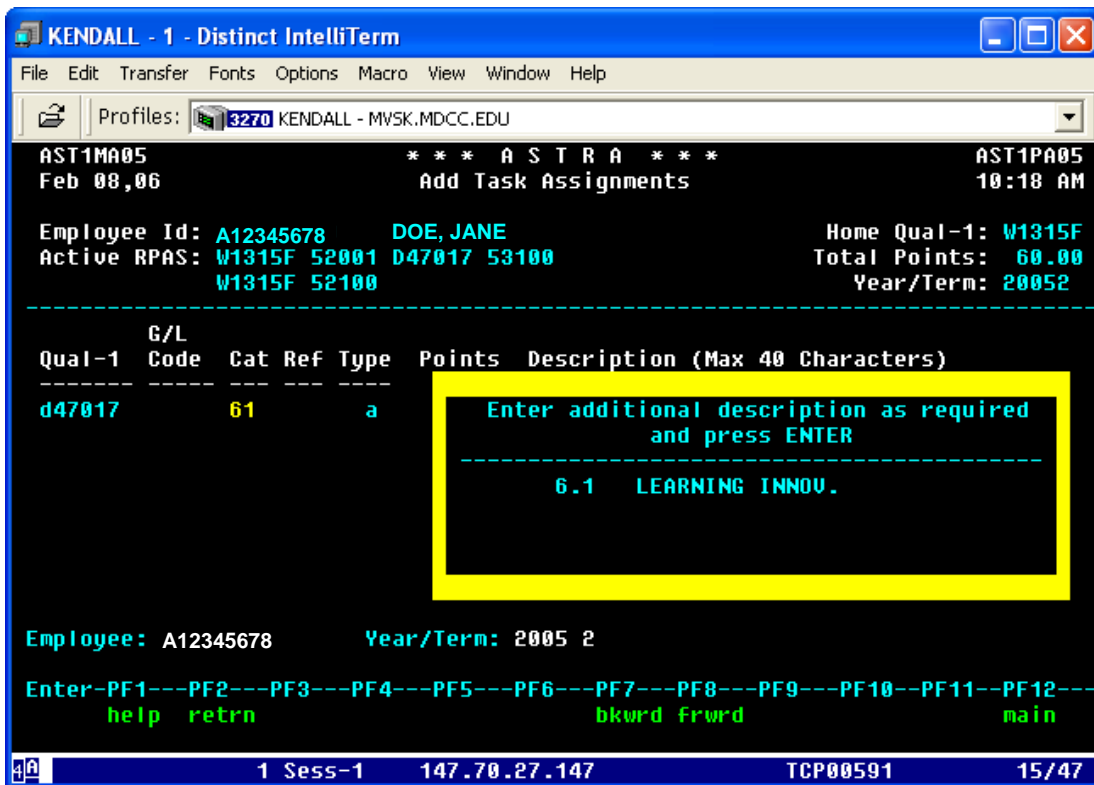
- Cat** This is the unique 2 position code which each task has been assigned. Choose the appropriate code for the task being assigned and enter it into this field. (See page 76 for the list of task codes.)

- Type** There are two types of tasks, Administrative and Regular instructional tasks. Enter an A in this field if you are assigning someone a non-instructional task. An administrative task carries the GL of 53100. For each administrative task assigned in a new qual, an RPA must be submitted to HR. The system will display a Request for RPA window automatically if you are assigning a new administrative task in a new qual. The window will ask if you would like to print an RPA form? (Y/N): Type a Y and press ENTER. Fill out the RPA and send it through proper channels. The RPA must be in the Personnel system before an employee will be paid for the task. If this is not an administrative task, leave this field blank and press the TAB key to skip to the next field.

- Points** In this field, enter the amount of points to be assigned to the employee for this task. When finished, press the ENTER key. Select another employee by entering a new employee MDID in the Employee field at the bottom of the screen, or press the PF2 key to return to the sub menu.

- Description** The system will display a task description. You may also type in up to a 40 character description.

Note After entering all the data on the screen, press the ENTER key. A window will automatically pop up which indicating the task category and the description for the category entered. Enter additional description information by typing up to 19 additional characters. If you do not wish to add any additional description, type a "." and press the ENTER key. If the description has already been entered, the window will not pop up.



CT: Change Task Points/Descr. Change Tasks

```

KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MYSK.MDCC.EDU
AST1MC02          * * *  A S T R A  * * *          AST1PC02
Apr 11,05                Change Tasks                12:43 PM
-----
Employee Id: A12-34-5678          Total Points: 12.00
Employee Name: DOE, JANE          Overload Points:
Home Qual-1: D63204              Parttime Points: 12.00
-----
                                New
Qual-1  G/L Trm  Cat Sq Points Points Description      Sub-Desc (Max 23 Chars)
-----
-----

Employee: A12345678          Year/Term: 2004 2
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help retrn                bkwrd frwrld                main
No Task Assignments Found
-----
1 Sess-1          147.70.4.2          TCP00604          20/13

```

To work on Change Tasks, type CT on the code line of the Assignment Menu and press the ENTER key. Above is a sample of what the Change Tasks screen looks like. Use this screen to change the points assigned to a specific employee's task(s).

This screen shows the specific employee's task assignment(s). Press the TAB key to move your cursor to the specific task(s) to change. Enter the new points and press the ENTER key.

DT: Delete Task Delete Tasks

```

KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MYSK.MDCC.EDU
AST1MD02          * * * A S T R A * * *          AST1PD02
Apr 11,05                Delete Tasks                12:44 PM
-----
Employee Id: A12-34-5678          Total Points: 12.00
Employee Name: DOE, JANE          Overload Points:
Home Qual-1: D63204              Parttime Points: 12.00
-----
Del Qual-1   G/L   Trm Cat Seq Points Description
-----
Employee: A12345678          Year/Term: 2004 2
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help retrn                bkwrd frwrd                main
No Assignments found
-----
1 Sess-1          147.70.4.2          TCP00604          20/13

```

To work on Delete Tasks, type DT on the code line of the Assignment Menu and press the ENTER key. Above is a sample of what the Delete Task screen looks like. This is the screen used to delete a task assigned to a faculty member. This screen will have listed on it all tasks assigned to an instructor for the term selected.

Listed below is an explanation of some of the fields on this screen:

- Del** In this field, place a D next to the task(s) to delete. Press the TAB key to move the cursor to the task to be deleted. When finished enter D next to the task(s) to delete, press the ENTER key. A message will appear at the bottom of the screen that says "Task has been successfully deleted".

- Employee** After the deletions are made, select another instructor or year term by entering the next instructor's MDID number and/or year/term in these fields, and press the ENTER key.

RA: Restore Discontinued Assg Restore Discontinued Assignments

```

KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MVSK.MDCC.EDU
AST1MD03          * * * A S T R A * * *          AST1PD03
Apr 11,05          Restore Discontinued Assignments          12:45 PM

Employee Id: A12-34-5678   DOE, JANE          Total Points: 12.00
Home Qual-1: D63204          Overload Points:
Place: 'X' to restore assignment(s) to amount   Part-time Points: 12.00
paid + released.
          Cat/          **** Points ****   Date
Qual-1  G/L  Cmp  Ref#  TT  Course  Title/Desc  Assg  Rise  Paid  Disc.
-----  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -

Employee: A12345678   Year/Term: 2004 2

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      help retrn quit          flip  exprt bkwrđ frwrđ          main
No Discontinued Assignments found
4 1          1 Sess-1          147.70.4.2          TCP00604          20/13

```

To work on Restore Discontinued Assignments, type RA on the code line of the Assignment Menu. Above is a sample of what the Restore Discontinued Assignments screen looks like.

OL: Overload Designations & Distribution ASTRA Overload Menu Access

```

KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MVSK.MDCC.EDU
AST1PM03 ***** A S T R A *****
Jul 19,06 - OVERLOAD MENU - 08:29 AM
AST Production
Code System/Function/Explanation EMPL YY/T CRSE
-----
OA Designate O/L By Employee Courses R R
OS Designate O/L By Course Reference R R R
OT Designate O/L By Tasks (only) R R
UA Undesignate O/L By Employee Assigns R R
DP Display Ould Pnts (PAY) Distribution R R
DB Display Ould Pnts (BANK) Distributn. R R
UP Update Ould Pnts (PAY) Distribution R R
UB Update Ould Pnts (BANK) Distribution R R
? Help
. Terminate
-----
Code: _____ R = Required
-EMPLOYEE-: _____ O = Optional
-YEAR/TRM-: 2005 4
-QUAL-1-: _____
-CRSE ID -: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
help retrn main
1 Sess-1 147.70.27.147 TCP00339 § 17/18
  
```

To work on Overload Designations & Distribution, type OL on the code line of the ASTRA Main Menu and press the ENTER key, which would bring up the OVERLOAD MENU screen like the sample above. This menu will allow users to designate courses and tasks as overload, undesignated overloads by employee assignments, display overload points for payment as well as banked points and update overload points for payment and banking. The explanation of each of these menu choices are on the following pages of this guide. Please refer to the table of contents for specific page numbers.

OA: Designate O/L By Employee Courses Overload Designation (Courses) By Employee Assignments

```

KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MVSK.MDCC.EDU
AST1MB01          *** A S T R A ***          AST1PB01
Apr 11,05          Overload Designation (Courses)          12:48 PM

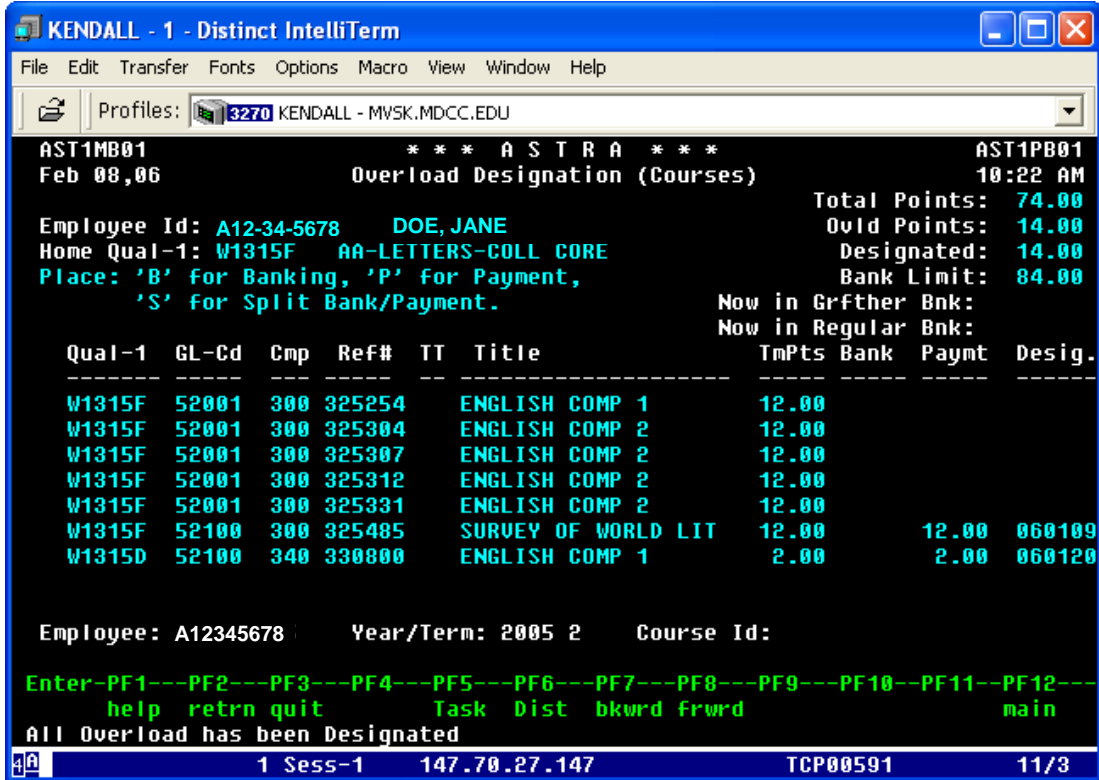
Employee Id: A12-34-5678          Total Points:
Home Qual-1:          Ovid Points:
Place: 'B' for Banking, 'P' for Payment,          Designated:
        'S' for Split Bank/Payment.          Bank Limit:
Now in Grfther Bnk:
Now in Regular Bnk:
Qual-1  GL-Cd  Cmp  Ref#  TT  Title          TmPts  Bank  Paymt  Desig.
-----
Employee: A12345678          Year/Term: 2004 2          Course Id:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      help retrn quit          Task Dist bkwrd frwr          main
Employee not Full-Time.
1 Sess-1          147.70.4.2          TCP00604          20/13

```

To work on Overload Designation (Courses) by Employee Assignments, type OA on the code line of the Overload Menu and press the ENTER key. Above is a sample of what the Overload Designation (Courses) screen looks like. On this screen you will be able to designate where you want to assign the faculty member's overload points. Take notice of the fields entitled Total Points, Overload Points, and Designated located in the upper right hand corner of screen. Listed below is an explanation of some of the fields you will encounter on this screen:

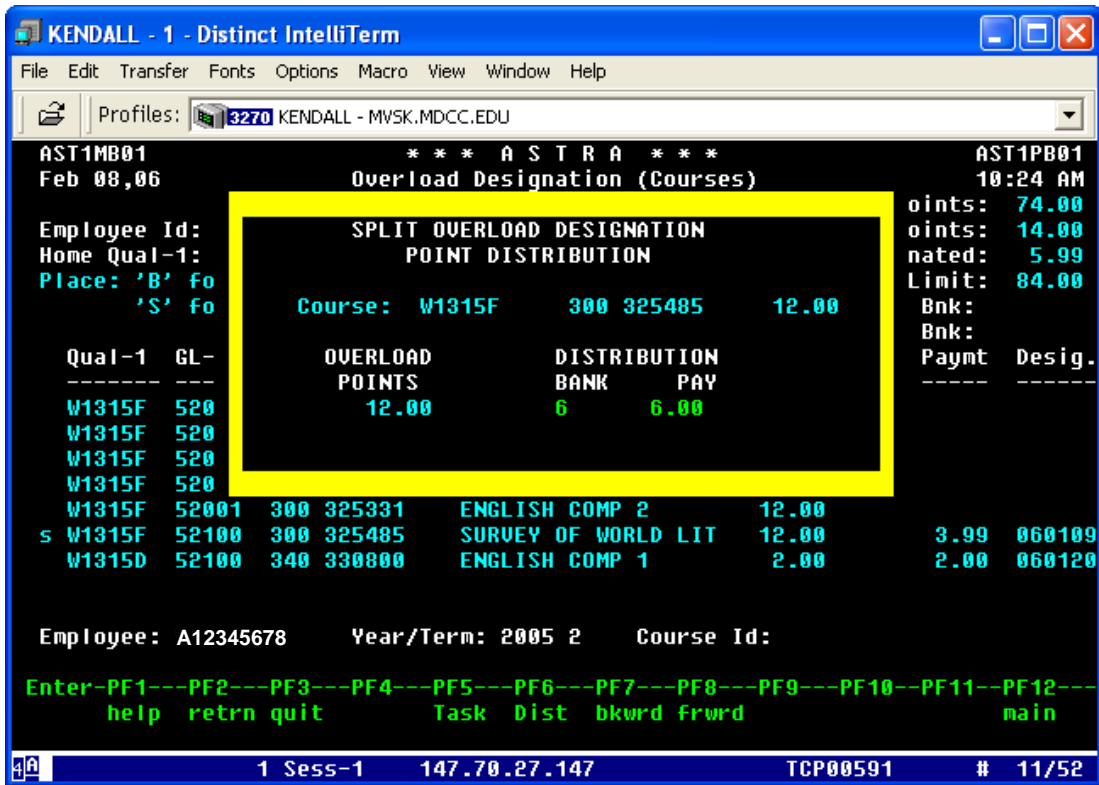
- Total Points** Total points assigned to teach for the term.
- Ovid Points** Number of points out of the total points that can be designated as overload.
- Designate** Total points designated as overload.
- New in Grfther Bnk** Total point balance in excess of 84 banked points at the time of the ratification of the agreement between MDC and UFMDC. Refer to MDC/UFMDC contract.
- Qual-1** Qual assigned to course.
- GL-Cd** Budgeted General Ledger Code for the course.
- Cmp** Campus location.
- Ref** Reference number for the course.
- TT** Team Taught indicator.
- Title** Title of course.
- TmPts** Term points for the course.
- Bank** Overload points to be banked for the selected course.
- Payment** Overload points to be paid for the selected course.
- Desig** Date course was designated as an overload.

The amount of points in the Overload Points section is the amount of points that must be designated. In the upper left hand corner of the screen you see a description of the choices of how to designate overload points is displayed (Banking, Payment or Bank/Payment). The options are: Bank all of the Overload Points; receive Payment for all of them; or Split the points up and put some in the bank and put some in for payment. Designate how many overload points are allocated in each field with the Split option.



Observe that the cursor is resting to the left of the Account number field. Type either 'B' for Banking, 'P' for Payment, or 'S' for Split Bank/Payment. Then press ENTER and the points will appear designated under the appropriate fields.

If you selected the split option, a pop up window will appear as explained below.



Note If you choose to split the points '8', a Split Overload Point Distribution window will pop up as seen in the example above. This is where you can distribute points, in any combination preferred, under Bank and Pay. After you have entered the amount of points to bank, press the TAB key and the cursor will rest under the pay column, so you can enter the amount of points to pay. The points that you are splitting must add up to the amount of points available for designation.

Date Desg. In this field, the Date Designated will automatically appear after you have designated where the Overload Points are assigned. This date is used by the system to determine when the faculty member will receive his/her paycheck. The date will always reflect the date you performed the data entry.

Note To see the employee's tasks press the PF5 key and you will be taken to a screen showing all of the employee's tasks.

You must hit the ENTER key before you will be able to enter another employee number and/or year/term at the bottom of the screen.

OS: Designate O/L By Course Reference Overload Designation (Courses) By Course Reference

```

KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MVSK.MDCC.EDU
AST1MB01          * * * A S T R A * * *          AST1PB01
Feb 08,06          Overload Designation (Courses)          10:28 AM
Total Points: 78.00
Ovid Points: 18.00
Designated:
Bank Limit: 84.00
Now in Grfther Bnk:
Now in Regular Bnk:
Employee Id: A12-34-5678   DOE, JANE
Home Qual-1: W2501M   AS-OFFICE OCP-CIS-W/C
Place: 'B' for Banking, 'P' for Payment,
      'S' for Split Bank/Payment.

Qual-1  GL-Cd  Cmp  Ref#  TT  Title  TmPts  Bank  Paymt  Desig.
-----  -
W1250A  52001  300  324784  IMP NETWRKNG INFRST  15.00
W2501M  52001  300  324789  CISCO NETWRK FUNDMTL  15.00
W2501M  52001  300  324793  CISCO ADU ROUTER TEC  15.00
W2501M  52001  300  330088  CISCO ROUTER TECH  8.00
W2501M  52001  300  339583  CISCO PROJ-BASD LRNG  7.00
W2501M  52001  300  353918  INTRO VISUAL BASIC  18.00

Employee: A12345678   Year/Term: 2005 2   Course Id:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help retrn quit          Task Dist bkwrd frwrd          main

1 Sess-1   147.70.27.147   TCP00591   11/3
  
```

To work on Overload Designation (Courses) by Course Reference, type OS on the code line of the Overload Menu and press the ENTER key. Above is a sample of what the Overload Designation (Courses) screen (by Individual Course Reference Number) looks like. Designate the faculty member's overload points for a specific course. Take notice of the fields entitled Total Points, Overload Points, and Designated located in the upper right hand corner of screen. The amount of points in the Overload Points section is the amount of points that must be designated. In the upper left hand corner of the screen is a description of the choices of how to designate overload points: Bank all of the Overload Points; receive Payment for all of them; or split the points up and put some in the bank and put some in for payment. Distribute the points between bank and payment in any combination the faculty member requests. The points to be split must add up to the amount of points available for designation.

Based on the faculty member's decision on how to designate the overload points, type in either 'B' for Banking, 'P' for Payment, or 'S' for Split Bank/Payment, then press ENTER and the points will appear under that selected field.

OT: Designate O/L By Tasks (only) Overload Designation (Tasks)

```

KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MVSK.MDCC.EDU
AST1MB02          * * * A S T R A * * *          AST1PB32
Feb 08,06          Overload Designation (Tasks)          10:31 AM

Employee Id: A12-34-5678   DOE, JANE          Total Points: 42.00
Home Qual-1: W41011   LIBRARY ADMINISTRATION LR          Ovid Points: 18.00
Place: 'B' for Banking, 'P' for Payment,          Designated: 18.00
       'S' for Split Bank/Payment.          Bank Limit: 84.00
                                         Now in Grfther Bank:
                                         Now in Regular Bank: 8.00
                                         TmPnts Bank Paymt Desg.

Qual-1  GL-Cd  Tm  Cat  Num  Description          TmPnts  Bank  Paymt  Desg.
-----  -
W41011  521    4   4.1   1  LIBRARIANS          ADDL  18.00          18.00  050524

Employee: A12345678   Year/Term: 2004 4

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help retrn quit          Crse Dist bkwrd frwr          main
All Overload has been Designated

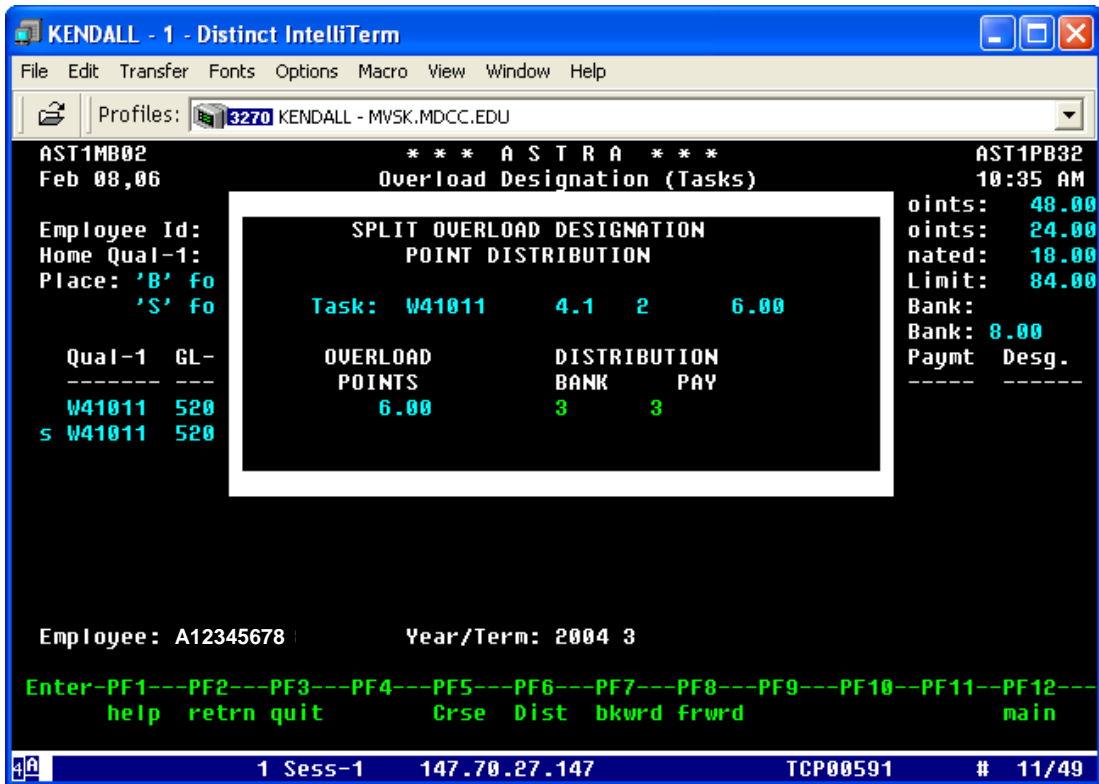
1 Sess-1   147.70.27.147          TCP00591          20/13

```

To work on Overload Designation (Tasks), type OT on the code line of the Overload Menu and press the ENTER key. Above is a sample of what the Overload Designation (Tasks) screen looks like. On this screen designate the faculty member's overload points from tasks assigned. Take notice of the Total Points, Overload Points, and Designated fields located in the upper right hand corner of screen. The amount of points in the Overload Points section is the amount to be designated. In the upper left hand corner of the screen you see a description of the choices of how to designate overload points from tasks: you may Bank all of the Overload Points; receive Payment for all of them; or Split the points up and put some in the bank and put some in for payment.

Observe that the cursor is resting to the left of the Account number field. To designate the overload points, type in either 'B' for Banking, 'P' for Payment, or 'S' for Split Bank/Payment. Then press ENTER.

Note To split the points, a Split Overload Point Distribution window will pop up as seen in example on the next page. To distribute points in any combination preferred, under bank and pay. After entering the amount of points to bank, press the TAB key and the cursor will rest under the pay column, where the amount of points to have paid are entered. The split points must add up to the points available for designation.

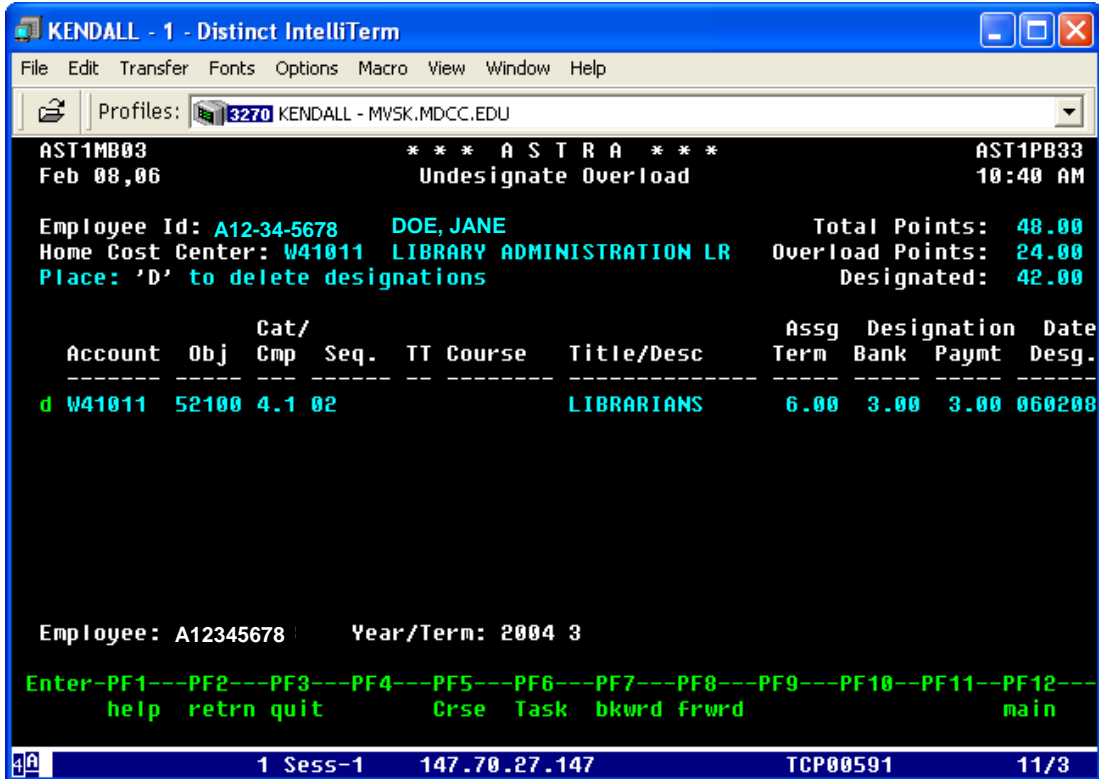


Date Desg. In this field, the Date Designated will automatically appear after the designated overload points have been entered. This date is used by the system to determine when the faculty member will receive his/her paycheck. The date will reflect the date the data entry was performed.

Hit the ENTER key to enter another employee's MDID and/or year/term.

Note To see the employee's Tasks press the PF5 key.

UA: Undesignate O/L By Employee Assigns Undesignate Overload



To work on Undesignate Overload, type UA on the code line of the Overload Menu and press the ENTER key. Above is a sample of what the Undesignate Overload screen looks like. This is the screen used to undesignate overload points (course/task) that had been previously placed in the bank or designated for pay. The cursor will be resting next to the account number field; place a 'D' next to the course or task to delete the designation of the overload points, then press the ENTER key. A message will appear at the bottom of the screen that says "Assignment(s) has been updated". (The course will disappear after pressing ENTER key a second time.) The course points for this course are no longer designated for pay or bank. To re-designate the points for this course go to either the Overload Designation by Employee on page 27-29 or Overload Designation by Course Reference on page 30.

After you have pressed the ENTER key, the cursor will skip down to the Employee: field where you may enter another employee.

DP: Display Ovld Pnts (PAY) Distribution Overload Point Distribution (PAY)

```

KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MVSK.MDCC.EDU
02/08/06          *** ** A S T R A *** **          10:43:49
AST1MB25          Overload Point Distribution (PAY)          AST1PB25

Employee:        DOE, JANE                      A12345678
Home Qual-1:    W2501K  AS-OFFICE OCP-CIS-N/C

+-----+-----+-----+-----+-----+-----+
GL-Cd Can Ref.# Points Qual-1   01/20  02/03  02/17  03/03  03/17  03/31
+-----+-----+-----+-----+-----+-----+
52100 100 331446  12.00 W25018  1.33 *  1.33 *  1.33 R  1.33  1.33  1.33
52100 700 331459  15.00 W25018  1.66 *  1.66 *  1.66 R  1.66  1.66  1.66
* * TOTAL      27.00          2.99  2.99  2.99  2.99  2.99  2.99

Employee Id: A12345678  Year/Term: 20052
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      help retrn quit Item New  Accts Optns Apprv Cnsl left right Cnvt

1 Sess-1          147.70.27.147          TCP00591          19/73
  
```

To work on Overload Designation, type DP on the code line of the Overload Menu and press the ENTER key. Above is a sample of what the Overload Point Distribution (PAY) screen looks like. This is the screen used to distribute overload points between pay periods, to redistribute the overload points differently than the system has automatically done. Take notice of the right hand section of the screen under pay periods. These are the dates an employee is scheduled to receive a paycheck during the term. The cursor will be resting on the first line under the first available pay period date column. To the left of the cursor, the PNTS field that shows the amount of overload points that may be distributed for that course or task. The overload points can be distributed under any one or among all of current or upcoming pay period dates, and in any amount preferred. For example, if the employee has accrued 12 points, they may be distributed evenly between pay period dates or grouped in one total amount under one specific pay period.

Use the TAB key to move the cursor to each pay period. When all the overload points have been distributed, press ENTER. An error message will pop up on the bottom of the screen if the distributed points are greater than or less than the total number of overload points for that course or task.

The cursor will skip down to the Employee: field, where you may enter another employee MDID and/or year/term.

**DB: Display Ovd Pnts (BANK) Distributn.
Overload Point Distribution (BANK)**

```

02/08/06          * * * * * A S T R A * * * * *          10:48:05
AST1MB26          Overload Point Distribution (BANK)          AST1PB26

Employee:        DOE, JANE                                A12345678
Home Qual-1:    W1210B  AA-FINE&APLD ART-CRTU ARTS

+-----+-----+-----+-----+-----+-----+
GL  Cam Ref.#  Points Qual-1  03/04  03/18  04/01  04/15  04/29  05/13
-----+-----+-----+-----+-----+-----+
52100 300 269505 12.00 W1210B  5.32 *  1.33 *  1.33 *  1.33 *  1.33 *  1.36 *
52100 300 271257  6.00 W1210B  2.64 *  0.66 *  0.66 *  0.66 *  0.66 *  0.72 *

* * TOTAL      18.00          7.96   1.99   1.99   1.99   1.99   2.08

Employee Id: A12345678  Year/Term: 20042
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help retrn quit Item New Accts Optns Apprv Cnslid left right Cnurt
1 Sess-1      147.70.27.147          TCP00591          21/16
  
```

To work on Overload Designation, type DB on the code line of the Overload Menu and press the ENTER key. Above is a sample of what the Overload Point Distribution (BANK) screen looks like. This is the screen used to distribute overload points between pay periods, to redistribute the overload points differently than the system has automatically done. Take notice of the right hand section of the screen under pay periods. These are the dates an employee is scheduled to receive a paycheck during the term. The cursor will be resting on the first line under the first available pay period date column. To the left of the cursor, the PNTS field that shows the amount of overload points that may be distributed for that course or task. The overload points can be distributed under any one or among all of current or upcoming pay period dates, and in any amount preferred. For example, if the employee has accrued 12 points, they may be distributed evenly between pay period dates or grouped in one total amount under one specific pay period.

To use the TAB key to move the cursor to each pay period. When all the overload points have been distributed, press ENTER. An error message will pop up on the bottom of the screen if the distributed points are greater than or less than the total number of overload points for that course or task.

The cursor will skip down to the Employee: field, where you may enter another employee MDID and/or year/term.

DI: Display All Files (Except Bank Point) ASTRA Display Menu Access

```

KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MVSK.MDCC.EDU
06/26/06          *** A S T R A ***          10:33:28
AST1MM04          DISPLAY MENU
AST Acceptance
Code System/Function          Code System/Function
-----
IC Instr. Course Assignments  CA Course Assignment Display
IT Instr. Task Assignments    DC Display Courses by Qual-1
CO Instr. Comments Display    UC Unassigned Course Display
IL Instr. Locator Display     CC Canceled Courses Display
JA Employee Job Assignments   NR Missing/No RPA Display
PT Part-time Points Distr.    PP Display Pay Period Points
AQ Assignments by QUAL-1     OS Overload Limit Status

Enter Code:

Employee Id:          Qual-1:          Year/Term: 2005 4
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      help retrn                                main

1 Sess-1          147.70.27.147          TCP00963          § 15/43
  
```

To Display Records (Except Bank Point), type DI on the code line of the ASTRA Main Menu, which would bring up the DISPLAY MENU screen like the sample above. From this menu, choose any of the functions to look at data concerning a faculty member's record for course or task assignments. All of the items on the menu are described in the following pages of this guide. Please see the table of contents for specific page numbers.

CA: Course Assignment Display Class Assignment Display

```

KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MYSK.MDCC.EDU
*** A S T R A ***
AST1MI04 Class Assignment Display 10:52:41 AST1PI04
COP 1170 INTRO VISUAL BASIC Employee Instructor Name Points
W2501M AS-OFFICE OCP-CIS-W/C A12345678 : DOE, JANE 18.00
Course Points 18.00
Points Assigned 18.00
Spec Indicator
Year/Term Begin 2005 2
Year/Term End
Start Date 2006-01-04
End Date 2006-04-28
Credits 4.00
Term Hrs 80.00 Wk Hrs
Seats: Taken 1 Limit 1
Status OPEN
Course Type CREDIT [02: Occup /Postsecond. Voc.]
All Indicators E1 P1
Year/Tm: 2005 2 CAMPUS: 300 REF. # 353918
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
help retrn SCHED main
1 Sess-1 147.70.27.147 TCP00591 § 21/45

```

To display records on the Class Assignment Display, type CA on the code line of the Display Menu and press the ENTER key. Above is a sample of what the Course Assignment Display screen looks like. When entered, this screen will be blank. Enter the three position campus code and 6 position reference number for the course to be viewed, then press the ENTER key.

The information about the course will be displayed.

IC: Instr. Course Assignments Employee Course Assignment Display

```

KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MVSK.MDCC.EDU
AST1P804 ***** ASTRA *****
Feb 08,06 - Employee Course Assignment Display - 10:56 AM
+-----Total Points-----+
Employee.....: A12345678 DOE, JANE
Home Qual 1 : W1315F AA-LETTERS-COLL CORE SPRING: 60.00 18.00 0.00
Calendar.....: J1 Contract: F/S/SumA
YTD PTS: 144.00 54.00 0.00
Qual1 G/LUr YY-T Cam Ref.# TT Course Start End CrsPt OviPt Action
W1315F 52001 04-2 300 269093 ENC1101 010405 042905 12.00 0.00 100104
W1315F 52001 04-2 300 269137 ENC1102 010405 042905 12.00 0.00 100104
W1315F 52100 04-2 300 269148 ENC1102 010405 042905 12.00 12.00 100104
W1315F 52001 04-2 300 269161 ENC1102 010405 042905 12.00 0.00 100104
W1315F 52001 04-2 300 269291 LIT2120 010405 042905 12.00 0.00 100104
W1315F 52001 04-2 300 269303 LIT2480 010405 042905 12.00 0.00 100104
W1315F 52100 04-2 300 280191 LIT2110 010405 042905 6.00 6.00 100104
W13154 52001 04-2 300 318830 LIT2480 010405 042905 0.00 0.00 030205
W13154 52001 04-2 300 318951 LIT2120 010405 042905 0.00 0.00 030205
*** End of Data ***
Employee Id: A12345678 Year/Term: 20042
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12
help retrn quit ASGN Task Comm bkwrd frwrd CRSE main
Position cursor & press PF4 to select by REF#
1 Sess-1 147.70.27.147 TCP00591 § 20/15

```

To display records on Employee Course Assignment Display, type IC on the code line of the Display Menu and press the ENTER key. Above is a sample of what the Employee Course Assignment Display screen looks like. This screen displays all of the course assignments for a specific instructor for the term chosen to display. The calendar displayed is the employee's home qual.

Note To view this instructor's tasks, you can press the PF5 key and the Employee Task Assignment Display screen will be shown. To view this instructor's comments press the PF6 key and the Instructor Comments Display screen will be shown. The bottom of the display screen indicates which PF keys to press.

Astra allows you to switch between the Employee Course Display and the Class assignment Display. By positioning the cursor in the desired line and pressing PF4 the system will transfer control between functions – It is important to position the cursor before pressing PF4 – This new function works both ways – from employee to class and from class to employee. This is function is very useful to see other instructors for team-teaching classes.

IT: Instr. Task Assignments Employee Task Assignment Display

```

KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MVSK.MDCC.EDU
AST1PB05 ***** * * * ASTRA * * * *****
Feb 08,06 - Employee Task Assignment Display - 10:57 AM

+-----Total Points-----+
Employee.....: A12345678 DOE, JANE
Home Qual 1 W41011 LIBRARY ADMINISTRATION LR SPRING: 60.00 0.00 0.00
Calendar.....: J1 Contract: FLEXIBLE
YTD PTS: 162.00 24.00 0.00
Qual 1 G/LUr Year/T Cat Sq Ty TskPt OvIpt Description Action
W41011 52002 2004 2 4.1 01 R 60.00 0.00 LIBRARIANS WOLFSON CAM 01/03/05
*** End of Data ***

Employee Id: A12345678 Year/Term: 20042
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
help retrn quit crse comm bkwrd frwrd print main

1 Sess-1 147.70.27.147 TCP00591 § 20/15
  
```

To display records on Employee Task Assignment Display, type IT on the code line of the Display Menu and press the ENTER key. Above is a sample of what the Employee Task Assignment Display screen looks like. This screen shows all of the task assignments for a specific instructor for the term chosen to display.

When you are finished viewing this instructor, choose to view another instructor by entering the employee MDID in the field where the cursor is resting. Enter a year/term and press the ENTER key.

Listed below is a description of the meaning of some of the fields on the screen.

- Calendar** Pay class for the employee's home qual.
- Cat** This stands for task category, which is the task code. The task code is what determines the description shown in the field labeled Description.
- Type** There will be either an 'R' (regular instructional task), or an 'A' (administrative) for an administrative task, in this field. Note: Administrative tasks carry an object code of 535xx and require a new RPA for every different qual in which an administrative task is assigned.
- Action** This date reflects the date the task was entered into the ASTRA system.
 - Note** To view this instructors course assignments, press the PF5 key and to be taken to the Employee Course Assignment Display screen. To view this instructors comments press the PF6 key and the Instructor Comments Display screen will be shown. The bottom of the display screen indicates which PF keys to press.

CO: Instr. Comments Display Employee Comments Assignment Display

```

KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MVSK.MDCC.EDU
AST1PB06 ***** ASTRA *****
Feb 08,06 Employee Comments Assignment Display 11:00 AM

+-----Total Points-----+
Employee....: A12345678 | DOE, JANE           InId  O/L  P/T
Home Qual 1: PART TIME EMPLOYEE           SPRING: 0.00 0.00 6.00
Calendar....: P1 Contract: UNKNOWN
Nbr Date Code Description
01 121504 02 Course 20042 300 269675 was changed from 01.00 to 00.00 points
02 042905 05 Course# 269675 Max Pnts OVERRIDDEN To 06.00 By Dean:M37199343
03 042905 02 Course 20042 300 269675 was changed from 00.00 to 06.00 points
*** End of Data ***

Employee Id: A12345678 Year/Term: 20042

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      help retrn quit          crse task bkwrd frwr print          main

1 Sess-1 147.70.27.147 TCP00591 § 20/15
  
```

To display records on Employee Comments Assignment Display, type CO on the code line of the Display Menu and press the ENTER key. Above is a sample of what the Employee Comments Assignment Display screen looks like. This screen displays all of an employee's comments for a specific term which have either been automatically generated, or manually entered into the system.

When an employee is assigned as a team teacher, or if any of an employee's assignment or task points have been changed, once entered into the system, a comment will be automatically generated.

Listed below is a description of some the fields shown on the screen.

- Nbr** This number denotes the comments sequential place on the employee's record. This number is automatically generated by the system. Please note that there is room for up to 99 comments per term per instructor.

- Date** The date the comment was generated, or entered.

- Code** This code is automatically generated by the system and is used internally by the system. Comments with the code of '00' are manually generated comments.

- Description** This description field is automatically generated by the system if course or task assignment points are changed, or if an instructor has been designated as a team teacher. All other descriptions in this field have been manually entered into the system.

- Note** To view this instructor's course assignments, press the PF5 key and the Employee Course Assignment Display screen will be shown. To view this instructor's tasks press the PF6 key and the Instructor Comments Display screen will be shown. The bottom of the display screen indicates which PF keys to press.

UC: Unassigned Course Display Unassigned Courses by Qual1

```

KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MYSK.MDCC.EDU
AST1PB08 ***** * * * A S T R A * * * *****
Feb 08,06 - Unassigned Classes by Qual1 - 11:01 AM

Qual 1: AS-OFFICE OCP-CIS-W/C

CMP REF COURSE --TITLE-- -TYPE- STATUS IND PNTS SEATS
-----
300 372436 CGS2423 "C" FOR ENGINEERS CREDIT OPEN 18.00
300 372450 CEN1536 INTRO WIRELESS NTRK CREDIT OPEN 18.00
300 372465 CET2615 CISCO ADV ROUTER TEC CREDIT OPEN 18.00
*** End of Data ***

Qual 1: W2501M_ Year/Term: 20053

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
help retrn bkwr frwr print main

1 Sess-1 147.70.27.147 TCP00591 § 20/15
  
```

To display records on Unassigned Courses by Qual1, type UC on the code line of the Display Menu and press the ENTER key. Above is a sample of what the Unassigned Course by Qual1 screen looks like. This is the screen to determine if faculty have been assigned to all of the courses in the department. This screen should be viewed before the payroll roster deadlines to ensure that all faculty assignments that should be assigned have been assigned.

DC: Display Courses By Qual-1 Class Display by Qual1

```

KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MVSK.MDCC.EDU
AST1PB07 ***** ** A S T R A * * * *****
Feb 08,06 - Class Display by Qual1 - 11:03 AM

Qual 1: AS-OFFICE OCP-CIS-W/C

CMP -REF#- COURSE --TITLE-- TYPE STAT SI CRS ASG EMPID NAME
PTS PTS
-----
300 342309 CET1600 CISCO NET CRED OPEN 18.00 DOE, JANE
300 342310 CET1600 CISCO NET CRED OPEN 18.00 DOE, JANE
300 342344 CGS2423 "C" FOR E CRED OPEN 18.00 DOE, JOHN
300 342379 COP1170 INTRO UIS CRED OPEN 18.00 DOE, JOHN
300 342381 COP1822 WEB PAGE CRED OPEN 18.00 DOE, JIM
300 354651 COP1170 INTRO UIS CRED OPEN 18.00 DOE, JIM
300 354652 COP1220 INTRO C++ CRED OPEN 18.00 DOE, JIM
300 372436 CGS2423 "C" FOR E CRED OPEN 18.00 Not Assign
300 372450 CEN1536 INTRO WIR CRED OPEN 18.00 Not Assign
300 372465 CET2615 CISCO ADV CRED OPEN 18.00 Not Assign
Qual1: W2501M_ Year/Term: 20053_

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
help retrn quit bkwrd frwrd print main

1 Sess-1 147.70.27.147 TCP00591 § 20/15

```

To display records on Class Display by Qual1, type DC on the code line of the Display Menu and press the ENTER key. Above is a sample of what the Class Display by Qual1 screen looks like. This is the screen that will be used to see all of the courses in a specific qual and their disposition, whether assigned, unassigned, open, closed or cancelled. Note: The COURSE PNTS (points) field on the screen reflects the course default points, not necessarily the points assigned to the instructor if there is a difference.

JA: Employee Job Assignments Employee Job Assignment Display

```

KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MVSK.MDCC.EDU
02/08/06          *** A S T R A ***          11:04:24
AST1PB09          Employee Job Assignment Display      AST1MB09

Employee.....: A12345678  DOE, JANE          Action Date:
Home Qual-1:    ** PART-TIME EMPLOYEE **      Start Date.:
Position Code:                                     End Date...:
Staff Formula:   G/L Code:   -                  Contract...:
Calendar.:      Calendar Code:

  Qual1  G/LVar  Position  Title           Cal  Rate  Start  End  Action
W1210B  560 00  845601  CREDIT PART-TIME P1  37.50 08/22/05 08/18/06
K4201J  560 07  801974  NON-CREDIT PT FAC P1  25.00 08/22/05 08/18/06
W1210U  560 00  923703  CREDIT PART-TIME P1  37.50 01/03/06 08/18/06

Employee id:  A12345678  Year Term:  2005 3
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
  help retrn quit           flip  exprt bkwrd frwrd           main

1 Sess-1      147.70.27.147      TCP00591      § 21/17
  
```

To display records on Employee Job Assignment Display, type JA on the code line of the Display Menu and press the ENTER key. Above is a sample of what the Employee Job Assignment Display screen looks like. This is the screen that shows all of a specific employees part-time job assignments for a specific term.

- Note** Even though an employee may be RPA'd in different departments, this screen shows only the current active job assignments for which the employee is assigned during the term you are viewing.
- Note** The information at the top of the screen reflects the employees home account information.

PT: Part-time Points Distr. Part-Time Point Distribution

** * A S T R A * * *

Part-Time Point Distribution

Employee: **DOE, JANE** A12345678
Home Qual1: **PART-TIME EMPLOYEE**

					P A Y P E R I O D S					
G/LUr	Cam	Ref.#	Pnts	Qual1	02/17	03/03	03/17	03/31	04/13	04/28
56000	300	325769	3.00	W1210U	0.99	R 0.33	0.33	0.33	0.33	0.33
56000	300	325777	3.00	W1210U	0.99	R 0.33	0.33	0.33	0.33	0.33
56000	300	325793	1.50	W1210U	0.48	R 0.16	0.16	0.16	0.16	0.16
* * TOTAL			7.50		2.46	0.82	0.82	0.82	0.82	0.82

Employee Id: 'A12345678' Year/Term: 20052
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 help retrn bkwd fwd left right MAIN

1 Sess-1 147.70.27.147 TCP00591 21/16

To display records on Part-Time Point Distribution, type PT on the code line of the Display Menu and press the ENTER key. Above is a sample of what the Part-Time Point Distribution Display screen looks like. This is the screen that shows how many points in each pay period an employee is scheduled to be paid.

Note The Qual1 field at the top of the screen shows where the pay check will be distributed.

Change the point distribution for an employee on the Part-time Point Distribution Screen, (PT) found on the ASTRA Main Menu. Please see information about this screen on page 74.

AQ: Assignments By QUAL-1 Assignments by Qual Display

```

KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MVSK.MDCC.EDU
AST1PB75 ***** ** A S T R A ** *****
Apr 11,05 - ASSIGNMENTS BY QUAL - 12:46 PM

QUAL: M1722B - AA-SOCIAL SCI-HIST/POLI S

S to      EMPLOYEE      MDID    CAL    GL    HOURLY    START    END
Select    NAME           ID      CD     CODE   RATE     DATE     DATE
-----
-      DOE, JANE       123456789 P1R 521-01 37.50 08/23/04 08/19/05
-      DOE, JIM       234567890 P1R 560-00 37.50 08/23/04 08/19/05
-      DOE, JOHN      345678901 P1R 560-00 37.50 08/23/04 08/19/05
-      DOE, MICHAEL   456789012 L1R 521-00 56.25 01/03/05 08/19/05
-      DOE, NELSON    567890123 P1R 560-00 37.50 08/23/04 08/19/05
-      DOE, REBECCA   678901234 L1R 521-00 56.25 01/03/05 08/19/05
-      DOE, STANLEY   789012345 P1R 560-00 37.50 08/23/04 08/19/05
-      DOE, SUSAN     890123456 P1R 560-00 37.50 08/23/04 08/19/05
-      DUNN, ABEL     901234567 L1R 521-00 56.25 01/03/05 08/19/05
-      DUNN, ABRAHAM 789456123 P1R 560-00 37.50 08/23/04 08/19/05
-      DUNN, BENJAMIN 456123789 P1R 560-00 37.50 08/23/04 08/19/05
-      DUNN, DAVID   654987321 P1R 521-01 37.50 08/23/04 08/19/05

Qual: M1722B Last Name: _____

1 Sess-1 147.70.4.2 TCP00604 § 23/8

```

To display records on Assignment by Qual, type AQ on the code line of the Display Menu and press the Enter key. Above is a sample of what the Assignment by Qual screen looks like. This is the screen that shows all assignments for a specific qual.

PP: Display Pay Period Points Pay Period Points Display

```

KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MVSK.MDCC.EDU
AST1PB40 ***** A S T R A *****
Feb 8,06 BROWSE PAY PERIOD POINTS 11:08 AM
          - C O U R S E S -
EMPLOYEE.: DOE, JANE A12-34-5678 '206
PART TIME INSTRUCTOR

  Ref  G.L.  Crs  Typ  Qual  Course  Pay  Pay Per  Pay
  ----  ---  ---  ---  ---  -----  ---  ---      ---
  >> 325769 560-00 300 PT  W1210U  3.00 2005-12 02/17/2006 0.99 R
      325769 560-00 300 PT  W1210U  3.00 2005-13 03/03/2006 0.33
      325769 560-00 300 PT  W1210U  3.00 2005-14 03/17/2006 0.33
      325769 560-00 300 PT  W1210U  3.00 2005-15 03/31/2006 0.33
      325769 560-00 300 PT  W1210U  3.00 2005-16 04/13/2006 0.33
      325769 560-00 300 PT  W1210U  3.00 2005-17 04/28/2006 0.33
      325769 560-00 300 PT  W1210U  3.00 2005-18 05/12/2006 0.36
  >> 325777 560-00 300 PT  W1210U  3.00 2005-12 02/17/2006 0.99 R
      325777 560-00 300 PT  W1210U  3.00 2005-13 03/03/2006 0.33
      325777 560-00 300 PT  W1210U  3.00 2005-14 03/17/2006 0.33
Emp-Id: A12345678 Yr-Trm: 20052 Crs/Tsk: C
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help retrn quit                bkwrd frwrd                main
Position cursor or enter screen value to select
  1 Sess-1 147.70.27.147 TCP00591 § 21/10
  
```

To display records on Display Pay Period Points, type PP on the code line of the Display Menu and press the Enter key. Above is a sample of what the Display Pay Period Points screen looks like. This is the screen that shows the pay status of all pay periods for a specific employee, for a specific term. You can check the status of pay periods for courses by typing C or the status of tasks.

OS: Overload Limit Status Overload Limit Status

```

KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MVSK.MDCC.EDU
AST1PG15          * * * A S T R A * * *
Jun 26,06         - OVERLOAD LIMIT STATUS -          10:36 AM

QUAL: W1210B - AA-FINE&APLD ART-CRTV ARTS - WOLFSON CAMPUS

      TERMS      TERMS
      1 & 2      3 & 4      YTD      OULD
      TOTAL      TOTAL      TOTAL      LIMIT
-----
      INSTRUCTOR
      NAME
-----
      DOE, JANE          15.00      6.00      21.00      72
      DOE, JIM           36.00     12.00     48.00     72
      DOE, JOHN           4.00     10.00     14.00     72
      DOE, MICHAEL        4.75      4.75      4.75     72
      DOE, NELSON         53.00     10.50     63.50     72
      DOE, REBECCA
*** End of Data ***

QUAL: W1210B ACADEMIC YEAR: 2005
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      help retrn quit          bkwrd frwr          main

1 Sess-1      147.70.27.147      TCP00963      § 21/8
  
```

To display records on Overload Limit Status, type OS on the code line of the Display Menu, enter the Qual, and press the Enter key. Above is a sample of what the Overload Limit Status Points screen looks like.

This screen displays the total overloads by Fall/Spring terms combined; Summer A and Summer B combined; and year to date totals. The last column represents the Academic Year overload limit. This screen is for information only.

**BK: Overload / Point Bank Activity
ASTRA Overload/Point Bank Activity Menu Access**

```

KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MYSK.MDCC.EDU
AST1PM05 ***** A S T R A *****
Feb 08,06 - OVERLOAD / POINT BANK ACTIVITY - 11:08 AM
AST Acceptance
Code System/Function/Explanation -EMPL- -YY/T-
-----
BB Display Bank Balance by Year/Term R R
PY Display Prior Yr/Term Overld Points R R
TO Display Term Overld Activity Detail R R
AJ Adjust Bank Balance (RESTRICTED) R R
? Help
. Terminate
-----
Code: R = Required
-EMPLOYEE-: A12345678 0 = Optional
-YEAR/TRM-: 20052

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
help retrn main

1 Sess-1 147.70.27.147 TCP00591 § 13/18

```

To display records on Overload/ Point Bank Activity, type BK on the code line of the ASTRA Main Menu, which would bring up the OVERLOAD/POINT BANK ACTIVITY screen like the sample above. From this menu choose any of the functions which allow you to look at data concerning a faculty member's overload point bank activity. Each of these screens is described on the following pages. Please see the table of contents of this guide for specific page numbers.

BB: Display Bank Balance By Year/Term Bank Balance by Year/Term

```

KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MVSK.MDCC.EDU
AST1PB11 ***** A S T R A *****
Feb 8,06 - BANK BALANCE BY YEAR/TERM - 11:11 AM
EMPLOYEE: A12345678 AUDIT DATE: 06-30-2005
EMPLOYEE-NAME: DOE, JANE HOME QUAL-1: W1315F
BANKED USED RESERVED L1 PTS PAID AVAILABLE VALUE
284.10 198.76- 25.34 80.10- 60.00 10884.64
=====
Sel Year Term Points Banked Points Used Points Reserved L1 Pnts Paid Term Balance Rate Term Value
- 02-1 6.00 6.00-
- 02-2 15.00 15.00-
- 03-1 12.00 7.00 5.00 225.000 1125.00
- 03-2 6.00 5.00 225.000 225.00
- 04-1 12.00 8.00- 4.00 225.000
- 05-1 225.000
*** End of Data ***

*Employee Id: A12345678 Year-Term: 20021 TO VIEW DETAILS - ENTER 'S'
1 Sess-1 147.70.27.147 TCP00591 § 21/16

```

To display records on Bank Balance by Year/Term, type BB on the code line of the Overload/Point bank Activity Menu and press the ENTER key. Above is a sample of what the Bank Balance by Year Term screen looks like. This is the screen that shows all of the instructors' bank balance history.

Please notice the information at the top of the screen above the dotted line. This information represents an employee's bank balance totals for his/her entire bank history. The information below the dotted line represents detailed history of all of the activity for that employee since he/she has been in the bank.

Listed below is an explanation of some of the fields encountered on this screen.

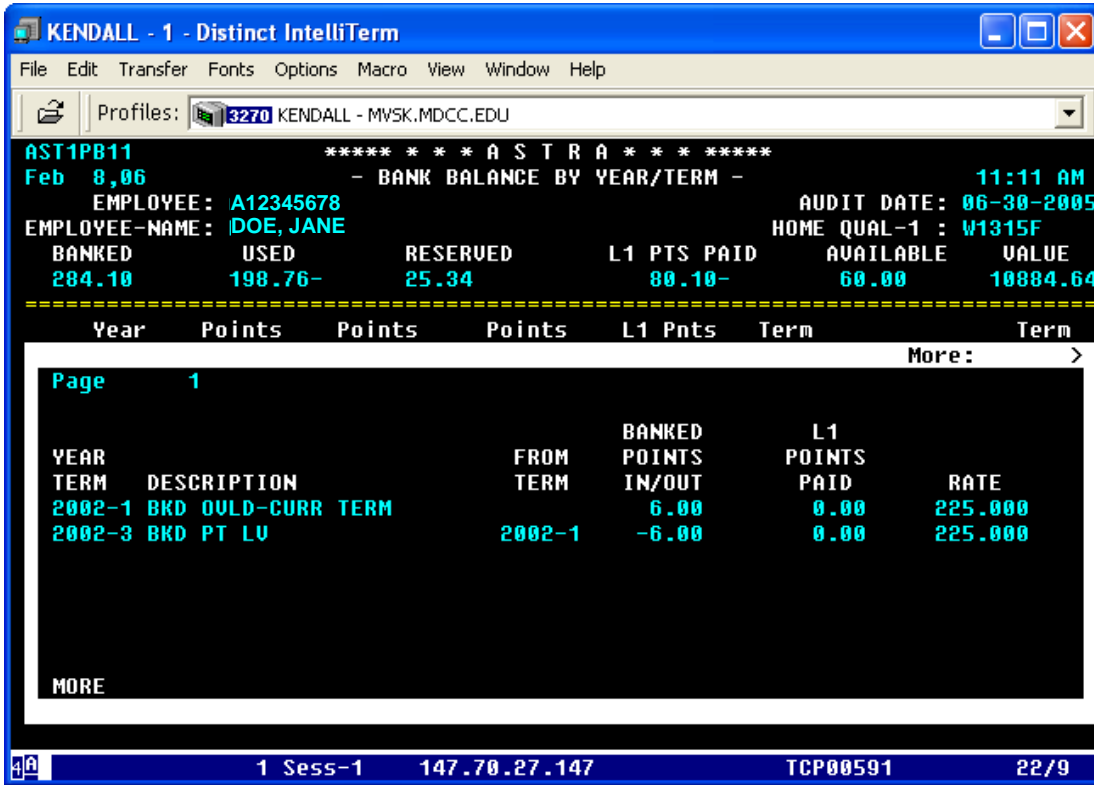
Fields above the dotted line

- AUDIT DATE:** This represents the date on which Human Resources performed an audit of the employee's bank activity.
- BANKED:** The amount in this field represents the total number of points banked during the employee's entire bank history.
- USED:** This amount represents total number of points used during the employee's entire bank history.
- RESERVED:** This field shows how many points have been "encumbered" or reserved by an employee. If for example, an instructor wants to use 60 points for leave or to offset a load, these points are reserved, because they will not be "used" by the system all at once even though they have been identified for use.
- AVAILABLE:** This represents the amount of points available to the employee in the bank currently.
- VALUE:** This field contains the total dollar value of all of the available points in the bank.

Fields below the dotted line

Select:

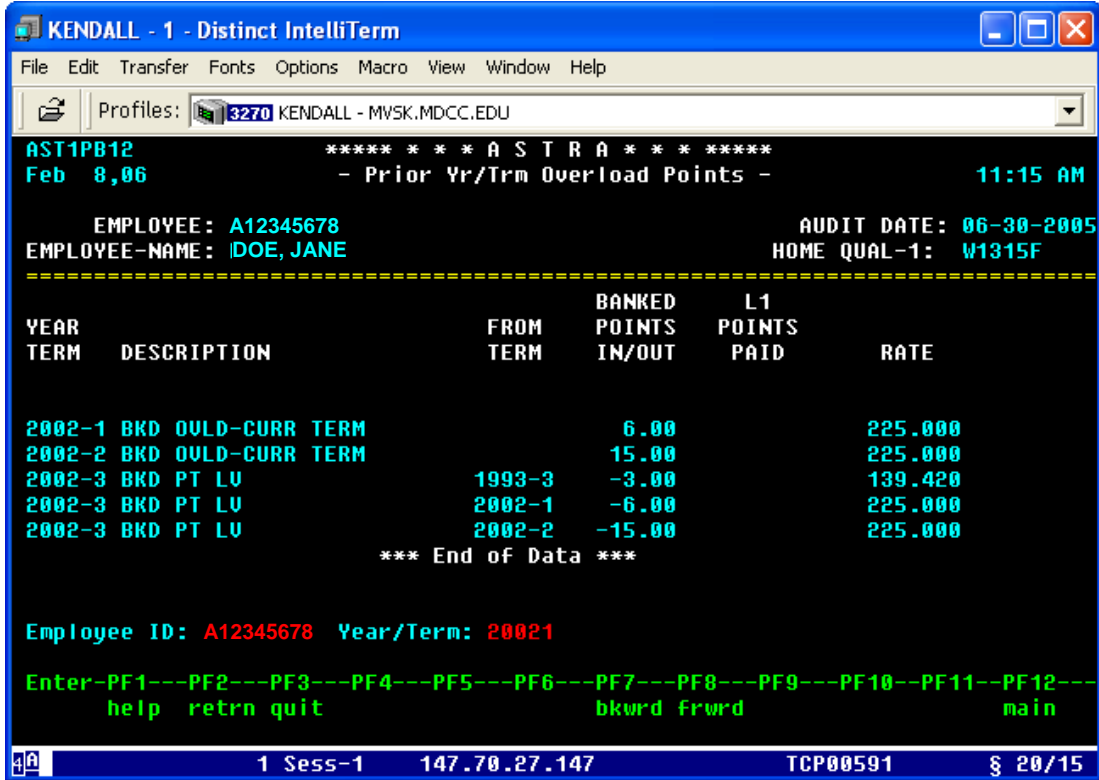
Press your TAB key to move the cursor to any year/term to view more detail. Type 'S' and press the ENTER key, and a window will pop up like the one below showing the year/terms banking detail. To leave the detail screen press the ENTER key, to be returned to the Bank Balance by Year/Term screen.



- Points Banked** This field represents the total points banked for that specific year term.
- Points Used** This field represents the total points used, either through payment or offsetting an instructors load for the specific year/term. To see how the points were used, select this year term and the detail window will show when the points were used. (See the SELECT field explanation above.)
- Points Reserved** This field shows the reserved points for the specific term. (Please see the explanation of Reserved points on the previous page.)
- Term Balance** This field indicates the bank balance remaining in the bank for the specific term. The total of all term balances is what is available in the bank.
- Rate** This is the instructor's point rate for the specific term.
- Term Value** This field represents the rate * term balance for the specific term. This value is the dollar value for the term, if the instructor were to use the points for pay.

Enter a new employee MDID and press ENTER to view another employee's bank balance.

**PY: Display Prior Year/Term Overld Points
Prior Yr/Trm Overload Points**



To display records on Prior Yr/Trm Overload Points, type PY on the code line of the Overload/Point bank Activity Menu and press the ENTER key. Above is a sample of what the Prior Year/Term Overload Points looks like. This screen is the detail of point bank activity for an instructor for a specific year term.

- YEAR/TERM** This field contains the year/term in which the banking activity took place.
- DESCRIPTION** This field contains the description of the banking activity.
- FROM/TERM** This field shows what term the points came from that were used in this term for payment, leave or to offset a load.
- BANKED POINTS IN/OUT** This field shows whether points were put in to the bank or taken out during this term.
- L1 POINTS PAID** This field contains the amount of overload points paid during this term.
- RATE** This is the point rate which was assigned to the employee during the year term being viewed.

The cursor is sitting at the Employee Id field. Enter another employee MDID, press the TAB key and enter the year/term to see if different from the one currently being viewed. Press the ENTER key and to see the next employee.

TO: Display Term Overld Activity Detail Term Overload Activity Details

```

KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MVSK.MDCC.EDU
AST1PB13 ***** A S T R A *****
Feb 8,06 - Term Overload Activity Details - 11:16 AM

EMPLOYEE: A12345678 AUDIT DATE: 06-30-2005
EMPLOYEE-NAME: DOE, JANE HOME QUAL-1: W1315F
BANKED 284.10 USED 198.76- RESERVED 25.34 L1 PAID 80.10 AVAILABLE 60.00 VALUE 10884.64
=====
Trn. From Transctn Qual-1 L1 Pnts
Cd. Description Term Date Charged Paid Points Rate Value
10 BKD OULD-CURR TERM 02-10-17 W1315D 0.00 1.98 225.00 445.50
10 BKD OULD-CURR TERM 02-10-31 W1315D 0.00 0.66 225.00 148.50
10 BKD OULD-CURR TERM 02-11-13 W1315D 0.00 0.66 225.00 148.50
10 BKD OULD-CURR TERM 02-11-26 W1315D 0.00 0.66 225.00 148.50
10 BKD OULD-CURR TERM 02-12-07 W1315D 0.00 0.66 225.00 148.50
10 BKD OULD-CURR TERM 02-12-19 W1315D 0.00 0.66 225.00 148.50
10 BKD OULD-CURR TERM 03-01-09 W1315D 0.00 0.72 225.00 162.00
Employee Id: A12345678 Year Term: 20021
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
help retrn bkwrд frwrд main
1 Sess-1 147.70.27.147 TCP00591 § 20/15
  
```

To display records on Term Overload Activity Details, type TO on the code line of the Overload/Point bank Activity Menu and press the ENTER key. Above is a sample of what the Term Overload Activity Details screen looks like. This screen shows you the detail for the current term.

Fields above the dotted line

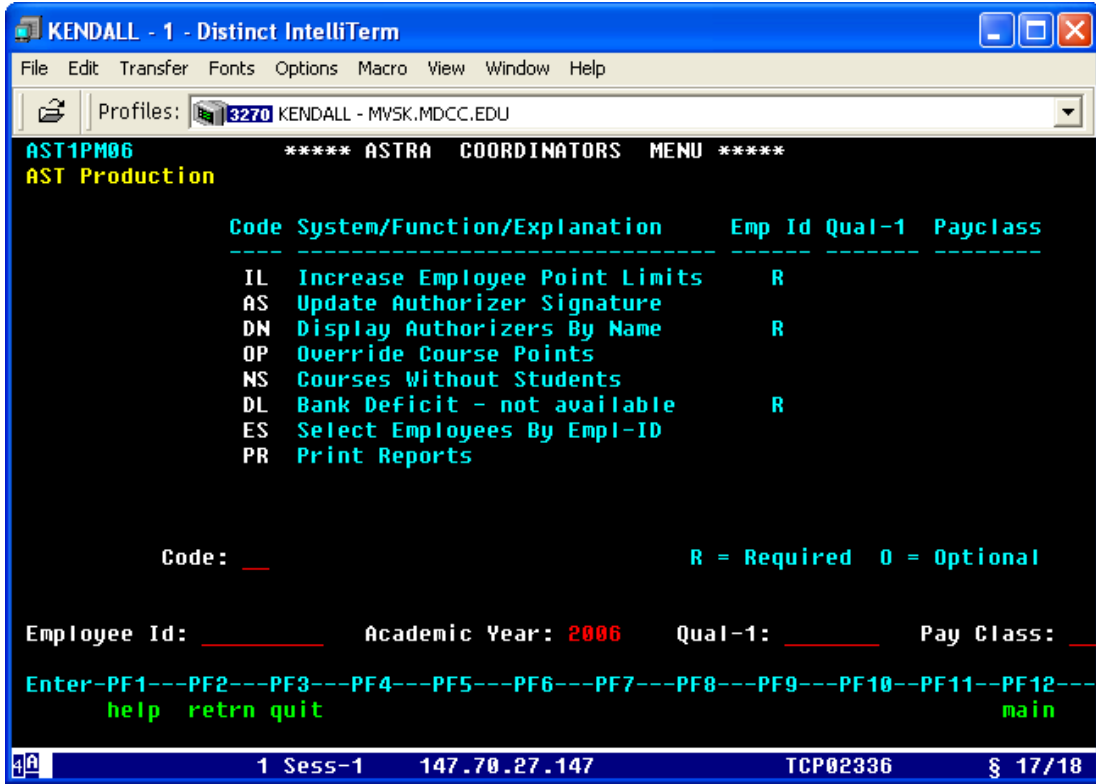
- BANKED:** This amount in this field represents the total number of points banked during the employee's entire bank history.
- USED:** This amount represents total number of points used during the employees' entire bank history.
- RESERVED:** This field shows how many points have been "encumbered" or reserved by an employee. If for example, an instructor wants to use 60 points for leave or to offset a load, these points are reserved, because they will not be "used" by the system all at once even though they have been identified for use.
- AVAILABLE:** This represents the amount of points available to the employee in the bank currently.
- VALUE:** This field contains the total dollar value of all of the available points in the bank.

Fields below the dotted line

TRD. CD	This is the transaction code necessary for the system. You do not need to know this.
DESCRIPTION	This field contains the description of the banking activity.
FROM/TERM	This field shows what term the points came from that were used in this term for payment, leave or to offset a load.
TRANSACTION DATE	This is the date that the specific bank activity took place.
QUAL-1 CHARGED	This is the qual-1 that was charged for the payment of points, whether the points were used for payment or banked.
POINTS	The number of points involved in this transaction.
VALUE	This field represents the rate * term balance for the specific term. This value is the dollar value for the term, if the instructor were to use the points for pay.
RATE	This is the instructor's point rate for the specific term.

The cursor is sitting at the Employee Id field. Enter another employee ID and press the ENTER key to view the next employee.

**DA: ASTRA Coordinators (Restricted)
ASTRA Coordinators Menu Access**



THIS SCREEN IS RESTRICTED TO CAMPUS/DISTRICT ASTRA COORDINATORS ONLY.

To work on the Administration Menu, type DA on the code line of the ASTRA Main Menu, to go to the Dean of Administration menu like the sample above.

IL: Increase Employee Point Limits Employee Point Limitations

```

KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MVSK.MDCC.EDU
AST1MU05          * * * A S T R A * * *          AST1PU05
Feb 08,06          Employee Point Limitations          11:22 AM

Employee Name: DOE, JANE          Emp Id: A12345678
Qual-1 ..: W1210B AA-FINE&APLD ART-CRTV ARTS

Payroll Class: J1          Staffing Formula: J16          Contract: F/S/SU-A
-----
Overload Points...:          Max Limit          YTD Total          Tot Excluded
                          72          15.00

Bank Point Limit...:          84.00

Part-Time Points...:          40

Admin. Task Points:          45

Term Points Limit.:          120
-----
Employee Id: A12345678          Academic Year: 2005
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help retrn quit          exprt bkwrd frwr          main
-----
1 Sess-1          147.70.27.147          TCP00591          # 10/40

```

To work on Employee Point Limitations, type IL on the code line of the Dean of Administration Menu and press the ENTER key. Above is a sample of what the Employee Point Limitations screen looks like. This is the screen that the ASTRA Coordinator would use to update an employee's point limit. For each employee there is a default limit amount of points he/she may be assigned. For example, the default yearly limit for Overload Points is 60, Bank Points is 84, Part-time Points is 40, and for Admin. Task Points is 45. The Part-time Term Points Limit is 108. When assigning points to an instructor and a message that says "Employee Reached LIMIT" on your screen, it means that employee's default limit for points has been reached or exceeded. This is a restricted screen and only an ASTRA Coordinator is allowed to alter or update an employee's point limitation with authorization from the Campus President or Academic Dean.

Listed below is an explanation of the some of the fields on the screen.

- Maximum Limits** This is the field where you can change the employee's maximum point limit, and it is a 2 or 3 position field.

- YTD Totals** This field represents the Year To Date Totals in employee's point limits. Points accrued by employees during the year may not exceed this limit, unless a Dean of Administration or ASTRA Coordinator increases that employee's point limits. To change the point limit make sure your cursor is resting in the field to change. Press the TAB key until your cursor is where you want it and enter the 2 or 3 position point limit. Then press the ENTER key.

AS: Update Authorizer Signature Electronic Signature File Maintenance

```

KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MVSK.MDCC.EDU
AST1MU07          * * * ASTRA / ERA * * *          AST1PU07
Feb 08,06          Electronic Signature File Maintenance          11:24 AM

Action: D (Enter A-Add, D-Display, M-Modify, or P-Purge)
Employee Id: A12345678      DOE, JANE
Qual-1: W31011            COLLEGE PREP-CHAIR
Status: A                                PIN: 0214
-----
Action          Qual-1      P/A      Prep      P1      P1      L1      L1      A1      C1      J1      M1      OFF
(A,M,P)        W31012     P        by        1        2        1        2        1        1        1        1        1
                W1315C     P        Y        Y        Y        Y        Y        Y        Y        Y        Y        Y
                W1315F     P        Y        Y        Y        Y        Y        Y        Y        Y        Y        Y
                W1315I     P        Y        Y        Y        Y        Y        Y        Y        Y        Y        Y
                W1806*    P        Y        Y        Y        Y        Y        Y        Y        Y        Y        Y
-----
      *** NOTE:  MAXIMUM ENTRIES PER EMPLOYEE = 27 *---
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      help retrn quit          flip  exprt bkwrд frwrд          main
Enter ACTION, then Press <ENTER> to Continue.
  
```

To work on Update Authorizers Signature (Electronic Signature File Maintenance), type AS on the code line of the Dean of Administration Menu and press the ENTER key. Above is a sample of what the Electronic Signature File Maintenance screen looks like. This is the screen used to give employees roster signature authority. If 2 signatures for each roster are needed, enter each of the authorizers as a primary. This screen is restricted and can only be updated by the ASTRA Coordinator.

Listed below is an explanation of some of the fields you will encounter on this screen:

- Action** If adding an authorizer for the first time, type an A, if adding additional quals to an employee already on file, or to modify information about an employee already on this file, type an M for modify. To delete someone from the signature file, enter a P for purge. The D is for display.

- Employee Id** Enter the 9 position MDID number for the employee to add, modify or purge from the electronic signature file.

- Qual-1** This field will be filled in automatically. It contains the home qual for the employee.

- Status** This field will be filled in automatically, by the system. There will be an A or D in this field. The A means that the person is allowed to be an authorizer or preparer, a D means that this person has been disabled, and is no longer allowed to be an authorizer or preparer.

- PIN** Enter the 4 position PIN number of the employee in this field. The Dean for Administrations' office on each campus has the rules for assigning PIN numbers.

- Action** Add a qual to the electronic signature file by entering an A in this field. Display a qual on the file by entering a D. Modify the information about an existing qual by entering an M, or you may purge a qual off of the file by entering a P. If adding or modifying information, press the TAB key and you will be taken to the qual field.

- Qual-1** If the employee is going to be preparing or authorizing rosters for departments other than his/her home department, enter the 6 position qual number in this field. If a person can prepare or authorize rosters for the division, enter the 5 position division number followed by 1 asterisk. Example: (K1210*). If the person can authorize rosters for the campus, enter a 1 position campus code, followed by 5 asterisks. Example: (K*****). Your cursor will automatically skip to the next field.

- P/A** When adding authorization authority to an employee, tell the system if the person has primary or alternate authorizing authority. If the person must authorize the roster for payment, he/she would be a primary

authorizer and you would enter a P in this field. If the person will function as an alternate, in case of absence, etc., of the primary authorizer, he/she will be considered an alternate and you would enter an A.

Prep by

In this field, type a Y if the employee is going to be preparing the roster (adding absent or substitute hours).

P1
1

Enter a Y in this field if the authorizer is a level 1 authorizer. He/she must sign the roster.

P1
2

Enter a Y in this field if the authorizer is a level 2 authorizer. He/she will sign the roster in the absence of the primary authorizer.

L1
1

(see the P1-1 explanation above, this is the same but for overload rosters.)

L1
2

(see the P1-2 explanation above, this is the same but for overload rosters.)

Press the ENTER key when finished entering all data in this screen.

DN: Display Authorizers By Name Electronic Signature File

```

KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MYSK.MDCC.EDU
AST1PB27          *** ** A S T R A * * **
Feb  8,06          - ELECTRONIC SIGNATURE FILE -          11:25 AM

+-- AUTHORIZATION CATEGORIES +--+
EMPLOYEE          EMPLOYEE  REC  QUAL-1  PRM  PRP  P1  L1
NAME              ID        NBR  RANGE  ALT  BY
-----
DOE, JANE
                  1  W31012  P
                  2  W1315C  P
                  3  W1315F  P
                  4  W1315I  P
                  5  W1806*  P
DOE, JOHN
                  1  K46048  P
DOE, JIM
                  1  W1210B  Y
                  2  W2601E  Y
Employee Name:  CARROLL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help retrn quit                bkwrd frwrd                          main
1 Sess-1      147.70.27.147      TCP00591      § 20/17
  
```

To display records on Display Authorizers By Name, type DN on the code line and the 9 character Employee ID of the Dean of Administration Menu and press the ENTER key. To find the MDID, press <PF1> on the line for Employee ID, enter last name, then first of the employee and press enter. Position the cursor on the line of the employee and press enter. Above is a sample of what the Display Authorizers By Name screen looks like. When entering this screen enter the last name, then press enter.

PA: Print Authorizers Report; PR: Print ASTRA Security Report;
 NA: Print Notice of Assignment; LN: Print Late Notice of Assignment;
 TO: Print Term Overload Activity; SC: Print Schedule Conflict Rept;
 UB: Unfrozen Bank Accts > 24 Rept

```

KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MVSK.MDCC.EDU
AST1PM06 ***** ASTRA COORDINATORS MENU *****
AST Production
Code System/Function/Explanation Emp Id Qual-1 Payclass
-----
IL INCREASE EMPLOYEE POINT LIMITS R
AS UPDATE AUTHORIZER SIGNATURE
DN DISPLAY AUTHORIZERS BY NAME R
PA PRINT AUTHORIZERS REPORT
PR PRINT ASTRA SECURITY REPORT
OP OVERRIDE COURSE POINTS R
NA PRINT NOTICE OF ASSIGNMENTS
LN PRINT LATE NOTICE OF ASSIGN
TO PRINT TERM OVERLOAD ACTIVITY
NS COURSES WITHOUT STUDENTS
SC PRINT SCHEDULE CONFLICT REPT
DL ADD BANK DEFICIT LEAVE ASSGN R N/A
UB UNFROZEN BNK ACCTS > 24 REPT
ES SELECT EMPLOYEES BY EMLP-ID
Code: PR R = Required 0 = Optional
Employee Id: _____ Academic Year: 2005 Qual-1: _____ Pay Class: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
help retrn quit main
1 Sess-1 147.70.27.147 TCP00339 § 19/18
  
```

To print the Authorizers Report type PA on the code line of the ASTRA Coordinators Menu and press the ENTER key.

To print the ASTRA Security Report type PR on the code line of the Dean of Administration Menu and press the ENTER key.

To print the Notice of Assignments you would type NA on the code line of the Dean of Administration Menu and press the ENTER key. This report will show all course assignments for part-time instructors for the term you have chosen and the distribution of points scheduled for payment. The ASTRA coordinator should print this report and distribute to departments each term.

To print the Late Notice of Assignment you would type LN on the code line of the Dean of Administration Menu and press the ENTER key. Follow same procedure for printing the Notice of Assignment. This report will show all course assignments for new part-time instructors, or individuals who have changes or additions made to their assignments after the printing of the original Notice of Assignment, for the term you have chosen.

To print the Term Overload Activity Report you would type TO on the code line of the Dean of Administration Menu and press the ENTER key.

To print the Schedule Conflict Report you would type SC on the code line of the Dean of Administration Menu and press the ENTER key. This report will show faculty assignments with course date/time conflicts

To print the UnFrozen Bank Balance Over 24 Report you would type UB on the code line of the Dean of Administration Menu and press the ENTER key. This report will show employees who reach the end of the academic year with over 24 points in the bank.

See pages 73-74 for more detailed information on how to complete these screens

OP: Override Course Points Override Course Points

The screenshot shows a terminal window titled 'KENDALL - 1 - Distinct IntelliTerm'. The window has a menu bar with 'File', 'Edit', 'Transfer', 'Fonts', 'Options', 'Macro', 'View', 'Window', and 'Help'. Below the menu bar is a profile dropdown menu showing 'Profiles: 3270 KENDALL - MYSK.MDCC.EDU'. The main terminal area has a black background with green and red text. At the top left, it shows 'AST1PM13' and 'Feb 8,06'. At the top right, it shows '***** * A S T R A * *****' and '- Override Course Points-' followed by '11:27 AM'. The main content is a menu with the following items:

```
Code Functions
-----
AE  ASSIGN NEW CLASSES
CP  CHANGE ASSIGNED POINTS
?   Help
.   Terminate
-----
```

Below the menu, there is a 'Code: ___' prompt and 'Employee Id: A12345678'. At the bottom of the terminal area, there is a row of function key prompts: 'Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---' with 'help retn' under PF1 and 'main' under PF12. The bottom status bar shows '1 Sess-1', '147.70.27.147', 'TCP00591', and '§ 12/18'.

To work on the Override Course Points screen type OP on the code line of the Dean of Administration Menu and press the ENTER key. Above is a sample of what the screen looks like. This is the screen used to override course points allotted in Odyssey. This is a restricted screen and only an ASTRA Coordinator is allowed to override course points.

NS: Courses Without Students Courses without Students

```

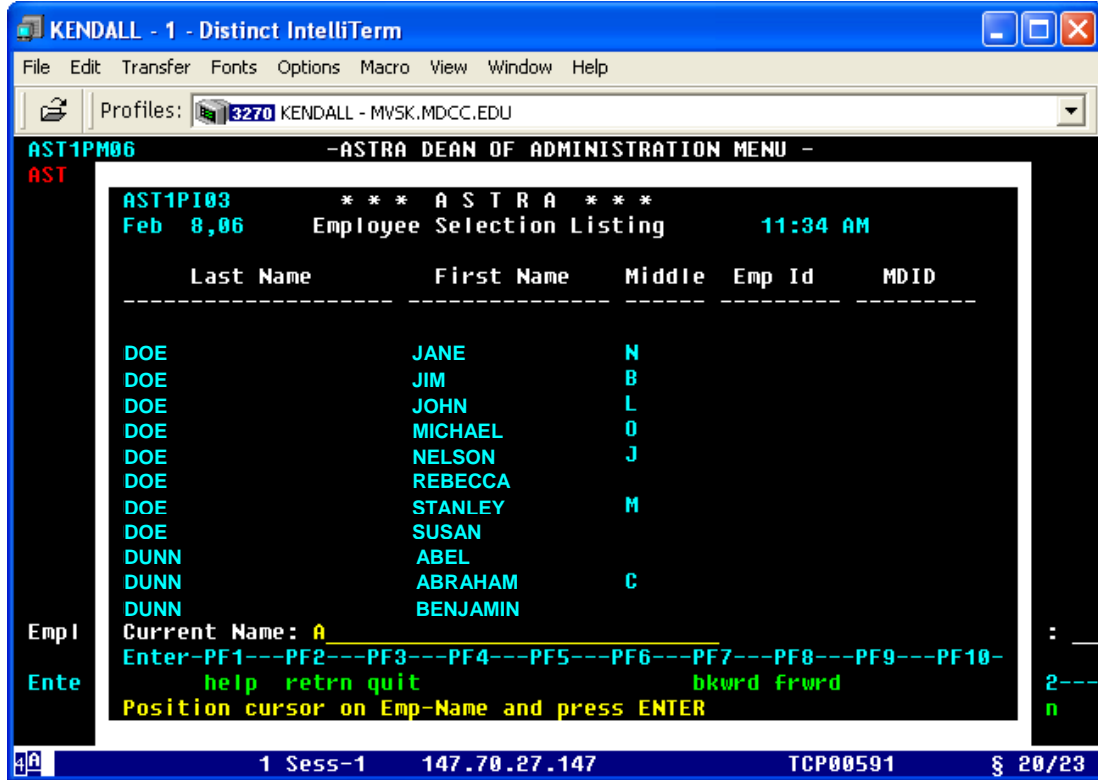
KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MVSK.MDCC.EDU
AST1PB63 ***** **ASTRA** *****
Feb 8,06 - Courses without Students -

CAMP REF# ABBR NBR SFX INSTRUCTOR QUAL 1 POINTS TEAM?
-----
100 275059 CGS 1060 W25018 1.33
100 275178 CJL 2062 N2701D 4.00
100 275630 EEC 1000 I2701D 12.00
100 276713 SLS 1535 N14082 12.00
100 276714 SLS 1535 N14082 12.00
100 276853 TPP 2191 N1210C 18.00
100 281829 CEN 1301 W25018 2.40
100 288859 DAR 030 K4201C 1.80
100 289886 EDU 012 K4201C 3.20
100 289899 EDU 013 K4201C 1.20
100 290900 EDU 057 K3201E 5.00
100 290910 EDU 057 K3201E 5.00
100 290913 EDU 068 K3204E 4.92
YEAR-TRM: 20042 CAMPUS: 1

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help retrn quit          flip          bkwrld frwr          left right main
  
```

To view the Courses without Students screen, type NS on the code line of the Dean of Administration Menu and press the ENTER key. Enter desired year/term, if different from the default term and the one character campus (i.e., 1-North, 2-Kendall, 3-Wolfson, 4-Medical, 5-Homestead, 6-IAC or 8-NWSA) and press enter. Above is a sample of what the Courses without Students screen looks like. This screen should be viewed before payroll deadlines to determine if courses assigned without students registered should be deleted to avoid overpayments.

ES: Select Employees By Empl-ID Select Employees By Employee ID



To work on the Select Employee By Employee ID screen, type ES on the code line of the Dean of Administration Menu and press the ENTER key. Above is a sample of what the screen looks like. This is the screen used to look up an employee's social security and MDID numbers by typing the last name, then first on the line indicated.

TA: Payroll Roster (Absent & Substitutions) ASTRA Roster Menu Access

```

KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MYSK.MDCC.EDU
AST1PM07 ***** A S T R A *****
Feb 08,06 - ROSTER MENU - 11:35 AM
AST Acceptance
Code: System/Function/Explanation CLASS QUAL1 EMP.ID
-----
SP Employees Scheduled For Payment R R
PS Print Scheduled for Payment (CAMPUS/QUAL-1) R R
DE Absent & Substitute Hours by Qual-1 R R
SH Substitute Hours By Employee R R R
AS Absent Hours By Employee R R R
RE Review & Authorization R R
CA Cancel Authorization R R
PR Print Payroll Roster (CAMPUS/QUAL-1) R R
DR Qual-1 Status Review R R
UC View Payroll Roster Calendar R R
AR View Previous Roster (Pay-Prd required) R R
- Terminate
-----
Code: R = Required
Payroll Class: P1 (P1/Parttime - L1/Overld)
Qual-1 : Employee ID.: A12345678 Pay Period: 2005 13
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
retrn quit main
1 Sess-1 147.70.27.147 TCP00591 § 19/18

```

To work on Payroll Roster (Absent & Substitutions) information, type TA on the code line of the ASTRA Main Menu, which would bring up the ROSTER MENU screen like the sample above. From this menu choose any of the functions to update data concerning payroll roster, absent and substitute hours or authorizations. The following pages of this guide explain each of these menu selections. Please see the table of contents for specific page numbers.

SP: Employees Scheduled For Payment Employees Scheduled for Payment

```

KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MVSK.MDCC.EDU
AST1MB30          ***** A S T R A *****          AST1PB30
Feb 08,06        - Employees Scheduled for Payment -          11:38 AM
Payroll: PART-TIME INSTRUCTOR          Qual-1: AA-MATHEMATICS
Pay Period: 2005-13          Check Date: 03/03/06          Final Deadline: 02/17/06
Any Additions / Deletions / Changes to assignments must be entered
in ASTRA by FINAL DEADLINE DATE
EMPLOYEE ID /.....NAME...../          QUAL-1          PAY PRD
          POINTS          POINTS
DOE, JANE          24.00          2.66
DOE, JIM          24.00          2.66
DOE, JOHN          24.00          2.66
DOE, MICHAEL          12.00          1.33
DOE, NELSON          24.00          2.66
DOE, REBECCA          12.00          1.71
DOE, STANLEY          12.00          1.33
DOE, SUSAN          12.00          1.33
DUNN, ABEL          24.00          2.66
DUNN, ABRAHAM          12.00          1.33
Qual-1: W1617A          Pay Period: 2005 13
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
help retrn quit Total flip Unasn bkwr frwr          main
1 Sess-1          147.70.27.147          TCP00591          20/15
  
```

To work on Employees Scheduled for Payment, type SP on the code line of the Roster Menu and press the ENTER key. Pictured above is what the Employees Scheduled for Payment screen looks like. This is the screen that shows you who is currently eligible for payment for the upcoming pay period. Please note that at the top of the screen the Final Deadline field will be shown. This is the date by which all of your entries, additions, deletions or changes to assignments are made. If faculty have not been entered into the system by this date, they will not be paid in the upcoming pay period. If, when looking at this screen, points are incorrect, or a faculty member is missing from the roster, revisit the appropriate screen in this system to make the corrections or additions.

Once additions or corrections to assignments have been made, review this screen to see that the changes have been reflected.

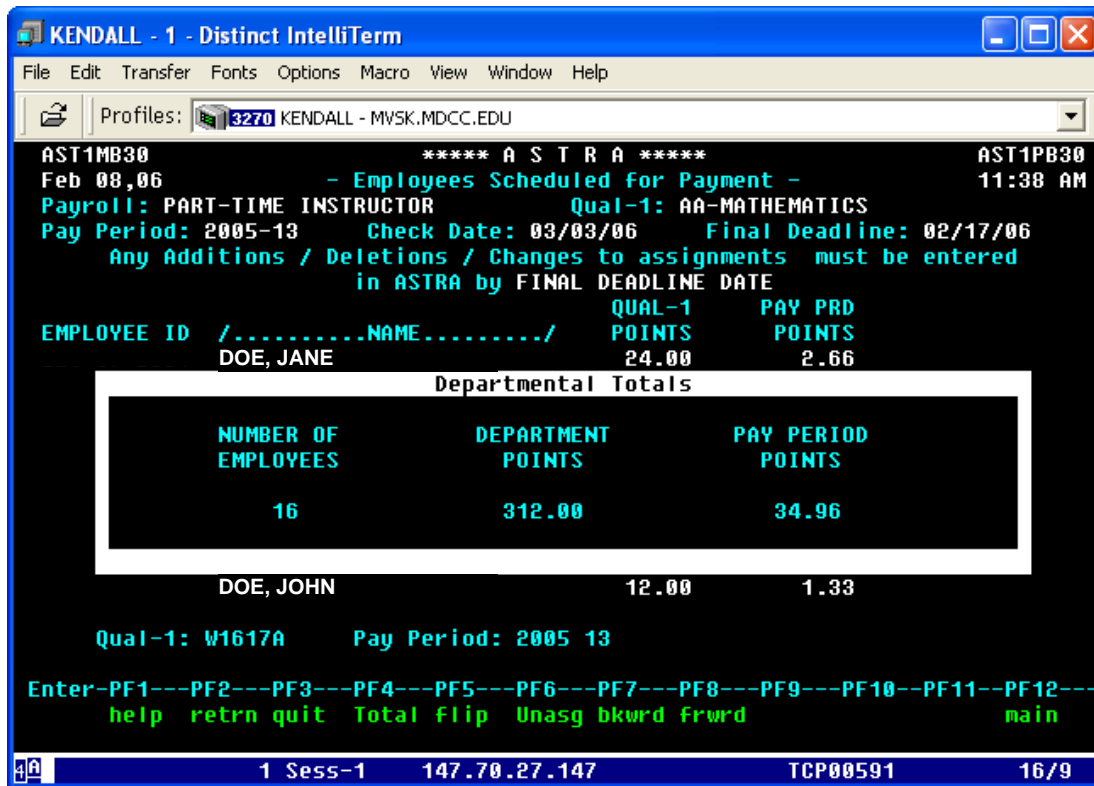
Below is an explanation of some of the fields on this screen.

- Pay Period** This is the term in which the work has been performed.
- Check Date** This is the date the check will be issued.
- Final Deadline** This is the date by which you must have made all of your entries, additions, deletions or changes to assignments in order to have your faculty paid properly and on time for the upcoming pay period.
- Cost Cntr** This is the qual which will be charged for the payment of points.
- Pay Prd** This is the amount of points that will be paid in the upcoming check.

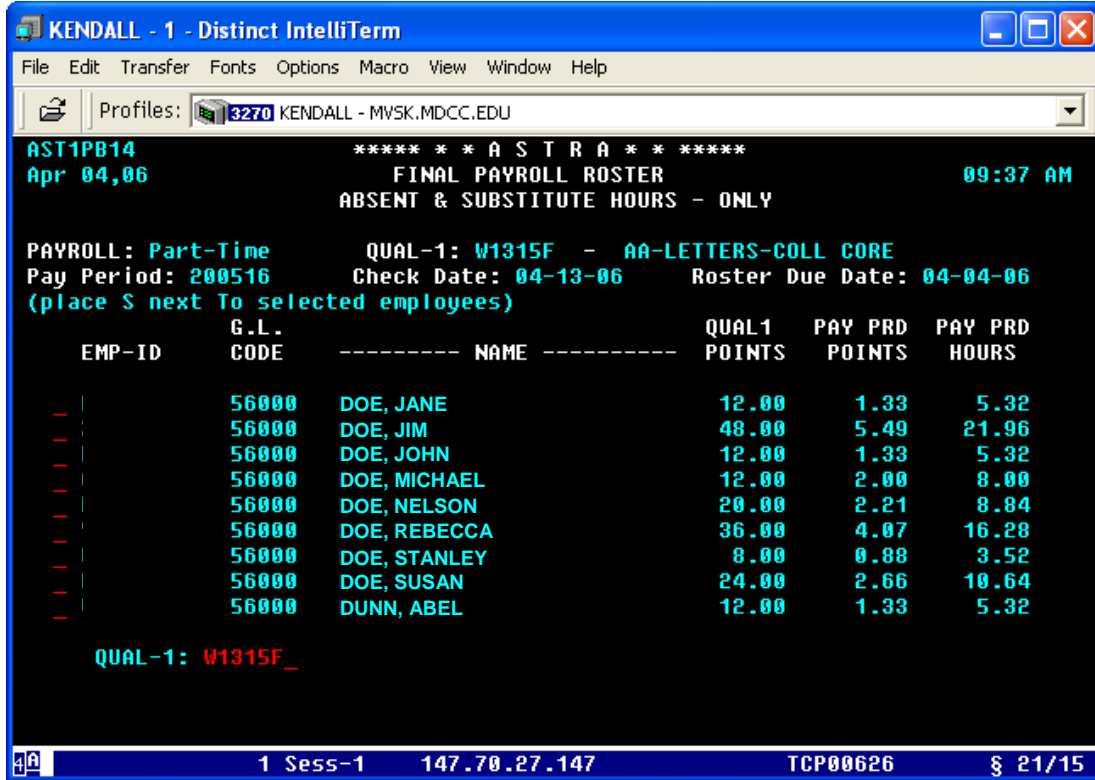
To view a list of unassigned courses for this qual, press the PF6 key, and be taken to a screen that shows all of the unassigned courses for the qual. This will make sure that all of the courses have been assigned to faculty, further ensuring that all of the assignments necessary prior to pay have been made.

To view the TOTAL number of points assigned for the term in the department, and the departmental TOTAL number of points scheduled to be paid for the upcoming pay period, you would press the PF4 key. A window, like the one below, will pop up showing you these totals.

Additionally, if the PF6 key is pressed, a screen showing all unassigned courses for the qual is shown. This will help make sure all courses have been assigned to faculty.



**DE: Absent & Substitute Hours by Qual-1
Final Payroll Roster / Absent & Substitute Hours – Only**



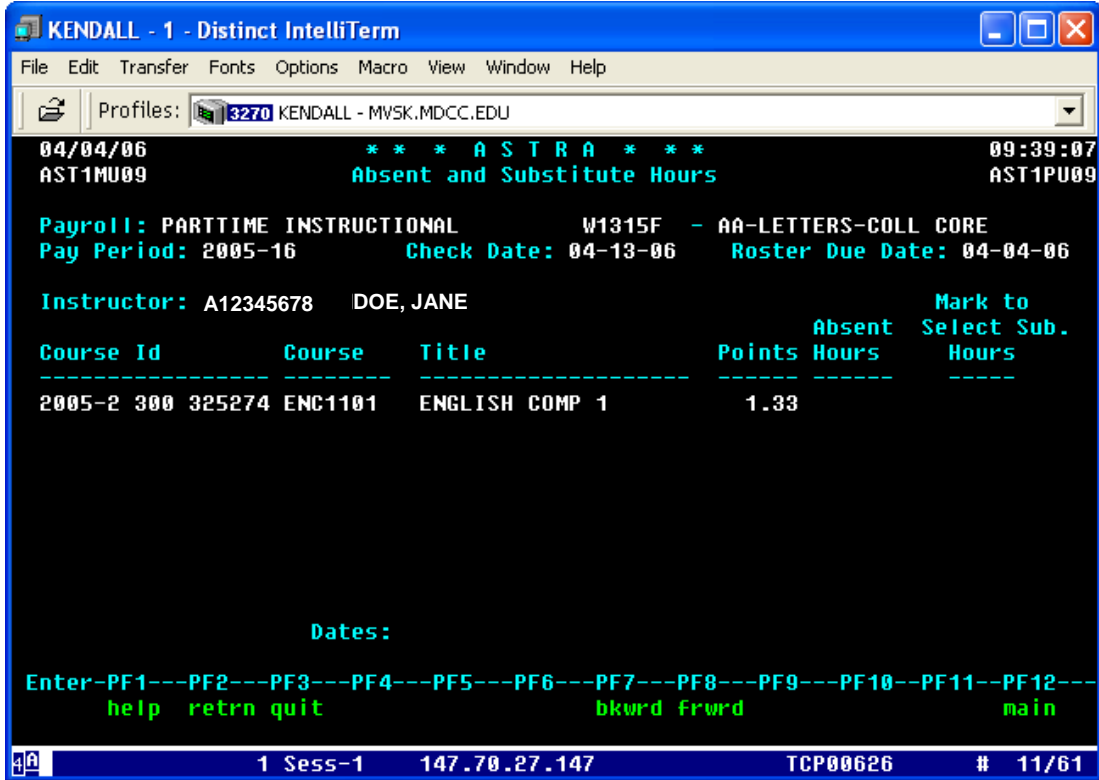
To work on Final Payroll Roster Absent & Substitute Hours – Only, type DE on the code line of the Roster Menu and press the ENTER key. Above you will see a sample of what the Final Payroll Roster Absent & Substitute Hours screen looks like. This is a date driven screen, and will only be available for a short period before each scheduled pay period. Important Note: Once this screen is available, you will not be able to make any more assignment or point changes. (Please consult the payroll date information sheets distributed through the Payroll Department).

This is the screen to choose which employee(s) are to have absent and substitute hours recorded. Additionally, this screen shows all of the people scheduled for pay in the next pay period. To record absent and substitute hours for an employee, type an S next to the employee to record absent and substitute information and a new screen will show the Absent and Substitute Hours. (See page 66.) Listed below is an explanation of some of the fields found on this screen.

- PAYROLL** This will either show Part-Time or Overload.
- Pay Period** This is the year/term in which this payroll will be prepared.
- Check Date** The date the check for these people will be issued.
- Roster Due Date** This is the date by which all of the absent and substitute hours must be added in order for these to be reflected in the upcoming pay.

You would enter an S in this field by the name(s) of the employees to enter absent and substitute hours. After you enter the S press the enter key and you will be taken to the screen entitled Absent and Substitute Hours (please see the following pages.)
- Dept. Pointe** The total number of points the instructor is scheduled to be paid for the term.
- Pay Prd Points** The amount of points scheduled to be paid this instructor in the upcoming payroll.

AS: Absent Hours By Employee Absent and Substitute Hours



To work on Absent and Substitute Hours, type AS on the code line of the Roster Menu and press the ENTER key. Pictured above is what the Absent and Substitute Hours screen looks like. Access this screen by typing an "S" (on the Final Payroll Roster screen) next to the employee(s) to add absent and substitute hours (if applicable) and pressing the ENTER key. Listed below is an explanation of some of the fields on the screen.

- Absent Hours** In this field, enter the number of hours that the employee was absent. (Note: If the employee was absent a fraction of an hour, you must enter the decimal point, ie: 1.5, otherwise you would enter just the number, ie: 1. Now press the TAB key and be taken to the Mark to Select Sub Hours field.
- Mark to Select Sub Hours** If there was a substitute for the instructor for whom absent hours have been recorded, type an 'X' in this field and press the ENTER key. The Substitute Hours screen will be shown.

SH: Substitute Hours By Employee Substitute Hours by Employee

```

KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MVSK.MDCC.EDU
04/04/06          * * * A S T R A * * *          09:43:52
AST1MU25          Substitute Hours by Employee          AST1PU25

Payroll: PARTTIME INSTRUCTIONAL          W1315F - AA-LETTERS-COLL CORE
Pay Period: 2005-16          Check Date: 04-13-2006          Roster Due Date: 04-04-2006

Employee Id: A12-34-5678          DOE, JANE          Total Sub Hours
Position Code: 845201          Calendar Code: P1R          1.00

Yr/Trm Cmp Ref#          Sub For Instructor          Sub Hours          Sub Date(s)
20052 300 325241          CARSON, KAREN M          1.00          3/30/06

Employee Id: A12345678 :          Qual-1: W1315F
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
help retrn quit          Posit          bkwrd frwr          main
Sub hours updated for employee

1 Sess-1          147.70.27.147          TCP00626          2/1/16
  
```

To work on Substitute Hours by Employee, type SH on the code line of the Roster Menu and press the ENTER key. Above is a sample of the Substitute Hours by Employee screen. This is the screen that you use to record the hours for an employee who substituted for an absent faculty member. Below is an explanation of some of the fields on the screen.

- Pay Period** This is the year/term in which this payroll will be prepared.

- Check Date** The date the check for these people will be issued.

- Roster Due Date** This is the date by which you must have added all of your absent and substitute hours in order for these people to be reflected in the upcoming pay.

- Substitute Hours** In this field you would enter the number of hours this employee substituted. If the employee substituted a fraction of an hour, you must enter a decimal point, ie: 1.5. Now press the TAB key and you will be taken to the Pay in qual field.

- Substituted For** This field is a "free form" field. You may enter the name of the instructor for whom the substitute replaced. This field is not "edited" and so anything you enter will be accepted. This field is only used for comments. Press the TAB key and you will be taken to the Course Id field.

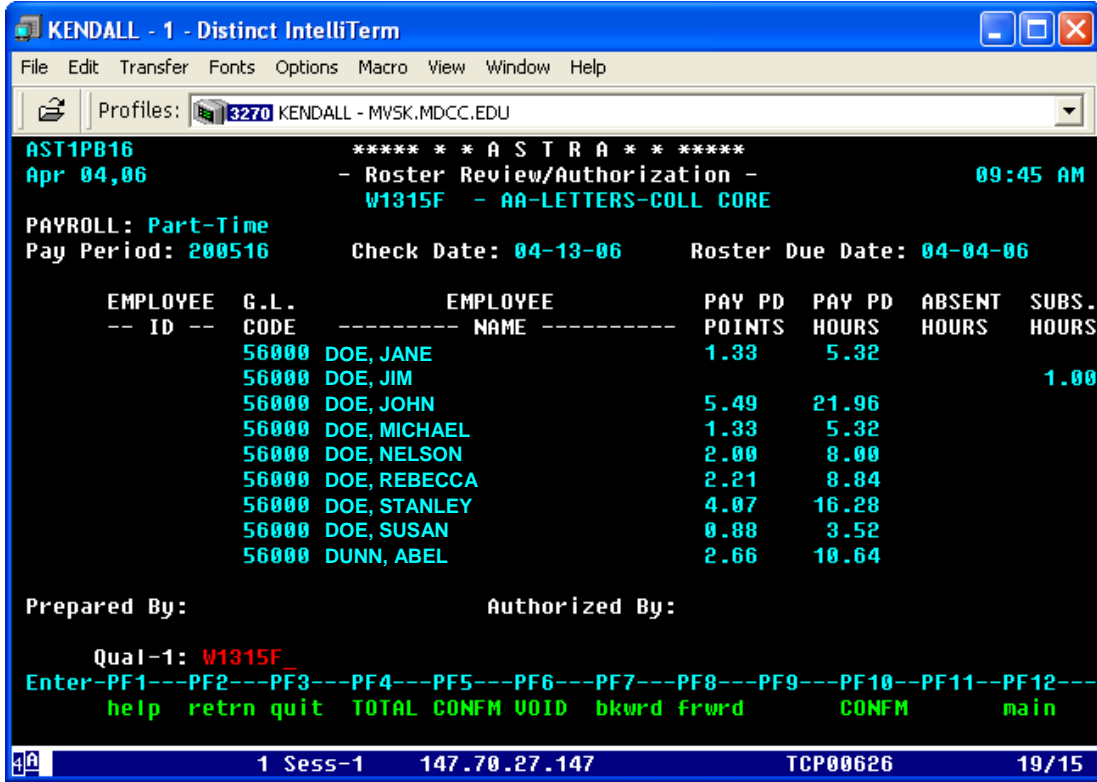
- Course Id** In this field enter the course ID which is comprised of the 5 position year/term, ie: 19941, and the 6 position course reference.

- Date** This is a free form field which can be used to show the date the substitute worked.

- Employee Id** Enter another substitute employee social security number and press the TAB key. The cursor will be taken to the Qual Field.

- Qual** In this field enter the 6 position qual of the department which the employee will receive his check. You will now be allowed to repeat the above Substitute Hours by Employee process over again until all of your substitute hours have been entered.

**RE: Review & Authorization
Roster Review/Authorization**



To work on Roster Review/Authorization, type RE on the code line of the Roster Menu and press the ENTER key. Pictured above is a sample of what the Roster Review/Authorization screen looks like. This is the screen that must be reviewed and "signed" before the employees in a qual will be paid. Listed below is an explanation of some of the fields on the screen.

- Check Date** The date the check for these people will be issued.

- Roster Due Date** This is the date by which this roster must be reviewed and authorized ("signed") in order for the people on this roster to be paid on the upcoming pay date.

- Dept Points** The total number of points the instructor is scheduled to be paid for the term.

- Pay Pd Points** The amount of points scheduled to be paid this instructor in the upcoming payroll.

- Absent Hours** The amount of hours the instructor was absent during this pay period.

- Subs. Hours** The number of hours this employee substituted during this pay period, for which he/she will be paid.

- Prepared by** In this field, the data entry person who has entered all of the faculty assignments and absent/substitute hours will enter his/her 4 position PIN (Personal Identification Number). Please contact you ASTRA Coordinator for a PIN number. After the data entry person has entered his/her PIN number press the PF10 key, and a "yes" will appear indicating that you have entered a valid preparers PIN number.

- 1st Level of Authorization** In this field, the person who is responsible for being the first authorizer (signer) of this roster, will enter his/her 4 position PIN number. (In many cases, this is the department chair.) This signifies that to the 1st authorizers knowledge, everything on this roster is correct. After the 1st level of authorizer has entered his/her PIN number press the PF10 key.

- 2nd Level of Authorization** In this field, the person who is responsible for being the 2nd authorizer (signer) of this roster, will enter his/her 4 position PIN number. (In many cases this is someone at the associate dean level.) This signifies that to this persons' knowledge, everything on this roster is correct. After all required PIN numbers are entered you will press the ENTER key.

To see the total points to be paid on this roster for the department and the total points to be paid for this pay period as well as total absent and substitute hours, press the PF4 key and a pop-up window like the screen below will appear. To leave this window, press the ENTER key.

Note Not all rosters require 2 levels of authorization. Contact the campus ASTRA Coordinator for information about how many authorizers are required for the qual.

```

KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MVSK.MDCC.EDU
AST1PB16 ***** ** A S T R A * * *****
Apr 04,06 - Roster Review/Authorization - 09:45 AM
W1315F - AA-LETTERS-COLL CORE
PAYROLL: Part-Time
Pay Period: 200516 Check Date: 04-13-06 Roster Due Date: 04-04-06

EMPLOYEE G.L. EMPLOYEE PAY PD PAY PD ABSENT SUBS.
-- ID -- CODE ----- NAME ----- POINTS HOURS HOURS HOURS
56000 DOE, JANE 1.33 5.32
56000 DOE, JIM
56000 DOE, JOHN 5.49 21.96
56000 DOE, MICHAEL 1.33 5.32
56000 DOE, NELSON 2.00 8.00
1.00

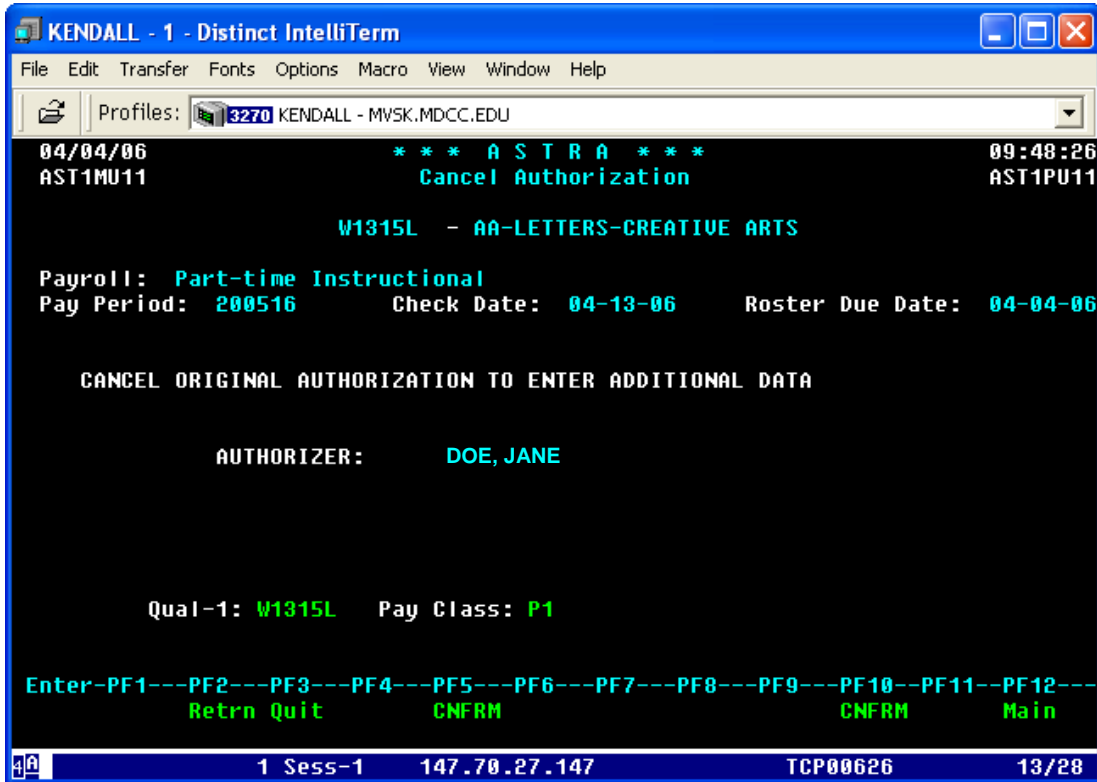
TOTAL SCREEN
TOTALS FOR DEPARTMENT

NUMBER OF PAY PRD PAY PRD ABSENT SUBSTITUTE
EMPLOYEES HOURS POINTS HOURS HOURS
12 101.16 25.29 1.00

Prepared B
Qual-
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
help retrn quit TOTAL CONFM VOID bkwrd frwrd CONFM main

1 Sess-1 147.70.27.147 TCP00626 15/14
  
```

CA: Cancel Authorization Cancel Authorization



To work on Cancel Authorization, type CA on the code line of the Roster Menu and press the ENTER key. Above is a sample of what the Cancel Authorization screen looks like. This is a date driven screen, and will only be available for a short period before each scheduled pay period. On this screen you will be able to cancel an authorized roster allowing changes on the roster to absent and substitute hours to be made. (Remember, once a roster is authorized, that the roster is frozen from further changes.)

Observe that the cursor is resting next to the 1ST LEVEL OF AUTHORIZATION field. To cancel the authorization, type in your 4 position PIN number here and then press the PF10 key. Note: if a 2ND LEVEL OF AUTHORIZATION is required, that person will type in their PIN number and then press the PF10 key. A message will appear saying "Level 1 revoked - Roster is not authorized, or Level 2 revoked - Roster is not authorized". Now you can go back to make changes to absent and substitute hours data (see page 64 in this user guide for information on how to make changes to absent and substitute hours.)

Listed below is an explanation of some of the fields found on this screen.

Payroll This field will show either part-time or overload.

Pay Period This is the year/term and pay period in which this payroll will be prepared. (There are 25 pay periods per academic year. In this field the respective pay period of that term this roster represents will be shown). See chart below.

Fall Term	20XX-01	through	20XX-09
Sprint Term	20XX-10	through	20XX-18
Summer A	20XX-19	through	20XX-21
Summer B	20XX-22	through	20XX-24
Intern	20XX-25		

Check Date The date the check for these people will be issued.

Roster Due Date Any changes to the roster must be made before this date.

To cancel authorization for an additional qual press the TAB key and the cursor will skip down to the qual field. Enter a new qual number and pay class number and then press ENTER.

AR: View Previous Roster Archived Rosters

```

KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MYSK.MDCC.EDU
AST1PG12          ***** **ASTRA** *****
Apr 04,06          - Roster Review -                09:52 AM
                   W1315L - AA-LETTERS-CREATIVE
PAYROLL: Part-Time Instructional
Pay Period: 200514                               Check Date: 03-17-06

EMPLOYEE  G.L.      EMPLOYEE      PAY PD  PAY PD  ABSENT  SUBS
-- ID --  CODE  ----- NAME -----  POINTS  HOURS  HOURS  HOURS
A12345678 56000  DOE, JOHN      |      5.32   21.28
                   *** End of Data ***

Prepared By: DOE, JIM           Authorized By: DOE, JANE

Calendar: P1 Qual-1: W1315L Pay-Prd: 200514
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      retrn quit                      bkwrd frwrd

1 Sess-1          147.70.27.147          TCP00626          16/74
  
```

To view rosters that have approved, type AR on the code line of the Roster Menu and press the ENTER key. Above is a sample of what the Roster Review screen looks like. Enter the respective calendar code (eg. P1 or L1); the 6 digit department qual, and prior pay period (eg. 2004-12). The past, approved roster will be displayed as shown above.

Listed below is an explanation of some of the fields found on this screen.

- Payroll** This will show whether this is a part-time or overload payroll.
- Pay Period** This is the year/term and pay period for the prior payroll.
- Check Date** The date the check was issued.
- Pay Period** This is the par period from the prior pay roster (eg. 2004-12)
- Employee ID** The 9 characters of the instructor(s).
- GL Code** The general ledger code associated with the assignment paid.
- Employee Name** The name(s) of the instructor(s)
- Pay Pd Points** Points paid in the specific pay period selected.
- Pay Pd Hours** Hours paid in the specific pay period selected.
- Absent Hours** Absent hour(s) recorded, if applicable, for the selected pay period.
- Sub Hours** Substitute hour(s) recorded, if applicable, for the selected pay period.
- Calendar** Either L1 (Overload) or P1 (part-time) calendar type selected for view.
- Qual-1** Department qual selected for view.
- Pay period** Roster pay period (eg. 2004-12) selected for view.

RP: Reports (Hard Copy) ASTRA Report Generator

```

KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MVSK.MDCC.EDU
11/06/06          *** A S T R A ***          15:34:29
AST1MM09          Report Generator Sub-Menu
AST Production
Code      System/Function      Code      System/Function
-----
FA        Faculty Assignment Summary      BA        Bank Balance (Active)
FP        Faculty Proof List              PY        Prior YY/T Overload
IL        Instructor Locator List         IC        Instrs. / Canceled Courses
PT        Part-Time Task Assn Report      J1        Instrs. with +30 OverLoad
FT        Full-Time Task Assn Report      AD        Admin. Tasks / +40
SO        Shortload Report               AT        Admin. Task Detail Report
UO        Undesignated Overload          P1        P1 Instrs. with 96+ Points
DE        Data Entry Sheets              AL        Alphabetic Instructor List
UC        Unassigned Courses             PD        Payment Discrepancies
BI        Bank Balance (Inactive)        FR        Unfrozen w/+24 banked
NA        Print Notice of Assignments    LN        Print Late Notice of Assign.
?        Help                            -        Terminate

Enter Code to Print a Report:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
help retrn                                     main
1 Sess-1      147.70.27.147      TCP02336      § 19/47
  
```

To work on Report Generator, type RE on the code line of the ASTRA Main Menu and press the ENTER key. Above is a sample of what the Report Generator Sub-Menu screen looks like. This screen is where reports are selected for production from the menu. Type the corresponding code in the field titled "Enter Code to Print a Report:" then press the ENTER key. Below is a sample of the screen that will be displayed.

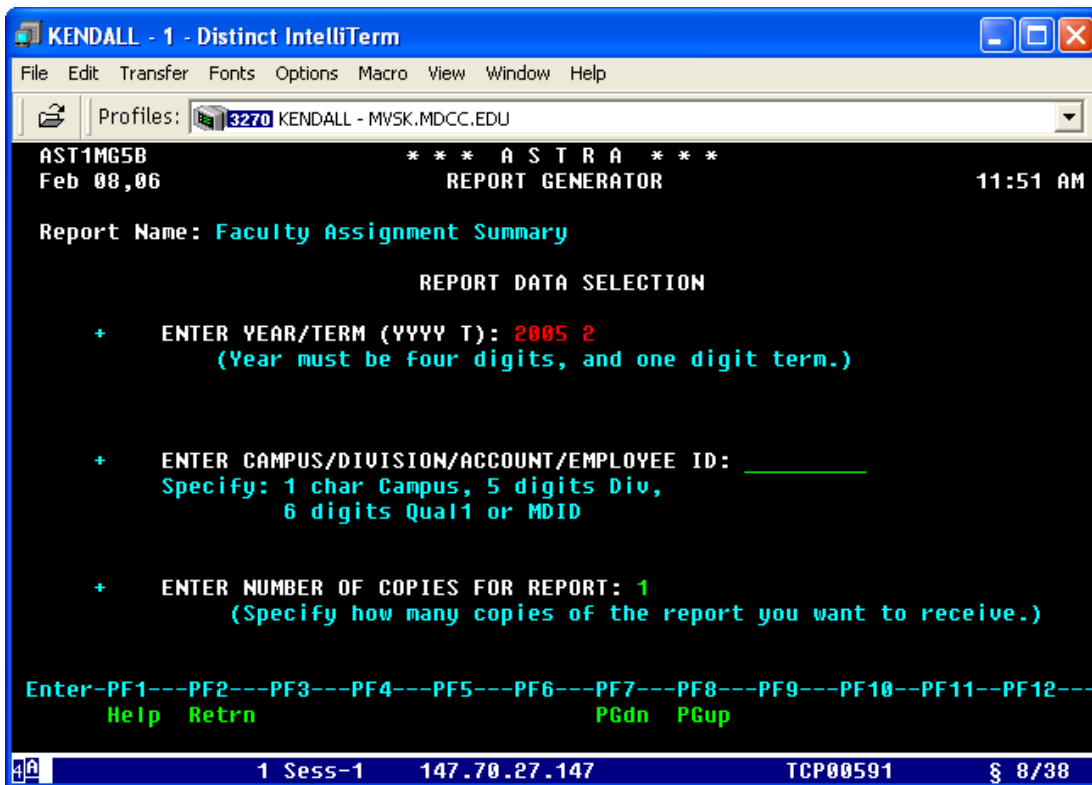
```

KENDALL - 1 - Distinct IntelliTerm
File Edit Transfer Fonts Options Macro View Window Help
Profiles: 3270 KENDALL - MVSK.MDCC.EDU
AST1MG05          *** A S T R A ***          11:46 AM
Feb 08,06          REPORT GENERATOR
Report Name: Faculty Assignment Summary
REPORT ROUTING INFORMATION
The report which you have requested requires that you enter the
following additional information. Please fill in all the items
below and press ENTER. All items are limited to 12 characters.
DEPARTMENT TO RECEIVE REPORT => acad affairs
PERSON TO RECEIVE REPORT =====> JDOE01 _____
PHONE NUMBER (above person) ==> 73504 _____
DATE (Default Today's Date) ==> _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Retrn                                     PGdn PGup
1 Sess-1      147.70.27.147      TCP00591      § 17/56
  
```

Observe that the cursor will be resting next to the DEPARTMENT TO RECEIVE REPORT => field, enter either the name or

the account number of the department where to send the document. This is a free form field, which will be used by Computer Operations to help them distribute the reports. Press the TAB key.

In the PERSON TO RECEIVE REPORT =___> field type in the name of the person receiving the report (This is a free form field). Press the TAB key. Next will be the PHONE NUMBER (above person) __> field, type in the person's phone number. The DATE field will automatically default to today's date. Press the ENTER key after typing all required information. See the screen below.



Enter the YEAR/TERM as in the example above. The year must be 4 positions and the term as either a 1, 2, 3 or 4. Below the YEAR/TERM enter the CAMPUS/DIVISION/ACCOUNT/EMPLOYEE ID. number for the report to be generated. Specify a one digit campus number (ie:1, 2, 3, 4, 5, or 9); a five character division; a six character qual (ie:1313BE1); or a nine digit employee MDID number. Specify an 'A' for all campuses. NOTE: An * next to a report indicates that report requires only a campus selection to be entered.

PT: Part-time Point Distribution ASTRA Part-Time Point Distribution Access

```

02/08/06          * * * A S T R A * * *          11:57:24
AST1MU14          Update Part-Time Point Distribution  AST1PU14
AST Acceptance
Employee:  DOE, JANE          A12345678
Cost Ctr:  W1210U  AA-FINE&APLD PRI MUSIC LESS
+-----+-----+-----+-----+-----+-----+-----+
ObjUr  Cam  Seq.#  Points  02/17  03/03  03/17  03/31  04/13  04/28  05/12
-----+-----+-----+-----+-----+-----+-----+
56000  300  325769  3.00  0.99 R  0.33  0.33  0.33  0.33  0.33  0.36
56000  300  325777  3.00  0.99 R  0.33  0.33  0.33  0.33  0.33  0.36
56000  300  325793  1.50  0.48 R  0.16  0.16  0.16  0.16  0.16  0.22
* * TOTAL  7.50  2.46  0.82  0.82  0.82  0.82  0.82  0.94

Employee Id: Y72637206      Qual: W1210U      Year/Term: 20052
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
help retrn      Item      Accts Optns Apprv Cnsld left right Cnvt
1 Sess-1      147.70.27.147      TCP00591      # 10/34

```

To work on Part-Time Point Distribution, type PT in the code line of the ASTRA Main Menu. This screen shows how a part-time employee's points are distributed for payment, and/or it is where modifications are made to the amount of points to be paid within each pay period.

The system automatically distributes the points equally between the number of pay periods in a term based on the start and end dates of the course. Payment for late assignments will be systematically "caught up" in the next available check date. The remainder of the points will be distributed as appropriate. To pay the instructor only in the last 2 pay periods you would type 0.00 in pay period 1 and 2 and enter any combination of points that add up to 12 in pay periods 3 and 4. Points must not be distributed manually with the exception of administrative task points, which should be paid at the completion of the assignment and/or throughout the task. Then press the ENTER key.

Listed below is an explanation of some of the fields found on this screen.

Employee In this field you will enter the faculty member's 9 digit MDID. The cursor will skip to the next available field.

Cost Cntr. In this field you will enter the qual for the employee's assignment.

Year/Term In this field you will enter the current Year and Term number.

Points In this field you will see the Total number of points that can be distributed for a term.

PAY PERIODS --- The dates and the number for each of the Pay Periods will be shown under this field. Only the highlighted points under the available pay periods can be distributed.

Task Codes

Paid non-instructional task points (“A”)

- 2.1 CTD Workshops
- 2.2 Curriculum Development
- 2.3 Other Admin Projects

Paid instructional task points paid (“A”)

- 3.1 CTD Workshops
- 3.2 Curriculum Development
- 3.3 Other additional assignments

Release Instructional Points (“R”)

- 4.2 Curriculum Development (Courses)
- 4.3 Curriculum Development (Programs)
- 4.4 SACS
- 4.6 Dual Enrollment
- 5.0 Newspaper
- 5.1 Magazines
- 5.2 Athletic Activities
- 5.3 Theater
- 5.4 Music
- 5.5 Dance
- 5.6 Museum and Galleries
- 5.7 Poetry and Essay Competition
- 5.8 Discipline Coordination
- 5.9 Honors Program
- 6.1 Learning Innovations
- 6.7 Cross Term Load Adjustment
- 7.1 Community Services – Earth Ethics Institute
- 7.2 Community Services – Workshops
- 8.0 Grants
- 8.1 CTD Coordination
- 8.2 CTD Workshops
- 9.1 Sick/Family Leave
- 9.2 Other Leave Without Pay
- 9.3 College/Union Activities
- 9.4 Union Leave
- 9.5 Jury
- 9.6 Military Leave
- 9.7 Banked Point Load Offset
- 9.8 Banked Point Full
- 9.9 Administrative Load Balance