


Faculty Services

View A Faculty Load Report

- 1) After login to the My.hofstra.edu portal, click the Hamburger icon  and select

Faculty Services

- 2) Under the General category Select Faculty Load Report

- 3) Select a term and click Submit.

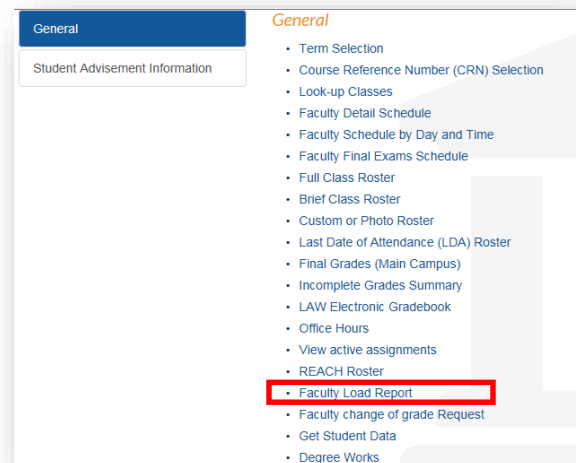


Select a Term: Spring Semester 2011

Submit

RELEASE: 8.1

- Spring Semester 2011
- January Session 2011
- Medical School Fall 2010
- Paralegal Fall 2010
- Fall Semester 2010
- Summer Session III 2010
- Summer Session II 2010
- Summer Session I 2010



General

Student Advisement Information

General

- Term Selection
- Course Reference Number (CRN) Selection
- Look-up Classes
- Faculty Detail Schedule
- Faculty Schedule by Day and Time
- Faculty Final Exams Schedule
- Full Class Roster
- Brief Class Roster
- Custom or Photo Roster
- Last Date of Attendance (LDA) Roster
- Final Grades (Main Campus)
- Incomplete Grades Summary
- LAW Electronic Gradebook
- Office Hours
- View active assignments
- REACH Roster
- Faculty Load Report
- Faculty change of grade Request
- Get Student Data
- Degree Works

RELEASE: 8.1

Note: The semester you choose will remain as your default semester until a different semester is chosen. Click the **TERM SELECTION** option from any menu to change the semester. You may choose any semester listed in which you have worked.

- 4) Select a Load Sequence # (Pay Date) and click SUBMIT.

NOTE: The latest load sequence# is the default. Use the drop down menu to choose an earlier date.



Select Load Sequence

Home > Faculty Services > Faculty Load Report > Select Load Sequence

John Q. Adams
Jul 13, 2011 01:33 pm
PRINT

Term: Fall Semester 2010

Select a Load Sequence # (Pay Date): 83 (15-MAR-2011)

Submit

Select Term

RELEASE: 8.5

SITE MAP

Each tab categorizes your faculty load information.

IMPORTANT: Information listed under the LOAD PAY, COURSES and RELEASED TIME/BANKED HOURS tabs represent SEMESTER information.

Faculty Load Report

Home > Faculty Services > Faculty Load Report

Info | Annual | Load Pay | Courses | Released Time/Banked Hours | Printer Friendly Version

Select a term and the latest load sequence number to see the most recent information. For more information, click here.

700236175 John Q. Adams 201009 Fall Semester 2010 Processed: 09-MAY-2011 Seq: 89

College	07	School of Communication
Home Department	23004	Journalism Media Stud. & PR
Faculty Type	FT_FAC	Full-Time Faculty
Rank	FT_ASSC	Associate Professor
Supplemental Description		
Office Hours	NONE	
Campus Address	Dempster Hall 313	
Campus Phone	x36464	
Home Address	123 Sample Lane	
	Hempstead NY 11549	
Home Phone	(516) 123-4567	

Select Term ■ Select Load Sequence

RELEASE: 8.5

The INFO tab
displayed here
contains General
Faculty Information.

- 5) The ANNUAL tab indicates projected and actual teaching load for the academic year, your current total banked hours, and owed hours.

OWED HOURS:

Owed hours represents the total hours owed from previous semesters:

It excludes current Under Load.

Please note that this total is only updated at the end of each academic year.

TOTAL BANKED HOURS:

This is your total cumulative amount of banked hours. Banked hours expire three (3) years from the time they are banked.

Student Services | Financial Aid Services | Faculty Services | Employee Services | Personal Services

Faculty Load Report

Home > Faculty Services > Faculty Load Report

John Q. Adams
Fall Semester 2010

Select a term and the latest load sequence number to see the most recent information. Click here for detailed instructions on how to read the online load report. For calculations on per capita and honors pay, click here.

Select a term and the latest load sequence number to see the most recent information. For more information, click here.

700236175 John Q. Adams 201009 Fall Semester 2010 Processed: 09-MAY-2011 Seq: 89

Annual Baseload plus Owed Hours: 18

Owed Hours: 0

	Fall	Jan	Spring	SS1	SS2	SS3	Total
Projected Load	9	0	9	0	0	0	18
Actual Load	9	0	9				18
Released (Including Banked)	1.5	0	1.5				3
Adjunct Load or FT Over/Underload	1.5	0	1.5	0	0	0	3

Banked Hours Lifetime: -1.5

Select Term ■ Select Load Sequence

RELEASE: 8.5

6) Under the LOAD PAY tab you will see semester based information.

Your TOTAL EXTRA or ADJUNCT PAY total for the semester is listed here. This amount is dispersed in pay periods throughout the semester.

ADJUNCT/FT OVERLOAD PAY:

(=Adjunct/Overload Rate * Adjunct Load or FT Overload).

For details on per capita pay and honors pay, see the COURSES tab.

HONORS OPTION PAY: Pay for honors option enrollment is not processed until the end of each semester after grades have been submitted and will not appear here until such time.

7) Under your COURSES tab you will see detail for onload, Per capita, and Honors pay for a specified semester.

See the link at the top of the page for per capita and honors pay/load equivalency calculations.

ONLOAD DETAIL: Detail of all courses paid on load. Courses with ISP codes may appear here if the system has converted them to meet load or if a faculty member has requested them to be paid onload. Conversion to onload is only possible for faculty with base load.

INDEPENDENT STUDY: Detail of all courses paid per capita.

Per Capita Load Equiv: All ISP courses have a load equivalency (=Total enrollment x faculty point x.5 x (fac. Load/stud. credit)).

Compensation Per Course:

(= Total enrollment x per capita rate x faculty point x (fac. Load/stud. credit)).

Faculty Load Report

Home > Faculty Services > Faculty Load Report

John Q. Adams
Fall Semester 2010
Jun 09, 2011 09:43 am
PRINT

Info Annual Load Pay Courses Released Time/Banked Hours Printer Friendly Version

Select a term and the latest load sequence number to see the most recent information. For more information, click here.

700236175 John Q. Adams 201009 Fall Semester 2010 Processed: 09-MAY-2011 Seq: 89

Total Extra/Adjunct Pay	\$6,875.08
Adjunct/Overload Rate	\$1,830.00
Summer Course Load Rate	
Maximum Load	16

	Fall Load	Fall Pay Summary
Projected Load	9	
Actual Load	9	
Released Time	1.5	
Banked Hours This Term	0	
Total Load (Actual Load+Released Time+Banked Hours)	10.5	
Adjunct Load or FT Over/Underload (Total Load-Projected Load)	1.5	Adjunct/FT Overload Pay \$2,745.00

True Load (Onload)	9	
Auto Converted Load (Auto ISP Load and Auto ISP Split)	0	
User Converted Load (Requested Onload)	0	
Total Actual Load (True+Auto Converted+User Converted Load)	9	

Per Capita Load (Per Capita and Auto ISP Split)	1.56	Per Capita Pay	\$4,130.08
Honors Load (Onload)	.23	Honors Pay	\$0.00
Honors Load (Per Capita)	0		
Total Current Load (Not to Exceed Maximum Load)	12.29	Total Extra/Adjunct Pay	\$6,875.08
(Actual Load+Released Time+Per Capita Load+Honors Load)			

Faculty Load Report

Home > Faculty Services > Faculty Load Report

John Q. Adams
Fall Semester 2010
Jun 06, 2011 04:04 pm
PRINT

Info Annual Load Pay Courses Released Time/Banked Hours Printer Friendly Version

Select a term and the latest load sequence number to see the most recent information. Click here for detailed instructions on how to read the online load report. For calculations on per capita and honors pay, click here.

700236175 John Q. Adams 201009 Fall Semester 2010 Processed: 09-MAY-2011 Seq: 89

Onload Detail

CRN	Subject Course Number	Section Title	Meeting Times	Total Enrollment	Credit Hours	Faculty Load	Budget #	ISP Load Type	Overload Hours	Overload Dollars	Auto Load Equiv	Honors Enrollment	Honors Load Equiv	Honors Dollars
91517	JRNL 011	01 NEWS WRITTING AND REPO	MTW 09:35-11:00	18	3	3	23004	onload	0	\$0.00	0	2	.23	\$0.00
90923	JRNL 011	H1 NEWS WRITTING AND REPO	MF 11:15-12:40	20	3	3	23004	onload	0	\$0.00	0	0	0	\$0.00
90576	JRNL 050	01 FEATURE AND MAGAZINE	TTH 12:45-14:10	15	3	3	23004	onload	0	\$0.00	0	0	0	\$0.00

Independent Study Paid at Per Capita Rates

CRN	Subject Course Number	Section Title	ISP Total Enrollment	Credit Hours	Faculty Load	Budget #	Load Type	Per Capita Load Equiv	Per Capita Dollars	Honors Enrollment	Honors Load Dollars
92137	JRNL 170	05 INTERNSHIPS IS1	3	1	1	19500-23004-61212	per_capita .345		\$916.32	0	0
94294	JRNL 170	06 INTERNSHIPS IS2	2	2	2	19500-23004-61212	per_capita .46		\$1,221.76	0	0
94295	JRNL 170	07 INTERNSHIPS IS5	3	3	3	19500-23004-61212	per_capita .75		\$1,992.00	0	0
92128	JRNL 171	07 INTERNSHIPS IS1	0	1	1	19500-23004-61212	per_capita 0		\$0.00	0	0
94306	JRNL 171	08 INTERNSHIPS IS1	0	2	2	19500-23004-61212	per_capita 0		\$0.00	0	0

- 8) **RELEASE TIME/ BANKED HOURS** tab for a specified semester. For Banked Hours, a negative number in the HOURS column indicates that you have accrued banked hours for future use while a positive number indicates that you have used banked hours.

As per the current C.B.A., faculty may bank up to four (4) semester hours per semester for a maximum of nine (9) hours for up to three (3) years. Three (3) summer session credit hours can be banked once every year.

Student Services | Financial Aid Services | **Faculty Services** | Employee Services | Personal

Faculty Load Report

Home > Faculty Services > Faculty Load Report

John Q. Adams
Fall Semester 2010
Jun 09, 2011 09:45 am
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Info | Annual | Load Pay | Courses | **Released Time/Banked Hours** | Printer Friendly Version

Select a term and the latest load sequence number to see the most recent information. For more information, click here.

700236175 John Q. Adams 201009 Fall Semester 2010 Processed: 09-MAY-2011 Seq: 89

Type Code	Description	Hours	Overload Hours	Overload Dollars	Budget Number	Comment
ADMOTH	Administrative Other	1.5	1.5	\$2,745.00	19500-20110-61211	CTSE ASOC DIR
BANKHR	Univ Banked Hours	-1.5	0	\$0.00	19500-20110-61211	BNKD USE BY 201309
BANKHR	Univ Banked Hours	1.5	0	\$0.00	19500-20110-61211	USED FROM 201002

Select Term ■ Select Load Sequence

RELEASE: 8.5

- 9) The **PRINTER FRIENDLY VERSION** tab displays a cumulative listing of all detail for each tab. Click the **PRINT** icon to print to your default printer.

Student Services | Financial Aid Services | **Faculty Services** | Employee Services | Personal Services

Faculty Load Report

Home > Faculty Services > Faculty Load Report

John Q. Adams
Fall Semester 2010
Jun 09, 2011
[PRINT](#)

Info | Annual | Load Pay | Courses | **Released Time/Banked Hours** | Printer Friendly Version

Select a term and the latest load sequence number to see the most recent information. For more information, click here.

700236175 John Q. Adams 201009 Fall Semester 2010 Processed: 09-MAY-2011 Seq: 89

College: 07 School of Communication
Home Department: 23004 Journalism Media Stud. & PR
Faculty Type: FT_FAC Full-Time Faculty
Rank: FT_ASOC Associate Professor
Supplemental Description:

Annual Baseload plus Oved Hours: 18
Oved Hours: 0

	Fall	Jan	Spring	S51	S52	S53	Total
Projected Load	9	0	9	0	0	0	18
Actual Load	9	0	9	0	0	0	18
Released (Including Banked)	1.5	0	1.5	0	0	0	3
Adjunct Load or FT Over/Underload	1.5	0	1.5	0	0	0	3

Banked Hours Lifetime: -1.5

201009 Fall Semester 2010:

Total Extra/Adjunct Pay	66,875.08
Adjunct/Overload Rate	\$1,850.00
Summer Course Load Rate	
Maximum Load	16

Projected Load: 9

Actual Load: 9

Released Time: 1.5

Banked Hours This Term: 0

Total Load (Actual Load-Released Time-Banked Hours): 10.5

Adjunct Load or FT Over/Underload (Total Load-Projected Load): 1.5

Adjunct/FT Overload Pay: \$2,745.00

True Load (Onload): 9

Auto Converted Load (Auto ISP Load and Auto ISP Split): 0

User Converted Load (Requested Onload): 0

Total Actual Load (True+Auto Converted+User Converted Load): 9

Per Capita Load (Per Capita and Auto ISP Split): 1.56

Honors Load (Onload): .23

Honors Load (Per Capita): 0

Per Capita Pay: \$4,130.08

Honors Pay: \$0.00

Total Current Load (Not to Exceed Maximum Load): 12.29

Total Extra/Adjunct Pay: \$6,875.08

Unmet Detail:

CR#	Subject	Course Number	Section Title	Meeting Times	Total Enrollment	Credit Hours	Faculty Load	Budget #	Load Type	Overload Hours	Overload Dollars	Auto Load Equiv	Honors Enrollment	Honors Load Equiv	Honors Dollars
91517	JRNL	011	01 NEWS WRITING 09:35 AND REPO 11:00	18	3	3	23004	onload	0	\$0.00	0	2	23	\$0.00	
90923	JRNL	011	H1 NEWS WRITING 11:15 AND REPO 12:40	20	3	3	23004	onload	0	\$0.00	0	0	0	\$0.00	
90576	JRNL	050	01 FEATURE TTH 12:45 MAGAZINE 14:10	18	3	3	23004	onload	0	\$0.00	0	0	0	\$0.00	

Independent Study Paid at Per Capita Rates:

CR#	Subject	Course Number	Section Title	ISP	Total Enrollment	Credit Hours	Faculty Load	Budget #	Load Type	Per Capita Load	Per Capita Dollars	Honors Enrollment	Honors Load Equiv	Honors Dollars
92137	JRNL	170	05 INTERNSHIPS 151	3	1	1	19500-23004-61212	per_capita	.345	\$916.32	0	0	0	\$0.00
94294	JRNL	170	06 INTERNSHIPS 152	2	2	2	19500-23004-61212	per_capita	.46	\$1,221.76	0	0	0	\$0.00
94295	JRNL	170	07 INTERNSHIPS 155	3	3	3	19500-23004-61212	per_capita	.75	\$1,992.00	0	0	0	\$0.00
92128	JRNL	171	07 INTERNSHIPS 151	0	1	1	19500-23004-61212	per_capita	0	\$0.00	0	0	0	\$0.00
94306	JRNL	171	08 INTERNSHIPS 151	0	2	2	19500-23004-61212	per_capita	0	\$0.00	0	0	0	\$0.00
94307	JRNL	171	09 INTERNSHIPS 155	0	3	3	19500-23004-61212	per_capita	0	\$0.00	0	0	0	\$0.00

Faculty are urged to review their load reports before the beginning of each semester and discuss any concerns or questions about the load report information with the chair of the department in which they are teaching.