**TERMINOLOGY**

Graduate Student Home Department – the department with which the graduate student is affiliated.

Course Owner Department – the department that offers the primary listing of the course.

TBA (Labor Accounting) – If a course has not yet been assigned to the student on the Course Information System (CIS) the LA data entry user may use the “To Be Assigned” course code in Labor Accounting as a placeholder. The use of the TBA course should be temporary and only used when proper prior assignment in the CIS is not possible in the LA processing of AI support. By DOF policy all assignments to course TBA in the current term should be reassigned to the correct Registrar’s course code within two business days of entry for the current term.

TBA (CIS) – The meeting pattern of TBA is used in the Course Information System (CIS) to indicate that the day and time of a specific secondary class section have not yet been determined. Once the meeting time has been established, the TBA will be replaced in CIS with the correct meeting information.

**WHAT’S CHANGING?**

Q: Currently, during the CIS Course sectioning process, the Undergraduate Coordinator can provide CIS with just a name and role without knowing the distribution of hours across sections. With the new process, will this change?

A: Yes. *With the new process, rather than figuring out AI Hours separately from CIS course sectioning, the course owner will need to consider earlier in the process how the AI hours will be connected to the individual teaching sections. When the Course Owner enters course information, including the AI Name and specific role per section, he/she will now also need to provide the AI Hours per student and section.*

Q: Can I still make changes to AI Hours directly in LA?

A: No. *Whenever AI assignments, roles or sections change, the course owner will need to change the hours assigned in CIS. Graduate Student’s Home Department will need to review and consider how the section/hour change in CIS will affect the student’s overall support in LA.*

**Assigning AI Roles**

Q: Can I assign multiple AI roles and associated hours for a single student?

A: Yes. *For example you can enter a single person as a Head AI and Lab AI at the section level. You will be able to see both roles and hours for each role.*

Q: Today, if a graduate student is teaching a course, we enter them in CIS as Instructors, but pay them as AIs. Will we need to change how we enter them?

A: Yes. *If a person is classified as an Instructor, the AI Hours field in CIS will not appear. Ultimately this would mean that the individual will have no hours assigned. Students being paid from the AI budget need to be classified as an AI when associated with a course.*

Q: I have an AI assisting in both parts of a multiple meeting pattern for a class section. Do I enter his hours with each meeting pattern?

A: *Enter the student’s name and AI Role in both meeting patterns, but only enter the hours on one of the meeting patterns.*
Q: If I have a student who is assigned 6 AI hours: (3 lab hours, 3 precept hours), how will I enter the multiple AI roles and hours?
A: You will add them each at the SECTION level. For each section, add the appropriate role and hours—for the Lab sections, add the Lab-AI role with 3 hours, for the precept sections, add the Precept-AI role with the appropriate hours (generally 1 or 1.5 hours per precept section). You will have to navigate through multiple screens for each course, rather than entering all the data on one screen per student.

Q: If I am affiliating someone with a precept who is not an AI (someone who is appointed as lecturer but they are actually acting as a preceptor) how will it work? We have always affiliated them as a Preceptor.
A: Label these persons as Instructors (even though they happen to be teaching a precept).

Q: How should I handle students with DC1 Status?
A: A DC1 student should be entered into CIS as an AI in the same way as other students. Once the DC1 is entered in CIS, go to LA and click the “CIS Refresh button”. From there, the DC1 student’s LA is handled in the same manner as it is today.

Q: Can I still enter TBAs in Labor Accounting?
A: Yes. You will still be able to enter TBAs as placeholders in Labor Accounting. As soon as the course information is available the LA, TBAs should be replaced.

Assigning AI Roles across Departments

Q: How will AI hires from other departments get entered? Today the graduate student’s home department enters the AI hours in Labor Accounting and the Course Owner Department does not enter AI hours anywhere. Who will enter AI hours now?
A: The Course Owner Department will enter the AI Hours into CIS. The graduate student’s home department will see the assignment in Labor Accounting (LA) once they click “CIS Refresh”, which is the button that will pull the AI information from CIS to LA. The student’s home department will then remove any TBA hours covered by the new CIS assignments, and approve.

Example: Graduate student’s home department is History. Student is hired as an AI in a course for Politics (Politics is the Course Owner Department).

    Q: Who will enter the Course Information?
    A: Politics (Course Owner Department)

    Q: Who will enter the AI Information in CIS?
    A: Politics

    Q: Who will complete LA processing for the AI (for example, revise project grant, press tuition button, and reduce the AR if necessary)?
    A: History

    Q: Who needs to signoff?
    A: Politics & History
Making Changes

Q: After AIs are assigned to courses, how will the Graduate Student’s home department add an AI hour to a student’s overall hours?

A: *The hour needs to be added to a particular section for a particular course in CIS.* The Course Owner Department will need to add the hour in CIS (to the appropriate section). Once the hour has been added to CIS, the graduate student’s home department can refresh LA and see the hour as part of the student’s overall hours.

Distributing Hours Across Sections

Q: In language classes, if we have an AI teach 5 hours of an introductory course in total, and they’ll teach 2 hours at 9am and 3 hours at 10am section, how would we enter that?

A: *Put them on 9am section for 2 hours and 10am section for 3 hours, assuming that the course is set up with two different sections for the same class.*

Q: For the sciences, in some cases, we will continue to need teaching assistants to be added to a larger number of lab sections. For example, a teaching assistant may jump between 10 different lab sections, even if he/she is only being paid for 6 AI hours of support for the term. How do we distribute the AI hours in CIS for these cases?

A: *For these cases, the course owner will add the teaching assistant’s name to each of the 10 lab sections in CIS, but he/she should only add the 6 AI hours of support to one of the 10 lab sections. Note that if that section is cancelled, all of the assigned hours will be removed, and will need to be reassigned to a different section.*

Q: If I have a student set up as an AI for 6 different precepts and I put in 6 hours for the first precept, in LA will that person show up as having 6 hours? If one precept is then cancelled, what will happen?

A: *Because the hours were not entered for each precept section (they were entered only for the first precept section) the individual will continue to show up in LA as having 6 hours and they will still be getting paid for 6 precept hours instead of 5. Alternatively, if the precept they were entered on is the one that is cancelled, they will have 0 hours instead of 5. We recommend entering hours to reflect the assignment in each precept, section, lab, etc as appropriate.*

Q: If someone puts 6 hours as a total AI value for all sections but they put the 6 hours in for a single Precept without breaking it out, will there be any system flag?

A: *No.*

Q: John Smith is an AI for six courses. Let’s assume he has a total of 6 hours. If the course owner inputs 6 hours into the first section of each course for John’s AI hours instead of assigning his AI hours by section, what will happen in LA?

A: *If more than 6 AI hours are entered in CIS, Labor Accounting will display a message such as, “AI Hours total more than 6.00. Please fix.”*
Cancelling of Sections

Q: During the busy first two weeks of the semester, if a decision is made to cancel a section, normally my Undergraduate Coordinator would contact the Office of the Registrar. What will occur now?

A: The Undergraduate Coordinator will continue to contact the Office of the Registrar to cancel the section. When they do, The Undergraduate Coordinator will also remove the AI Hours assignment (hours and name). Ultimately if the AI is not assigned the hour(s) in another section (for this course or another course) there will be a discrepancy between the AI Hours assignment on CIS and the total contracted amount on LA. E.g., if AI has 6 hours and one of their sections is cancelled, the AI will only have 5 assigned. The Office of Budget and DOF will be monitoring for such discrepancies. You can assign a TBA placeholder in LA if a payroll deadline is imminent.

Queries and Reporting

Q: How can I track the AI hours for the graduate students in my department?

A: In Labor Accounting, navigate to the AI Browse screen. This screen is designed to help department AI managers track their currently allocated graduate student Assistant in Instruction (AI) hours against the Dean of Faculty authorized total AI hour level. It lists the courses for each department by term, the student(s) assigned, and the associated hours. There is both an hour version and a salary dollar version. To print, choose Landscape orientation.

Q: During the two week window for change (immediately after freshman enrollment), when we have a LOT of fluctuation with enrollments, how can we be sure everything is up-to-date and payroll stays accurate?

A: Enrollments and assignments will immediately be reflected in CIS and LA as they are updated. Additionally, there will be queries, reports and emails to confirm that all AIs are appropriately assigned.

Q: What report can I run to confirm I have correctly entered all the information?

A: There are multiple AI hour reports in Peoplesoft that can be used to review AI assignments either by course or by student. These reports can be found at Curriculum Management > Schedule of Classes > Reports > AI Hour Reports.

Q: How will I know if there are CIS activities (e.g. the entry of AI hours for a section) which are not complete?

A: Yes. Your CIS activities will be displayed in your LA Worklist AFTER Sept. 1st. In addition, LA users will receive a nightly e-mail reminder when discrepancies between CIS and LA exist.

Q: Will there be queries so I can check completion and identify any discrepancies between CIS and LA?

A: The CIS/AI Hours Diff can be run in LA to identify students whose course and hours assignment in CIS does not agree with their Labor Accounting information.

Q: Will we be able to see precepting assignments being performed by anyone other than AIs?

A: Yes. The AI Ration Report in PeopleSoft provides a comprehensive precept assignment list. For example, if you have a precept which is taught by 5 lecturers and 5 AIs, you will see a comprehensive view by precept (not just AIs).
Q: Will the report provide an explanation about the ratio of AI hours assigned per section? The standard default ratio is one precept hour.

A: We will provide a standard definition of the ratio as part of the report. Departments will need to pay particular attention to precepts with hours different than the one default hour.

Q: Can we change/eliminate the signoff process for AI Hours on courses? There is a lot of back and forth for departments to complete this process.

A: The signoff process is in place to ensure we have an audit trail and final approval from the account owner. Change to this process is not in scope for this project but may be considered for the future.

**Special Cases**

Q: I have a graduate student who has been designated to teach a SEAS Workshop. How is this information entered into CIS/LA?

A: Contact Victoria Dorman as she will facilitate the entry of this information into CIS. The Graduate Student Home Department will then refresh Labor Accounting and complete the process.

Q: I have a graduate student who has been designated to teach a Junior Independent Workshop. How is this information entered into CIS/LA?

A: Contact Ashley Boost as she will facilitate the entry of this information into CIS. The Graduate Student Home Department will then refresh Labor Accounting and complete the process.

Q: I have a graduate student who has been awarded a Cotsen Fellowship. How is this information entered into CIS/LA?

A: Contact Ashley Boost as she will facilitate the entry of this information into CIS. The Graduate Student Home Department will then refresh Labor Accounting and complete the process.