

Load Sheet Tutorial

‘A’ load page: See where it says A3 A Faculty: This page is a sample of someone’s ‘A’ contract load. Reassigned time for ‘A’ load also appears on this page (in this case department chair load). This faculty member is loaded at 108.65% for the semester. 8.65% will automatically be carried forward.

Position	Stat	Stat Dt	Type	Asgmt ID	Description	Start Dt	End Dt	Load	Stipend	Amt
L5000-R10 R/T Dept Chair	PE	09/03/08	Advisor	DEPT*0018493	Department Chairpers	01/15/09	05/22/09	8.65		0.00
Position Total:								8.65		0.00
L5010-A3 A Faculty - Phys	PE	09/03/08	Course	245486	BIOSC-040-7302	01/15/09	05/22/09	30.00		0.00
			Course	245485	BIOSC-040-7302	01/15/09	05/22/09	20.00		0.00
			Course	245470	BIOSC-040-7304	01/15/09	05/22/09	30.00		0.00
			Course	245469	BIOSC-040-7304	01/15/09	05/22/09	20.00		0.00
Position Total:								100.00		0.00
Contract Total:								108.65		0.00
** Total load is greater than contract load **										
** Total load is greater than max full-time load **										

Page 2 shows your load history and the amount you have accumulated as ‘banked’ load. A negative amount means the person was under-loaded that semester. If this person taught below 100% ‘A’ in Fall 2009, this banked load would automatically be used, as it was in 2005FA and 2007SP. The 0.2305 represents almost a quarter of a semester load.

2005SP	0.0500	Original
2005FA	-0.5000	Original
2006SP	0.0500	Original
2006FA	0.0500	Original
2007SP	-0.1000	Original
2007FA	0.0500	Original
2008SP	0.0500	Original
2008FA	0.0865	Original
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Total	0.2305	

Page 3 is the ‘AC’ load page. It indicates toward the left side AC2 A/C Faculty. This is the person’s load that is paid over five months (on the 10th) as extra during Fall and Spring semester.

Position	Stat	Stat Dt	Type	Asgmt ID	Description	Start Dt	End Dt	Load	Stipend	Amt
L5009-AC2 A/C Faculty - M	PE	10/02/08	Course	250685	MATH-007-0715	01/15/09	05/22/09	0.00		0.00
			Course	250684	MATH-007-0715	01/15/09	05/22/09	30.00		0.00
Position Total:								30.00		0.00
L5009-AC1 A/C Faculty - M	PE	10/02/08	Course	255441	MATH-050-3988	01/15/09	05/22/09	5.00		0.00
			Course	255440	MATH-015-7352	01/15/09	05/22/09	5.00		0.00
Position Total:								10.00		0.00
Contract Total:								40.00		0.00

Now that you are at the proficiency level, you can sign or correct your load sheets by the deadline!