How to complete the Winter Term eSignature SIA

**The Winter SIA is different than the Fall/Spring SIA**

**Step 1: Access the form**
From WKU homepage, click on the Faculty/Staff link, Human Resources then, Performance Appraisal Forms
The direct link is as follows: https://asaweb.wku.edu/php/prod/wkuforms/source/WKUFormsList.php
Under “S” you should find an entry for Special Instructional Assignments with a separate form for Winter/Summer. You will be asked for your Net ID and password.
A blank SIA form should appear.

**Step 2: Provide the required information**
The Special Instructional Assignments (Winter, Summer) form provided through WKU eSignatures is a “smart” form. Much of the data that appears on the form is pulled directly from Banner.

A lot of the fields will auto fill when you hit the “Get Data” button close to the bottom of the form, therefore there is no need to enter data in all the boxes shown.

You are only required to enter the following information:

**Prepared by (WKU ID) – fill in the blank**
This should be the WKU number of the person filling out the form. The originator is typically the departmental office associate.

**Instructor WKU ID – fill in the blank**
This is the WKU number of the faculty member who will teach the course(s). If the faculty member does not have a WKU number, STOP. The faculty member must have a complete teaching file with Academic Affairs and must have completed the criminal background check. The Credential Database can be found on the Winter website for Faculty/Staff. Contact Human Resources to request a WKU number and to initiate a criminal background check.

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Revised 9/17/13
On which campus will the courses listed below be taught? – *pull down menu*
Please select the appropriate campus.

**Which Term? – pull down menu**
Select the appropriate term. In this box, choose “Winter 2014”

**Part of Term? – pull down menu**
Select “Full Term” for Winter classes

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**Course Information**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course Subject, Number &amp; Section</th>
<th>Prev. Taught</th>
<th>Work Load</th>
<th>Credit Hours</th>
<th>Part of Term</th>
<th>Web Class?</th>
<th>Level, Salary or Emeritus</th>
<th>Projected Stipend*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Course Title:</td>
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</tr>
<tr>
<td></td>
<td>Department:</td>
<td>Cohort or Dual Credit:</td>
<td>Campus:</td>
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<td>[Type Here]</td>
</tr>
</tbody>
</table>

I certify that this employee has the credentials needed to teach this course.

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[Type Here]

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[Type Here]

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[Type Here]

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[Type Here]
Banner Index from which the courses listed will be paid — *fill in the blank*
For Winter Term, use the index *220410*

**Adjustment to the amount paid — *fill in the blank***
This field should only be completed as applicable. The most common use of this field occurs for travel to the Regional Campuses. Any adjustments to the amount paid should be specifically addressed in the comments field. Travel adjustments on the SIA can be for Part-Time OR Full-Time faculty!!

**General Comments field — *fill in the blank***
Use this area to justify any adjustments to the amount paid or to add any other comments.

*Typ e* if necessary, type here

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**Enrollment-based stipend**
Full time faculty stipends are enrollment-based in Winter Term based. Low enrolled classes are paid according to the scale in each college’s guidelines.

<table>
<thead>
<tr>
<th>Total amount paid for this Special Instructional Assignment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSTRUCTORS: This is to certify my agreement to teach the classes(es) indicated above according to the conditions and expectations of Western Kentucky University. I understand that the class(es) may be held, at the University’s discretion, on Main Campus, at the South Campus and/or Regional Campus sites or other designated locations.</td>
</tr>
<tr>
<td>“I agree to teach this course with the understanding that my stipend will be set according to the enrollment based stipend schedule as determined by my college. If more students enroll by the last add date, I understand that my stipend may be increased. If fewer students enroll by the last add date than the required minimum set by my college, I understand my stipend may be pro-rated.</td>
</tr>
<tr>
<td>DEPARTMENT HEADS: PLEASE READ and CERTIFY: I certify that the above named individual is fully qualified to teach the course(s) assigned. If the faculty member chose “yes” in the block above, then enrollment must be at least __________ for the course to be offered.</td>
</tr>
</tbody>
</table>

**Step 3: Get Data**
After you click “get data”, there are a few things to double-check

- Check for any red areas. Red areas tell you where information is missing or inaccurate.
- Check the previously taught field in the course information section. If any of your entries indicate that this faculty member has not taught a course before, be sure to complete a Credentials Form and send through the appropriate channels to Academic Affairs (forms on AA website).
- Check the **Background Check Completed** field. If the Answer is “Yes” or “Exempt”, you may proceed. If the answer is “TBD”, the background check has either not been initiated or is not complete. You may not submit the SIA until the background check is complete, but you may save the form until you are able to complete it.
Step 4: Send the form
a) If you don’t want to send it right away, at any time you may click on the SAVE button at the bottom of the form.
b) To send – In the Send to email address field, enter the next person in the approval queue (include the @wku.edu). You may type in the email address or choose it from the drop downs of ones you use often. Click Send.

**NOTE: The routing should be instructor -> Department Head -> Dean -> sia.summer@wku.edu**
The form will then be sent to Academic Affairs, HR, and finally Payroll

How to “sign” an eSignature SIA
You will receive an email. The subject line of the email will begin “Form SIA” and the form number and the email address of the person who created or last signed the form. The email will contain a link to log in. Once you’re logged in, you’ll see the form. You can also go to the HR eSignature page and look in the folder called Received Forms.

Once logged in, the form will appear. Review the information. Scroll to the bottom of the form and enter the WKU username of the next person in the routing queue. Click Send and you will then have signed off on the form.