How to complete the Fall and Spring eSignature SIA

Step 1: Access the form

The direct link is as follows: https://intranet.wku.edu/php/prod/WKUForms/source/WKUFormsList.php
Under "S" you should find an entry for Special Instructional Assignments with a separate form for
Spring/ Fall. 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 (SIA) 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 ID number of the person filling out the form. The originator is typically the
departmental office associate.

Type Here

Term:		Part of Term:			Prepared by (WKUID)		Form #
Pay ID	Amount	Index	Account	Campus Location	Name:		
					Phone:	Date:	

WKU. — Office of the Provost and Vice-President for Academic Affairs

Terms of Employment for Special Instructional Assignments

Instructor WKU ID- fill in the blank

This is the WKU ID number of the faculty member who will teach the course(s). If the faculty member
does not have a WKU ID 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 Academic Affairs Forms website. Contact Human Resources to request a WKU ID
number and to initiate a criminal background check.

Type Here / All this will auto fill

Employee Information			
WKUID	Employee Name		
Home Address	City	State	Zip Code
Home Phone	Background Check Completed?		KTRS Retiree? ☐

KTRS Retiree? Please only check this box if the faculty member has already retired from the KTRS system (not optional retiree)

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. A new SIA must be completed for each term for which the faculty member teaches.

Part of Term? – *pull down menu*
Indicate the part of term in which the faculty member is teaching the course. If the faculty member is teaching in multiple parts of term (i.e., two separate bi-terms, or a full semester course and a bi-term). A different SIA must be completed for each part of term.

<div style="border:1px solid #000;">

Course Information

On which campus will the courses listed below be taught? [▼]

Which Term? [▼] Part of Term [▼]

NOTE: If courses listed below are web-based or IVS, select the location from which the course is broadcast.

</div>

CRN- *fill in the blank*
Enter the CRN of the course to be taught. Adjunct faculty members may teach up to 3 courses per semester. If teaching more than one course, enter the additional CRN's on the subsequent lines. The course must already exist in Banner for the SIA to be completed. IF the course has not yet been entered, contact the person in your department responsible for entering courses in SSASECT.

Level, Salary, or Emeritus – *pull down menu*
 Select the appropriate level for faculty members.
For full time faculty members teaching a summer course, select Salary. The form will automatically calculate the appropriate percentage. For Emeritus faculty, select Emeritus. This selection only has to be made on the first line. The level will carry through to any subsequent courses on the same form.

Work Load – *auto fill from Banner*
The work load and credit hours of the course will automatically populate from Banner. If the workload is different from the credit hours listed in Banner, the workload must be changed through SIAASGN in Banner. For example, some lab courses have a credit load of 0, but they still carry a workload for the faculty member.

CRN	Type Here (Section)	Prev. Taught	Calculated WorkLoad	Credit Hours	Part of Term	Web Class?	Level, Salary or Emeritus	Select
							▼	
	Course Title: Department:		Cohort or Dual Credit:			Campus:		
	☐ I certify that this employee has the credentials needed to teach this course.							
	Course Title: Department:		Cohort or Dual Credit:			Campus:		
	☐ I certify that this employee has the credentials needed to teach this course.							
	Course Title: Department:		Cohort or Dual Credit:			Campus:		
	☐ I certify that this employee has the credentials needed to teach this course.							

I certify checkbox- Check box verifying all credentials have been received by Academic Affairs

Banner Index from which the courses listed will be paid – *fill in the blank*
Enter the Banner Index number from which the faculty member will be paid. If a faculty member is to paid from multiple indices, separate SIA's must be completed for each index.

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 at the Regional Campuses. Any adjustments to the amount paid should be specially addressed in the comments field.

General comments field- f*ill in the blank*
Use this area to justify any adjustments to the amount paid or to add any other comments. This field is required if any amount is entered in the *Adjustment to the amount paid* field.

Banner Index from which the courses listed will be paid: [Type Here]   Adjustment to the amount paid: [If necessary type here]

Explanation: Make general comments in the space below and/or provide an explanation for any amount listed in the "Adjustment" field above:

Total amount paid for this Special Instructional Assignment:

Step 3: Click the "Get Data" Button

- 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 <u>not</u> submit the SIA until the background check in complete, but you may save the form until you are able to complete it.

Step 4: Send the form to the faculty member
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 form the drop downs of ones you use often. Click **Send**.

WKU eSignature Forms

Main | Saved Forms | Sent Forms | Sent Forms Archive | Received Forms | Received Forms Archive | Email List | Log Off

| Send to email address | ▼ And |
| NOTE: Email addresses must include @wku.edu or @topper.wku.edu at the end. |
| Comment | |

Send   Save

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

What if the faculty member does not have a WKU e-mail address?
For faculty new to the university, they will have to have a WKU e-mail address before they can utilize the electronic eSignature form. Once you have a confirmed date that the faculty member will be teaching, send a request to Brittany Wafford (brittany.wafford@wku.edu) stating the following:

Give her the: Name, Home Department Index Number, Semester initially teaching, Request for ID number and access to email (Status of FP)

Brittany will then enter the FP code onto Banner which will cue to IT that it is ok to assign an email address. You will then need to submit an online HelpDesk request to create the WKU e-mail address.

For Faculty - How to "sign" an SIA
You will receive an e-mail. The subject line of the e-mail will begin "Form SIA1" and have the form number and the e-mail address of the person who created or last signed the form. The e-mail will contain a link to view the form. Click the link.

You will most likely be prompted to enter your WKU ID number and WKU Pin, unless you are already logged into the WKU Forms System.

Once logged in, the form will appear. Review the information. Scroll to the bottom of the form and enter the WKU username of the person who sent you the form. Do not add the @wku.edu. Click Send. You have now signed the form.

For Approvers- How to "sign" an SIA

You will receive an e-mail. The subject line of the e-mail will begin "Form SIA1" and have the form number and the e-mail address of the person who created or last signed the form. The e-mail will contain a link to view the form. Click the link.

You will most likely be prompted to enter your WKU ID number and WKU Pin, unless you are already logged into the WKU Forms System.

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 routine que. (See the routine flow chart if you are unsure). Click Send. You have now signed the form.

To change Work Load Hours

The Banner form SIAASGN shows each instructor's course sections taught for a term.

Each night a script will run that will populate the "override workload" with the actual credit hours associated with the section.   So, if the course is (1-3) credit hours and the section is 3 credit hours, then the override workload will show 3 credit hours.

The "override workload" may be further adjusted via data entry by the appropriate personnel. For example, if this course required a lot of additional lab work, the "override workload" might be adjusted to 5.0 hours.

Enter in the Instructors WKU ID and Term. Press next block down for the data to be populated. Type in the *override workload* to change work load displayed on SIA.

CRN	Session	Subject	Course	Section	Session Credit	Institutional Credit	Percentage of Session	Primary Instructor	Override Conflicts
36001	01	CHHS	175	004	3.000	3.000	100	✔	☐

Workload:	3.000	Percent Responsibility:	100	Generated Credits:	66.000	Position Number:	▼
Override Workload:	3.000	Weekly Contact:	2.66	FTE:		Position Number Suffix:	
Calculated Workload:	3.000	Total Contact:	42.56	Contract Type:	▼	Additional Instructors:	
Assignment Type:	▼	Compensation Extracted:	☐	Compensation Applied:	☐		