Term Workload Panel in PeopleSoft

Path:
- Main Menu
- Workforce Administration
- LR ADJ/SSI/OVL TCS Process HR
- Instructor Term Detail

When a TCS is issued for an instructor, the FTE is added to the Term Workload Panel in PeopleSoft.

If an ESA is subject to the 67% law (adjunct) or the 60% rule (overload), the Human Resources Specialist adds the FTE to the Term Workload Panel.

This helps to prohibit classes from being scheduled that would take the employee over the FTE limit.

It also helps campus personnel to see the total FTE, District wide, for an employee.

Note: Human Resources has to process and input the ESA before adding the FTE to the Term Workload Panel. Therefore, an ESA that is subject to the FTE limitations could exist for an employee without the FTE showing up in the Term Workload Panel. If it appears that an employee is close to the FTE limit, you can call or e-mail Ashley Poole at (916) 568-3179 or poolea@losrios.edu to see if there is an ESA “in process”.