



Faculty Workload Management –FWM Quick Resource Guide for IFO Faculty

Last Update Date: 1/24/17

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FWM Security

Effective 7/1/2016, all Faculty have access to the Faculty Workload Management (FWM) application. If you teach at more than one institution, you will have access to your Workload Details at all institutions.

Introduction

The Faculty Workload Management (FWM) application provides an integrated and automated process that transmits faculty assignment data from Academic and Student Affairs to Human Resources. This guide may be used to assist you in navigating through the FWM application to review details of your faculty workload.

Accessing the FWM Application

- **Browser** - You must use either Firefox or Chrome to log in to the FWM application.
- You will log in to the FWM application by going to the following link:
<https://webproc.mnscu.edu/fwm/> using your Star ID and Password.
- If you have difficulty logging in, or need help with your Star ID, contact the ITS Service Desk at <https://servicedesk.mnscu.edu/> or call 877-GO-MNSCU (877-466-6728)

Please login to continue.

The "*" indicates a required field.

* StarID: [Forgot StarID?](#)

* Password: [Forgot Password?](#)

Institution:

Display Name: Display and print your name until next login. To protect your identity, you may wish to print only at secured locations.

See [Login Help](#) if you are having problems creating an account or logging in.

You must **logout** when finished to ensure that nobody else gains access to your records.

Workload Details

The Workload Details page provides you with an online view of the details about your work assignments at all MnSCU institutions. The page displays class schedule, base salary and salary overload by academic year for any year after 1999 that you have courses at a MnSCU institution. Beginning in Fiscal Year 2017, instructional and non-instructional details for FY17 and beyond will display, including class schedule, Base Salary, courses for any term where there is workload, and any non-instructional assignments, for instance assignments that are not part of the course term schedule.

MnSCU ISRS Profile Employee Home Reports Contact Us Logout

Faculty Workload Management- Frances Vanauker DV-Minnesota State University Moorhead Help -

Workload Details ▼

Vanauker, Frances M. 00177058

Academic Year: 2017 Change Academic Year

Class Schedule View Class Schedule Expand

Effective date	Range/Step	Annual Amount
7/1/2016	Prof5027	\$95,133.00

Term	Regular	Non-Inst	Overload	Grand Total
Summer	0.00	n/a	0.00	0.00
Fall	10.75	0.00	0.00	10.75
Spring	0.00	0.00	0.00	0.00
AY	10.75	0.00	0.00	10.75
Grand Total	10.75	0.00	0.00	10.75

Percent of Full-Time Work: 100.00%

20171-Summer Session 2016 View Courses by Term Expand

20173-Fall Semester 2016 Expand

20175-Spring Semester 2017 Expand

20181-Summer Session 2017 Expand

Non-Instructional Assignments Expand

Class Schedule:

The class/course schedule displays a weekly (Monday to Sunday) grid from information located in the master course schedule. The weekly calendar grid begins at 6:00 am through 11:00 pm for each day in the grid, one block for each hour. If a course is offered for a time that is not within the 6:00 am through 11:00 pm period or it is an online or arranged meeting time course, it will be displayed below the calendar. Offered courses from all MnSCU institutions will display in the calendar or listing below the calendar.

Faculty Workload Management- Frances Vanauker DV-Minnesota State University Moorhead Help -

Vanauker, Frances M. 00177058

Academic Year: 2017

Class Schedule Collapse

Aug 22 — 28, 2016 Jump to: << Today >>

all-day	Mon 8/22	Tue 8/23	Wed 8/24	Thu 8/25	Fri 8/26	Sat 8/27	Sun 8/28
6am							
7am							
8am							
9am	800-10:00 MnSCU CM	816-10:30 MnSCU CM	831-10:30 MnSCU CM	846-10:30 MnSCU CM	861-10:30 MnSCU CM	876-10:30 MnSCU CM	891-10:30 MnSCU CM
10am	1000-10:30 MnSCU CM	1000-10:30 MnSCU CM	1000-10:30 MnSCU CM	1000-10:30 MnSCU CM	1000-10:30 MnSCU CM	1000-10:30 MnSCU CM	1000-10:30 MnSCU CM
11am		10:00-10:30 Project Adv					
12pm							
1pm							
2pm	1000-10:30 MnSCU CM	1000-10:30 MnSCU CM	1000-10:30 MnSCU CM	1000-10:30 MnSCU CM	1000-10:30 MnSCU CM	1000-10:30 MnSCU CM	1000-10:30 MnSCU CM
3pm							
4pm							

Base Salary, Credits to Pay, and Percent of Full-Time Work

Base Salary – Displays a base salary for faculty work for the academic year or there may be more than one base salary in effect over the course of an academic year.

Credits to Pay – Displays for academic year and summer credits, non-instructional, and credits at other institutions.

Percent of Full-Time Work - This calculation is derived from assignments that exist in SCUPPS. It does not factor in any workload records that have not yet been processed by HR.

Base Salary		
Effective date	Range/Step	Annual Amount
7/1/2016	Prof/0027	\$95,133.00

Credits To Pay (2017)				
Term	Regular	Non- Instr	Overload	Grand Total
Summer	0.00	n/a	0.00	0.00
Fall	10.75	0.00	0.00	10.75
Spring	0.00	0.00	0.00	0.00
AY	10.75	0.00	0.00	10.75
Grand Total	10.75	0.00	0.00	10.75

Percent of Full-Time Work
100.00%

Course Listing and Selection

Click on any course listing to see additional details about the course and workload details.

20173-Fall Semester 2016

QA-Minnesota State University Moorhead

Tenured appointment status 10.75 credits to pay

Course list

[000728 CM 105-01 Introduction to Construction Management](#)

[000940 CM 205-01 Professional Growth Seminar I](#)

[001186 CM 205-02 Professional Growth Seminar I](#)

[000387 CM 370-01 Construction Documents and Specifications](#)

[001001 CM 370-02 Construction Documents and Specifications](#)

[000484 CM 460-01 Project Administration](#)

Course Details

This section includes the details of the course, plus the faculty member's assigned load (Pay Info), and a hiring reason if one has been entered. The workload status indicates the status of the payment for the course:

- **Pending** (course has been assigned to the faculty member in the course term schedule, but not yet approved by the Dean for payment);
- **Approved** (course has been approved for payment by the Dean);
- **Processed** (payment for the course has been processed by HR).

Additional detailed information can be found in the Faculty FWM User Guide.

000728 CM 105-01 Introduction to Construction Management

8/22/16 - 10/14/16 072-MSU Moorhead 0072-MSU Moorhead Lecture CMOM

[Back to course list](#)

1/15 enrolled 1 credit hours 1 total enrolled credits 1 instructor

Cost Center

Begin	End	Cost Center	Description	Percent	Appropriation code	Appropriation Description
8/22/2016	12/15/2016	210103	CM/OM	100.00%	GEN	General Appropriation

Pay Info

1.00 Term Course Credit Load
Regular
1.00 Credits to Pay
0.00 Overload Credit Amount
\$0.00 Flat Rate Amount

Workload Status

Approval required by Kurtis Ricchio.

Pending
Last Updated: 1/6/2016

Toggle history

Hiring Reason

No Hiring Reason selected.

Non-Instructional Assignment Information

The Non-Instructional assignment section will display assignments for which a faculty member must be paid, but the details of the assignment are not sourced from the Term Course Schedule. Some examples are Counseling, Librarian, Chairperson, honorarium, coaching, etc. Note: Leaves of absence are not included in non-instructional assignments. If there are assignment letters or other documents attached to the Non-Instructional assignment, you will see a pdf attached under the Assignment Letters section. You may open and review any attached pdf documents.

Non-Instructional Assignments Collapse

DV-Minnesota State University Moorhead

Non-Instructional list

2206 - Chairperson

2206 - Chairperson

072-MSU Moorhead 000011-CMOM [Back to non-instructional list](#)

Chair of Department X, example for Demo

15 assignment days 0 credits

Bi-weekly pay disbursement.

7/1/2016 - 6/30/2017

Cost Center

Begin	End	Cost Center	Description	Percent	Appropriation code	Appropriation Description
7/1/2016	6/30/2017	210103	CM/OM	100.00%	GEN	General Appropriation

Workload Status

Approved by Kurtis Ricchio
Last Updated: 6/22/2016

Toggle history

Hiring Reason

No Hiring Reason selected.

Assignment Letters

[Blank Document for demonstration.pdf](#)



FWM Additional Information and Resources

NOTE: All information displayed in the Faculty Workload Management System is ultimately dependent on the accuracy of data entered into the system. Accordingly, data entry errors may occur from time to time. The Employer reserves the right to correct any data errors in the FWM system and, if necessary, to correct any payroll errors that may result.

Some of the information displayed on Individual Faculty Workload pages may not be relevant to your employment situation. If you have questions, please consult your collective bargaining agreement, or contact the HR office at the college or university where you are employed.

After reviewing your workload details, you may direct questions to the following:

- **Log-in/Access Issues:** For assistance with accessing the FWM application, contact the ITS Service Desk at <https://servicedesk.mnscu.edu/> or call 877-GO-MNSCU (877-466-6728)

FWM Load, Schedule, and Credits to Pay: Faculty should contact their supervisor/Dean with questions about workload details.

Base Salary, Rate of Pay, etc: Faculty should contact Human Resources with questions about pay.

Pay Details – Details about the amount you are scheduled to be paid and the payment dates can be found on the Pay Details Report which is available in the Time and Leave Reporting Application. Here is a [link](#) to the Pay Details user guide.

For additional rules and instructions, the **FWM User Guide for Faculty** may be found at this [link](#) (*Star ID@mnscu.edu* and password required to access all documentation links). You may also access user guides by going to Help, and selecting User Guide from the top right corner in FWM.