

# Non-Instructional Assignment Documentation

## 1. Process Overview

The Non-Instructional Assignment Request (NIAR) form is designed to streamline the request, approval, and payroll processing of faculty assignments that fall outside of standard instruction. The system uses **Conditional Routing** to ensure the correct stakeholders (Grant Managers, Managers/Associate Deans, and Admin Coordinators) review the request based on the assignment type.

## 2. Participant Roles & Access

The workflow involves five primary participant types. Depending on the request, a form may not require all five signatures.

- **Faculty (Owner):** Initiates the request (unless an Invitation Form is used).
- **Grant Manager:** Required only if the assignment is grant-funded.
- **Manager / Associate Dean:** Primary administrative approval.
- **Admin Coordinator:** Responsible for entering the assignment into the Banner system.
- **Payroll:** Final stage for disbursement (School-level oversight).

## 3. Workflow & Conditional Logic

The form utilizes a dynamic workflow that branches based on specific user inputs:

### The "Grant" Branch

If the **Grant Manager Approval Needed** checkbox is triggered (typically via the Invitation Form for grant-funded assignments), the workflow follows this path:

Faculty -> Grant Manager -> Manager/Associate Dean -> Admin Coordinator

### The "Standard" Branch

For typical non-grant assignments, the Grant Manager is bypassed:

Faculty -> Manager/Associate Dean -> Admin Coordinator

### Exception Handling: "Stop Processing"

The Manager/Associate Dean has the authority to halt a request. If the "Stop processing this form" checkbox is selected by the Manager/Associate Dean, the workflow terminates immediately, and it does not route to the Admin Coordinator or Payroll.

## 4. How-To: Submitting a Request

### Step 1: Pre-Submission Checklist

Before starting, ensure you have the following email addresses ready:

- Faculty Member (If filling out an **Invitation Form**)
- Manager / Associate Dean
- Admin Coordinator
- Grant Director (Required for grant-funded assignments)

### Step 2: Selecting the Correct Form

- **Request Form:** Used by Faculty Members to start their own request.
- **Invitation Form:** Used by Administrators or Grant Directors to start a request on a Faculty Member's behalf.

### Step 3: Completing the Request Form

- **Participants Section:** Enter the email addresses for the Manager/Associate Dean and Admin Coordinator. The First Name, Last Name, and Tri-C ID (S#) fields will be auto-populated based on their email address.

#### Form Participants

The participant fields below will autofill based on the emails entered above. Once they are all filled, the next section will appear.

<b>Faculty Member (You)</b>			
Email	First Name	Last Name	Tri-C ID (S#)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Manager/Associate Dean</b>			
Email	First Name	Last Name	Tri-C ID (S#)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Admin Coordinator</b>			
Email	First Name	Last Name	Tri-C ID (S#)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- **Assignments Section:**
  - Select the **Term** (e.g., Spring 2026)

## Assignments

Select Term: \*

- Select the **Assignment Name** (e.g., AAUP/Senate)

## Assignment Requests

Assignment: \*

- Select the **Type** (e.g., Service)

Type: \*

- Enter the **ESU Amount** and **Reassigned Time**. **Please Note:** that the ESU amount listed for each assignment represents the total ESUs due, and that any ESUs not allocated to the reassigned time section will automatically be processed as extra pay.

ESU Amount:       Reassigned Time:

- The system will automatically calculate the **Dollar Amount** based on the current ESU Rate.
- If you need an additional **Assignment**, click the 'Add Another' checkbox option.

Add Another?

- **Extra Pay:** is a calculated box based on the difference between ESU and reassigned time, if any.

ESU Amount:	Reassigned Time:	Extra Pay:
* <input type="text" value="2.00"/>	* <input type="text" value="1.00"/>	<input type="text" value="1.00"/>

- **Signatures:** The Faculty member must click to sign and date the form before submitting.

#### Step 4: Completing the Invitation Form

- **Your Information:** Provide your email. Check the box if you are a **Grant Director** entering a grant-funded assignment.
- **Form Participants:** Enter the emails for the Faculty Member, Grant Director (if applicable), Manager/Associate Dean, and Admin Coordinator. The First Name, Last Name, and Tri-C ID (S#) fields will be auto-populated based on their email address.
- **Assignments Section:**
  - Select the **Term** (e.g., Spring 2026)
  - Select the **Assignment Name** (e.g., AAUP/Senate)
  - Provide a brief **Description**.
  - Enter the **ESU Amount**. The system will calculate the **Extra Pay Rate** automatically.
- **Submit:** Once submitted, the Faculty member will receive an email invitation to complete the form using the information you entered.

## 5. Manager & Dean Approval Guide

Upon receiving the form, you have three primary options:

- **Approve:** Sign the signature line. The form moves to the Coordinator.
- **Reject/Hold:** If the request is denied, check the "**Stop processing this form**" box.
- **Request Revision:** Use the "**Return for Revision**" button to send the form back to the Faculty member for corrections. This will trigger an automated email to the Faculty member.

## 6. Admin Coordinator: Banner Entry & Sign-off

Once the Manager/Associate Dean approves the request, the form routes to you for final administrative processing and system entry.

- **Review Data:** Verify the **ESU Amount**, **Reassigned Time** against department records.

- **Banner Entry:** Enter the assignment details into the Banner system according to standard department protocols.
- **Procedural Sign-off:** Check the box: "I have entered the assignment(s) in Banner."  
\*Note: This checkbox serves as a digital certification that the system record matches the form request.
- **Execute Signature:** Click to sign and date. This action triggers the final routing to **Payroll**.

## 7. Deadlines & Pay Disbursement

Extra pay is disbursed based on the submission date. To ensure pay on a specific date, the form must be fully processed by the corresponding **Due Date**.

### 2026 Payroll Schedule

Summer 2026		Fall 2026	
Pay Date	Due Date	Pay Date	Due Date
6/5/2026	5/22/2026	8/14/2026	7/31/2026
6/19/2026	6/5/2026	9/11/2026	8/28/2026
7/3/2026	6/19/2026	10/9/2026	9/25/2026
7/17/2026	7/3/2026	11/6/2026	10/23/2026
7/31/2026	7/17/2026	12/4/2026	11/20/2026

## 8. Troubleshooting & Support

- **Form "Stuck":** If the workflow is edited while submissions are active, some forms may need to be manually pushed or restarted by the system administrator.
- **User Portal:** Users can track the real-time status of their requests, retrieve drafts, or download completed PDFs through the [Tri-C User Portal](#).

## 9. APIs Used

<b>1</b>	Prefill Terms	GENERAL: NextGen API Service Call (TESTBAN - Query - NIAR Terms)
<b>2</b>	Prefill Extra Pay ESU Rate	GENERAL: NextGen API Service Call (TESTBAN - Query - NIAR Part-Time Pay Rate)
<b>3</b>	Prefill ESU Activity Names	GENERAL: NextGen API Service Call (STATIC - NIAR Activities)
<b>4</b>	Prefill Coordinator Info	GENERAL: NextGen API Service Call (PRODODS - Query - MV_MAIN)
<b>5</b>	Prefill Manager Info	GENERAL: NextGen API Service Call (PRODODS - Query - MV_MAIN)
<b>6</b>	Prefill Grant Manager Info	GENERAL: NextGen API Service Call (PRODODS - Query - MV_MAIN)
<b>7</b>	Prefill Environment Name	GENERAL: NextGen API Service Call (STATIC - Test Environment Name)
<b>8</b>	Prefill Faculty Info	GENERAL: NextGen API Service Call (PRODODS - Query - MV_MAIN)
<b>9</b>	Prefill Salary	GENERAL: NextGen API Service Call (TESTBAN - Query - NIAR Annual Salary)
<b>10</b>	Prefill Initiator Tester Role	GENERAL: NextGen API Service Call (STATIC - User Lists)