How to complete the Winter Session 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://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 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 ID number of the person filling out the form. The originator is typically the departmental office associate.

Type here

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

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Office of the Provost and
Vice-President for Academic Affairs

Terms of Employment for Special Instructional Assignments

NOTE: This form is to be completed for all PT Faculty Instructional Assignments and for FT Faculty Instructional Assignments for FT faculty teaching in summer. Do NOT complete this form unless a stipend is being paid for the assignment. Only *ONE Banner Index Number* can be reported on each individual form. Only *ONE Location* can be reported on each individual form. Only *ONE Part of Term* can be reported on each individual form.

> **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 Winter website for Faculty/Staff. Contact Human Resources to request a WKU ID number and to initiate a criminal background check.

Type Here   *All these 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. In this box, choose "*Winter 2021*"

Part of Term? – *pull down menu*

Select "Winter (W2, W3, and W5)" for all Winter Session classes

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.

CRN – *fill in the blank*

Enter the CRN of the course being taught. 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.

Work load – *fill in the blank*

The credit hours of the course will automatically populate from Banner, however you have the option to enter workload hours here.

Level, Salary or Emeritus – pull down menu

Select the appropriate level for the faculty member. For full time faculty members teaching in winter, select "salary". The form will automatically calculate the appropriate percentage.

CRN	Course Subject, Number & Section	Prev. Taught	Work Load	Credit Hours	Part of Term	Web Class?	Level, Salary or Emeritus	Projected Stipend*
							[▼]	
Course Title:			Cohort or Dual Credit:			Campus:		
Department:								
☐ I certify that this employee has the credentials needed to teach this course.								
Course Title:			Cohort or Dual Credit:			Campus:		
Department:								
☐ I certify that this employee has the credentials needed to teach this course.								
Course Title:			Cohort or Dual Credit:			Campus:		
Department:								
☐ I certify that this employee has the credentials needed to teach this course.								

Banner Index from which the courses listed will be paid – *fill in the blank*

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.

> Type Here

> If necessary, type here

Banner Index from which the courses listed will be paid: [   ]

Adjustment to the amount paid: [   ]

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

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.

Total amount paid for this Special Instructional Assignment:

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.

*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.

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.

Get Data

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.