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A. Select > Annual Assignment > Active Records

2.

A. email: [iea@fau.edu](mailto:iea@fau.edu)

3.

A. Go on Edit / Add assignment tab > Other assigned duties > Scroll down Activity Category > Select Leave of absence.

4.

A. Email you request to [iea@fau.edu](mailto:iea@fau.edu) to add your access as proxy, whatever role you needed to finish the task

5.

A. please visit our webpage for training videos and tutorials \_\_\_\_\_

6.

A. Once the Department Chair has signed, a new link, \_\_\_\_\_ is created, and the Annual Assignment can no longer be edited unless all signatures are rescinded. The new link appears because an image of the assignment as signed by the chair has been created. As each person signs and/or rescinds a signature additional images will be created.

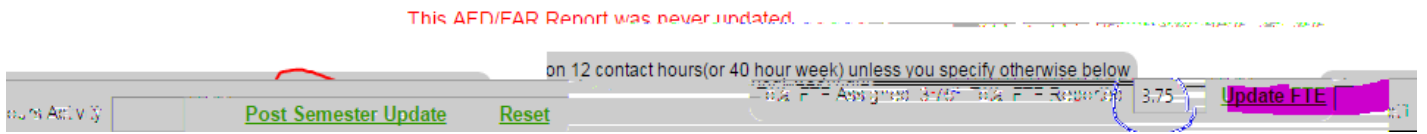
Once rejected, the signature must begin again.

7.

A. The courses taught for the term are imported from Banner. Any other activities, other than teaching, listed in the Annual Assignment will be loaded as well. If you need to add an activity,

8.

A. Login into Act vity report for faculty you > Update Total FTE Reported box > Hit update FTE > refresh the page.



9.

A. Login to Act vity report for the faculty > select Faculty Informat on tab> Select > Update from and to pay plan > Hit Merge Records. Refresh the page.