PER COURSE BearPAF GUIDE FOR INITIATORS

Logging in

1) The Per Course BearPAF can be accessed by logging into the *MyMissouriState.edu* portal.

2) Enter your user name & password.
3) The link to the Per Course BearPAF is located in the *Work Resources* tab under the *Other Resources* Channel.

Selecting a Person

1) Search for the person you would like to create a BearPAF for by clicking on the *Person* field.

2) If the BearPass number is known, you can enter that number directly; otherwise, enter 4 or more characters of the person's first & last name. A list of names, as well as the university classification for all people matching the entry will show on the screen.

3) Click on the correct person's name & then click on the *select* button. *If there are multiple people listed under the same name and you are having difficulty determining the correct person to select, please contact HR Records office for assistance.

Creating a New General Person

If you do not see the person you are trying to create a BearPAF for, you can request a New General Person be created from the HR Records office.

1) Click the New General Person button located on the Home screen of the Per Course BearPAF.
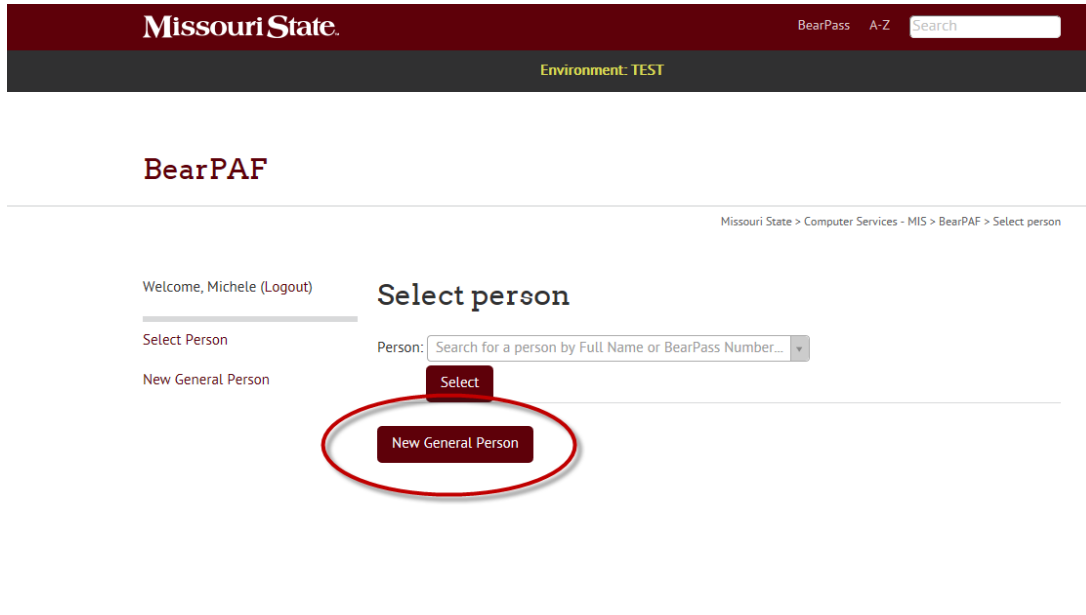
2) Complete the information for the *New General Person* Form & click the Submit to HR. It is important to enter a personal e-mail address and home address. Please provide the social security number and/or date of birth if possible.

New General Person

*Campus:

[choose]

Full Name

*Last Name:

Prefix:

*First Name:

Suffix:

Middle Name:

Preferred First Name:

Primary Address

*Street Line 1:

*City:

Street Line 2:

*State:

[choose]

Street Line 3:

*Zip:

Email

*Email:

Primary Phone

*Area Code:

*Phone Number:

Biographical

SSN:

Birth Date:

Gender:

[Not Selected]

Teaching

☐ Employee will be teaching a for credit section

* Fields are required.

Submit to HR

3) The HR Records office will apply the New General Person information & respond with the BearPass number.

4) Once you have the BearPass number you can return to the Per Course BearPAF home screen, click on the person field & type in the BearPass number. Once the person you want has been found click the select button.

5) The initiator should provide the BearPass number & link to CAMS https://cams.missouristate.edu/ to the new instructor so they can set up their computer account, University email address, and get a workflow tab to accept their appointment letter.

Employee Information

This section gives a brief description of the faculty member's current status, campus information & current job information.

All active BearPAF's (including other positons for other departments) for this person will show here as well.

There are two steps that need to be completed before a BearPAF for a Per Course can be started.

1) Verify that the teaching record is active for the term that you want to hire the person. The Teaching Record status is located on the Upper right side of the form. If the teaching record shows a green check mark, then the record is active. If the record shows a red "X", then there will also be a button next to the "X" that will allow for you to activate the teaching record.

Welcome, Michele (Logout)

Select Person

New General Person

Employee Info

Bearpass Number:	M00048■■■
Name:	■■■ ■■■
Position/Dept:	Parttime 26.66 Wp Womens At
	MANAGEMENT
Current Hire Date:	06/13/2011
Campus Address:	Non-student Part-time
	WP ATHLETICS-WOMEN
Campus Phone:	

Teaching Record Active?

Current Term:	FA-2015 ✓
Next Term:	SP-2016 ✓
Future Term:	SU-2016 ✓

Current Job Information

Position	Title	Eclass	Begin Date	End Date	Primary
A97875-00	Per Course Faculty	A5	09/01/2012	12/31/2015	N
P99045-00	Parttime 26.66 Wp Womens At	P6	10/16/2011		Y
A99066-00	Per Course Faculty	A5	12/01/2012	10/31/2015	N
A98844-01	Dir Intl Bus Prgms	A5	11/01/2015	12/31/2015	N

Active PAFs

No active PAFs

Start New PAF

New Per Course Assignment FA-2015

2) All Per Course need to be assigned as an Instructor of Record through the SSASECT screen in Banner. (This action is performed outside of the BearPAF system.)

Creating the BearPAF for a Course already listed

1) Select the Course you would like to create a BearPAF from the course information obtained from SSASECT.   Only one course at a time can be assigned on each BearPAF.

2) Enter the campus mail information for the Per Course faculty member.

3) Select the department the faculty member will be working in from the Home ORGN drop down field.   This will then pull the available FOAP's for the position drop down list. The full FOAP will populate in Budget section below. If you are not able to locate the correct FOAP, then select the "Create New Position" option from the drop down list. You will then need to enter the FOAP in the Budget section below.

New Per Course Assignment

Term	CRN	Subject/Course	Sect	Session	Start Date	End Date
201540	47594	MGT-286	898	D	10/08/2015	12/10/2015

Home ORGN:

020314 - MANAGEMENT	⌄

Position

A99066 A02000-112017-61100-011- MANAGEMENT-OPER	⌄

Position Title

MGT-286-898 FA-2015 Per Course

Contact Hours: 3

Credit Hours:		Pay per Hour:		Base Pay:		Additional Amt		Total Salary:
3	X		=		+	0	=	

Fund	Orgn	Acct	Prog	Activity	Percent
A02000	112017	61100	011		100

4) The number of credit hours will fill from the information obtained from the SSASECT screen in Banner.   If you are paying by Credit Hour, enter the pay per credit hour in the amount field. If you also pay an additional amount (not per student stipends), enter that amount in the additional amount field. If you pay in a manner other than per credit hour (by contact hours or TLE) put a 0 in the per hour field and the total amount you wish to pay in the additional amount field. You will also need to enter information and/or calculations in the comments describing the additional amount to pay (Please limit comments to 200 characters/letters or less).

Contact Hours: 3   *Amount must be entered*

This field used only if you do not pay by credit hour. If this field used place 0 in Pay per Hour field

Credit Hours:	Pay per Hour:	Base Pay:	Additional Amt	Total Salary:
3	X	=	+ 0	=

Fund	Orgn	Acct	Prog	Activity	Percent
A02000	112017	61100	011		100

5) If the position is already approved to be funded by Outreach, this box will need to be checked so that it will be routed through their office.

Fund	Orgn	Acct	Prog	Activity	Percent
A02000	112017	61100	011		100

Check the outreach box if this is to be funded & routed through their office

This position is to be funded by Outreach ☑

Select supervisor who this employee will be reporting to for this job:

6) Enter the supervisor name for the Per Course Faculty member. This field works the same as the search field in the "Selecting a Person" section.
7) If the Per Course Faculty that you are trying to hire does not have a Masters or higher listed in Banner, then a comment box requesting a letter of variance will show. This comment box will need to be completed justifying the variance from a Master's degree or a note indicating the person does have at least a Masters & official transcripts will need to be provided to the Provost's office.
8) Select the approval chain. The default approval chain will be determined from the home department, but can be changed using the drop down list & click Submit for Approval.

This PAF will be routed through the following approval chain:

MEDIA, JOURNALISM & FILM

10 - Pardue, Mary
15 - Smith, Karen
20 - Galanes, Gloria

Submit PAF for Approval

Return or Rejected BearPAF

If a BearPAF is returned/Rejected, an e-mail will be sent to the person who initiated the BearPAF. The e-mail will contain any & all comment strings made during the approval process. If the BearPAF needs to be submitted again, a new BearPAF will need to be generated with the requested changes.