

## Instruction for registering for the Partial Load Consideration list

There are 2 ways available for faculty to register for the partial load consideration list.

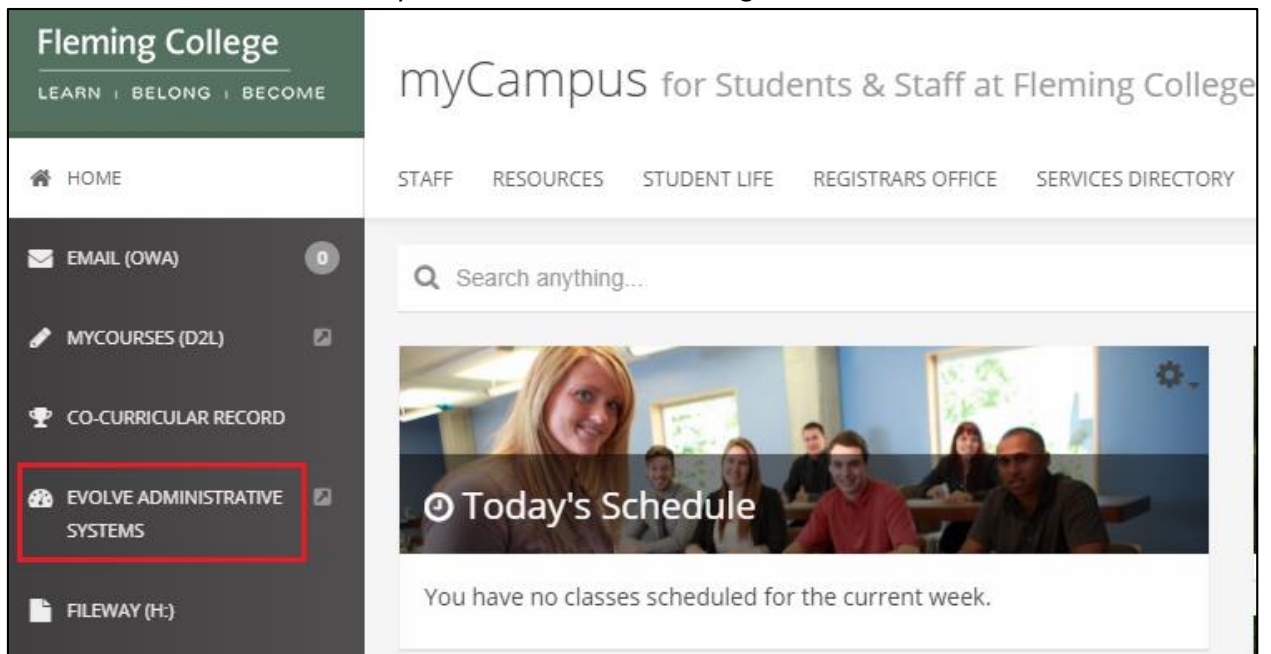
**Option A:** For those faculty that have a current, active Fleming account, they can register through Evolve, accessing it through internal links.

**Option B:** For those past faculty that do not currently have an active Fleming account, there is an external link available.

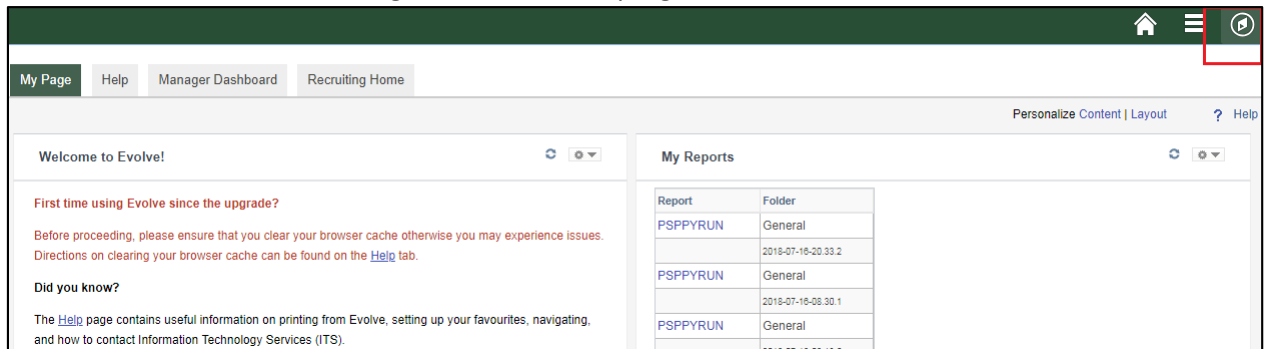
To register your interest in partial load teaching, follow the steps below;

### **OPTION A:**

1. Logon to myCampus at <https://mycampus.flemingcollege.ca>.
2. Click on “Evolve Administrative Systems” in the left-hand navigator:

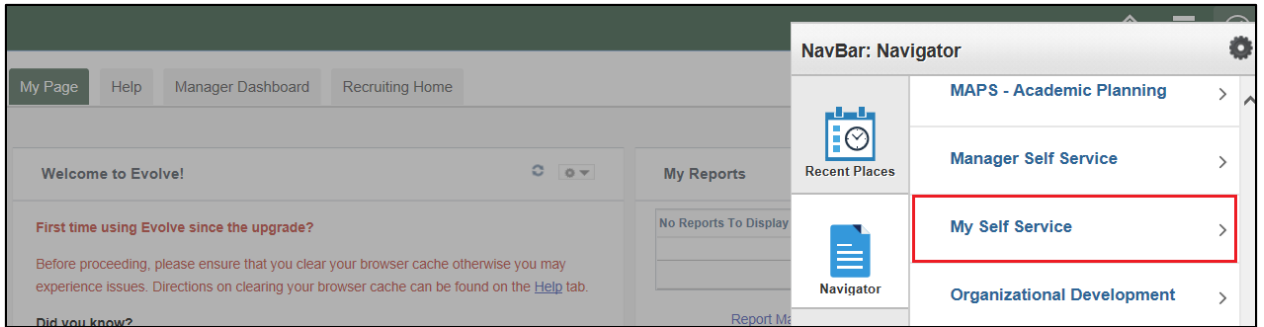


3. Once in Evolve, click on the Navigator icon in the top-right hand corner.

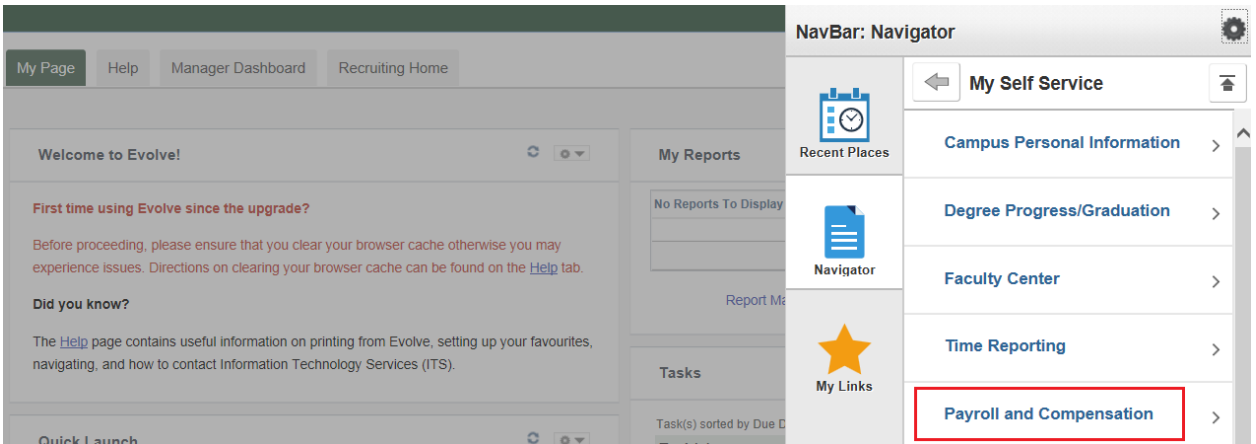


4. The Navigator will open on the right-hand side. Scroll to and then click on “My Self Service”.

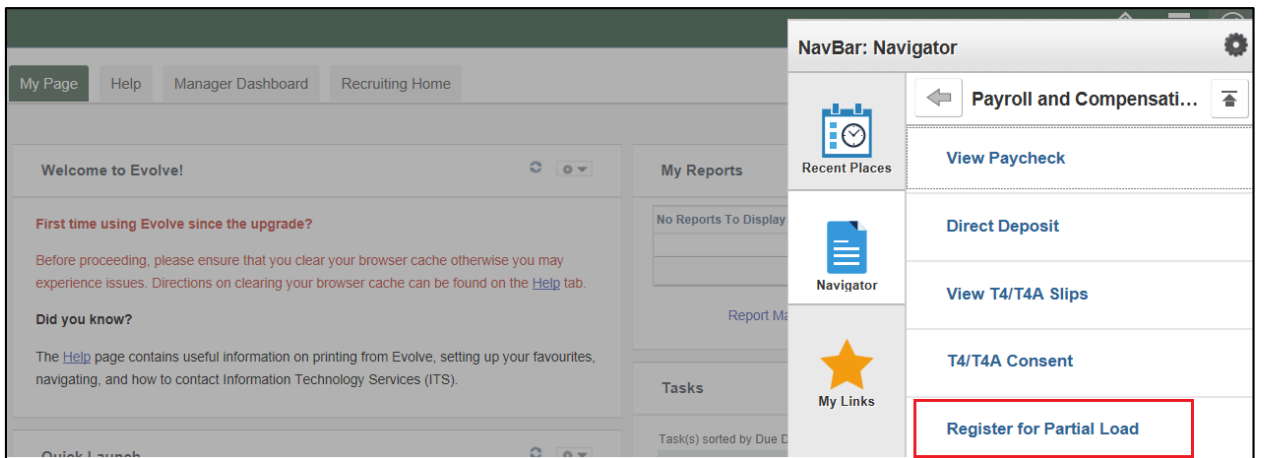
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Then click on “Payroll and Compensation”.



5. Then click on “Register for Partial Load”.



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- You will then be presented with the Partial Load Registration page. To express your interest, change the two drop downs to "Yes" and then click on "Submit".



### Partial Load Registration

Name:


Employee ID:

This registry is open to current and previously employed partial load employees.

Your Partial Load registration status: You have not indicated your choice for the period Jan 01, 2023 to Aug 31, 2023

	Please select 'Yes' to indicate interest or 'No' to withdraw interest in teaching partial load between Jan 01, 2023 to Aug 31, 2023.	<input type="text" value="Yes"/>
	Please select 'Yes' to indicate you understand that this is not a guarantee of being offered a partial load teaching assignment during this period.	<input type="text" value="Yes"/>

**Submit**

Partial Load Registry History						View All   	1 of 1
Year	Start of Year	End of Year	Action	Submission Date	Updated By		

- You will see the confirmation of interest under *Partial Load Registry History*:



### Partial Load Registration

Name:

Employee ID:

This registry is open to current and previously employed partial load employees.

Your Partial Load registration status: Interested for the period Jan 01, 2019 to Dec 31, 2019

	Please select 'Yes' to indicate interest or 'No' to withdraw interest in teaching partial load between Jan 01, 2019 to Dec 31, 2019.	<input type="text" value="Yes"/>
	Please select 'Yes' to indicate you understand that this is not a guarantee of being offered a partial load teaching assignment during this period.	<input type="text" value="Yes"/>

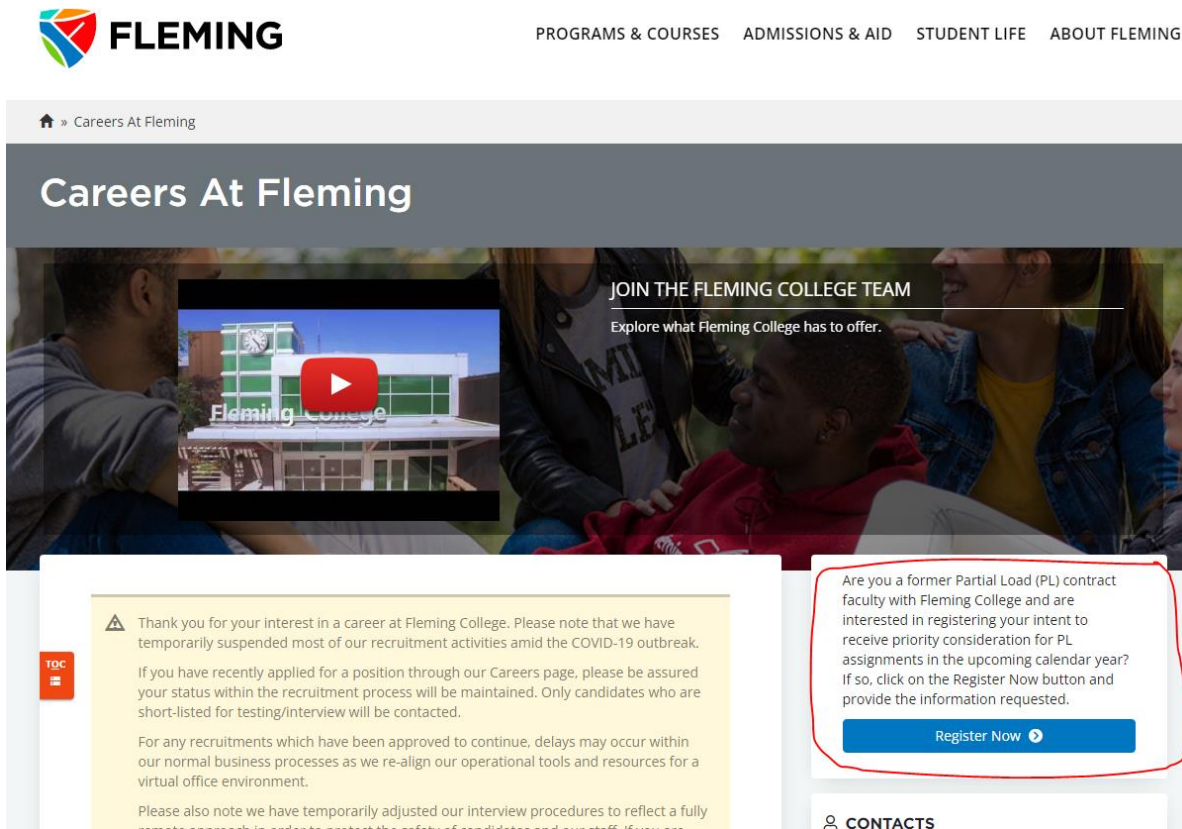
**Submit**

Partial Load Registry History						View All   	1-3 of 3
Year	Start of Year	End of Year	Action	Submission Date	Updated By		
2019	Jan 01, 2019	Dec 31, 2019	Interest	Oct 31, 2018 @ 10:28:00 AM	.		

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### **OPTION B:**

1. The external registration link can be found on the Fleming College website under *Careers at Fleming* ([Careers At Fleming : Fleming College](#))



2. Click on *Register Now* and this will open a **validation page** and you will enter your employee number and date of birth.

### **Partial-Load Registry**

By October 30th in each calendar year, currently or previously employed Partial-Load employees must register their interest in teaching a Partial-Load assignment scheduled in the following calendar year.

If you are currently Partial-Load or have previously had a Partial-Load assignment, please complete the following. Please note this is only open to those who currently or have previously taught Partial-Load.

\*Employee ID

\*Date of Birth  MM/DD/YYYY

Next >

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### Partial Load Registration

Name:


Employee ID:

This registry is open to current and previously employed partial load employees.

Your Partial Load registration status: You have not indicated your choice for the period Jan 01, 2023 to Aug 31, 2023

	Please select 'Yes' to indicate interest or 'No' to withdraw interest in teaching partial load between Jan 01, 2023 to Aug 31, 2023.	<input type="text" value="Yes"/>
	Please select 'Yes' to indicate you understand that this is not a guarantee of being offered a partial load teaching assignment during this period.	<input type="text" value="Yes"/>

**Submit**

Partial Load Registry History						View All   	1 of 1
Year	Start of Year	End of Year	Action	Submission Date	Updated By		

- You will see the confirmation of interest under *Partial Load Registry History*:



### Partial Load Registration

Name:


Employee ID:

This registry is open to current and previously employed partial load employees.

Your Partial Load registration status: Interested for the period Jan 01, 2019 to Dec 31, 2019

	Please select 'Yes' to indicate interest or 'No' to withdraw interest in teaching partial load between Jan 01, 2019 to Dec 31, 2019.	<input type="text" value="Yes"/>
	Please select 'Yes' to indicate you understand that this is not a guarantee of being offered a partial load teaching assignment during this period.	<input type="text" value="Yes"/>

**Submit**

Partial Load Registry History						View All   	1-3 of 3
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2019	Jan 01, 2019	Dec 31, 2019	Interest	Oct 31, 2018 @ 10:28:00 AM	.		

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The Registration period for the upcoming year opens September 1<sup>st</sup> (12:01am) and closes April 30<sup>th</sup> (11:59pm)

If at any point throughout the year you wish to “unregister”, just follow the steps above and change your answers to “No”.

Should you have any difficulties registering, please contact Michelle Bozec, HR Services Specialist ([michelle.bozec@flamingcollege.ca](mailto:michelle.bozec@flamingcollege.ca)) for assistance.

Updated: 2022