How to Register for the Partial Load Consideration list

There are 2 ways available for faculty to register for the partial load consideration list (Article 26.10)

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

<u>Option B</u>: For 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 or B);

OPTION A:

- 1. Logon to myCampus at <u>https://mycampus.flemingcollege.ca</u>.
- 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.

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|--|------------|--------------------|------------------------------|---|---|
| age Help Manager Dashboard Recruiting Home | | | | L | |
| | | | Personalize Content Layout | | ? |
| Welcome to Evolve! | My Reports | | c | 0 | Ŧ |
| First time using Evolve since the upgrade? | Report | Folder | | | |
| efore proceeding, please ensure that you clear your browser cache otherwise you may experience issues. | PSPPYRUN | General | | | |
| birections on clearing your browser cache can be found on the Help tab. | | 2018-07-16-20.33.2 | | | |
| Did you know? | PSPPYRUN | General | | | |
| | | 2018-07-16-08.30.1 | | | |
| The Help page contains useful information on printing from Evolve, setting up your favourites, navigating, | PSPPYRUN | General | | | |
| and how to contact Information Technology Services (ITS). | | 2010 07 48 00 12 5 | | | |

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

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|---|----------------------|---------------|----------------------------|-----|
| | | NavBar: Nav | igator | 0 |
| My Page Help Manager Dashboard Recruiting Home | | واسلع | MAPS - Academic Planning | > ^ |
| Welcome to Evolve! | My Reports | Recent Places | Manager Self Service | > |
| First time using Evolve since the upgrade? | No Reports To Displa | | My Self Service | > |
| Before proceeding, please ensure that you clear your browser cache otherwise you may experience issues. Directions on clearing your browser cache can be found on the Help tab. | Report N | Navigator | Organizational Development | > |

Then click on "Payroll and Compensation".

| | | NavBar: Nav | rigator | ø |
|---|-------------------------|---------------|-----------------------------|-----|
| My Page Help Manager Dashboard Recruiting Home | | planta . | My Self Service | |
| Welcome to Evolve! | My Reports | Recent Places | Campus Personal Information | > ^ |
| First time using Evolve since the upgrade? | No Reports To Display | | Degree Progress/Graduation | > |
| Before proceeding, please ensure that you clear your browser cache otherwise you may experience issues. Directions on clearing your browser cache can be found on the <u>Help</u> tab. Did you know? | Report Ma | Navigator | Faculty Center | > |
| The Help page contains useful information on printing from Evolve, setting up your favourites, navigating, and how to contact Information Technology Services (ITS). | Tasks | * | Time Reporting | > |
| Quick Launch | Task(s) sorted by Due D | My Links | Payroll and Compensation | > |

5. Then click on "Register for Partial Load".

| | | NavBar: Nav | igator Ö |
|---|-------------------------|---------------|---------------------------|
| My Page Help Manager Dashboard Recruiting Home | | | Payroll and Compensati |
| Welcome to Evolve! | My Reports | Recent Places | View Paycheck |
| First time using Evolve since the upgrade? | No Reports To Display | | Direct Deposit |
| Before proceeding, please ensure that you clear your browser cache otherwise you may experience issues. Directions on clearing your browser cache can be found on the <u>Help</u> tab. | Report Ma | Navigator | View T4/T4A Slips |
| Did you know? The Help page contains useful information on printing from Evolve, setting up your favourites, navigating, and how to contact Information Technology Services (ITS). | Tasks | * | T4/T4A Consent |
| Quick Laurah | Task(s) sorted by Due D | My Links | Register for Partial Load |

6. 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". To indicate the maximum hours you are prepared to teach, choose the applicable number from the drop-down.



7. You will see the confirmation of interest under Partial Load Registry History:

Partial Load Registration - Administration

Employee ID:

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

This faculty's current partial load registration status: Interested for the period Sep 01, 2023 to Aug 31, 2024

| ٢ | By selecting Yes or No, the administrator is expressing the faculty's interest (Yes) or withdrawal (No) from a partial load teaching assignment. | Yes | ~ |
|---|--|-----|---|
| ٢ | By selecting Yes on behalf of the faculty, the administrator has explained that this does not quarantee a partial load offer. | Yes | ~ |
| ٢ | Please indicate the maximum weekly Partial Load hours (more than six and up to and including 12 hours | 12 | ~ |
| | per week) you would like to teach. You understand that this request is not guaranteed. | | |

Submit

Name:

| Partial Load Registry History View | | | | | | u 🖪 | 1-6 of 6 | |
|------------------------------------|------|---------------|--------------|----------|-------|----------------------------|-------------|--|
| | Year | Start of Year | End of Year | Action | Hours | Submission Date | Updated By | |
| | 2024 | Sep 01, 2023 | Aug 31, 2024 | Interest | 12 | Nov 02, 2022 @ 11:35:28 AM | с. <u>-</u> | |

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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 <u>validation page</u> and you will enter your employee number and date of birth.

| Partial-Load Registry | |
|---|------------------|
| By October 30th in each calendar year register their interest in teaching a Part | |
| f you are currently Partial-Load or hav following. Please note this is only open *Employee ID | |
| *Date of Birth | B MM/DD/YYYY |
| | Next > |

3. 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". To indicate the maximum hours you are prepared to teach, choose the applicable number from the drop-down.

Partial Load Registration - Administration

| Name: | Employe | e ID: |
|----------|--|-------|
| This reg | sistry is open to current and previously employed partial load employees. | |
| This fac | culty's current partial load registration status: Interested for the period Sep 01, 2023 to Aug 31, 2024 | |
| | | |
| ۲ | By selecting Yes or No, the administrator is expressing the faculty's interest (Yes) or withdrawal | Yes 🗸 |
| | (No) from a partial load teaching assignment. | |
| ٢ | By selecting Yes on behalf of the faculty, the administrator has explained that this does not | Yes 🗸 |
| - | guarantee a partial load offer. | |
| ٢ | Please indicate the maximum weekly Partial Load hours (more than six and up to and including 12 hours | 09 🗸 |
| | per week) you would like to teach. You understand that this request is not guaranteed. | |
| s | Submit | |

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

Partial Load Registration - Administration

| Name: | Employ | ee ID: | |
|---------|--|---------|--|
| This re | gistry is open to current and previously employed partial load employees. | | |
| This fa | culty's current partial load registration status: Interested for the period Sep 01, 2023 to Aug 31, 2024 | | |
| | | | |
| ۲ | By selecting Yes or No, the administrator is expressing the faculty's interest (Yes) or withdrawal | Yes 🗸 | |
| | (No) from a partial load teaching assignment. | | |
| ٢ | By selecting Yes on behalf of the faculty, the administrator has explained that this does not | Yes 🗸 🗸 | |
| - | guarantee a partial load offer. | | |
| ٢ | Please indicate the maximum weekly Partial Load hours (more than six and up to and including 12 hours | 12 🗸 | |
| - | per week) you would like to teach. You understand that this request is not guaranteed. | | |
| | | | |
| | Submit | | |

| Partial Load Registry History Vie | | | | | | .II 🔄 1-6 of 6 |
|-----------------------------------|---------------|--------------|----------|-------|----------------------------|----------------|
| Year | Start of Year | End of Year | Action | Hours | Submission Date | Updated By |
| 2024 | Sep 01, 2023 | Aug 31, 2024 | Interest | 12 | Nov 02, 2022 @ 11:35:28 AM | C |

The Registration period for the upcoming academic year (Fall, Winter, Spring/Summer) opens September 1st (12:01am) and closes April 30th (11:59pm).

If at any point throughout the year you wish to "unregister", or change the maximum hours you are prepared to teach, just follow the steps above and change your answers.

Should you have any difficulties registering, please contact Michelle Bozec, HR Services Specialist (<u>humanresources@flemingcollege.ca</u>) for assistance.

Updated: November 2022