<u>How to Register for the Partial Load Consideration list</u>

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.
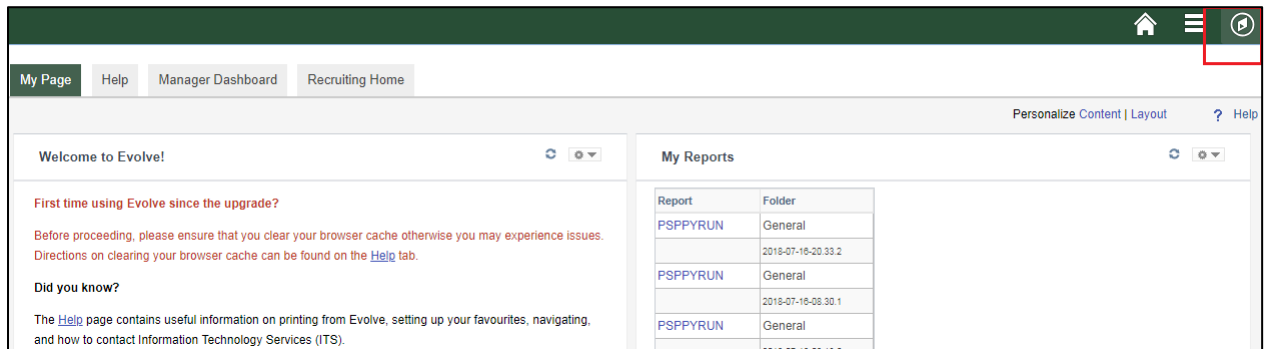
To register your interest in partial load teaching, follow the steps below (Option A or B);

OPTION A:

1. Logon to myCampus at https://mycampus.flemingcollege.ca.

2. Click on "Evolve Administrative Systems" in the left-hand navigator:
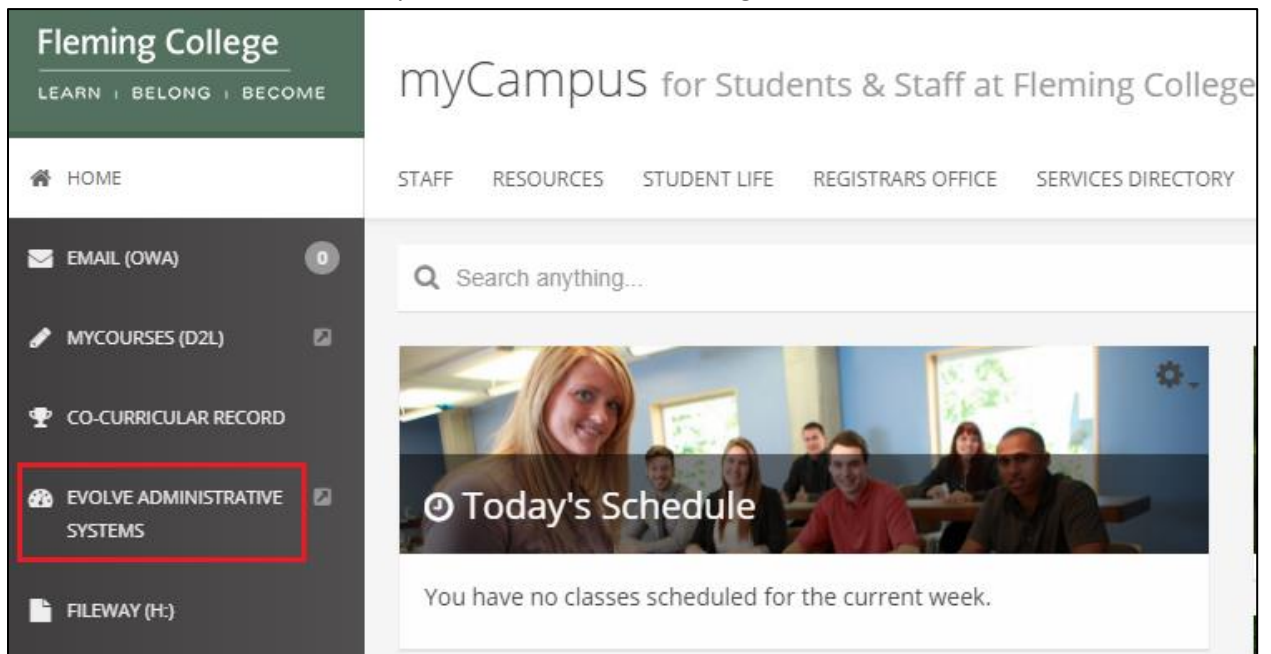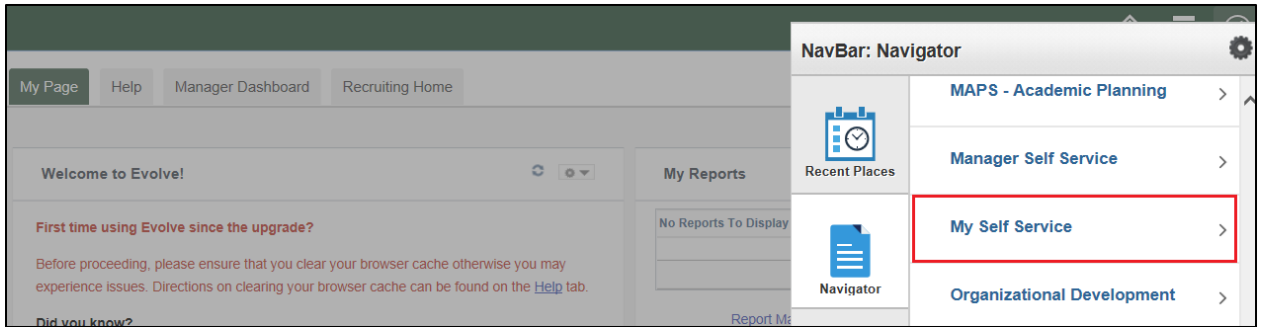

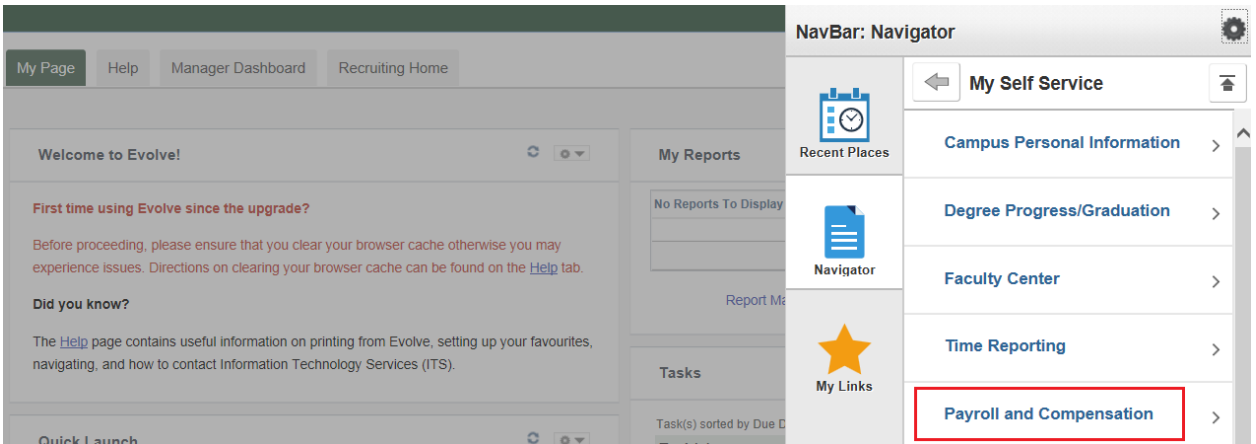3. Once in Evolve, click on the Navigator icon in the top-right hand corner.

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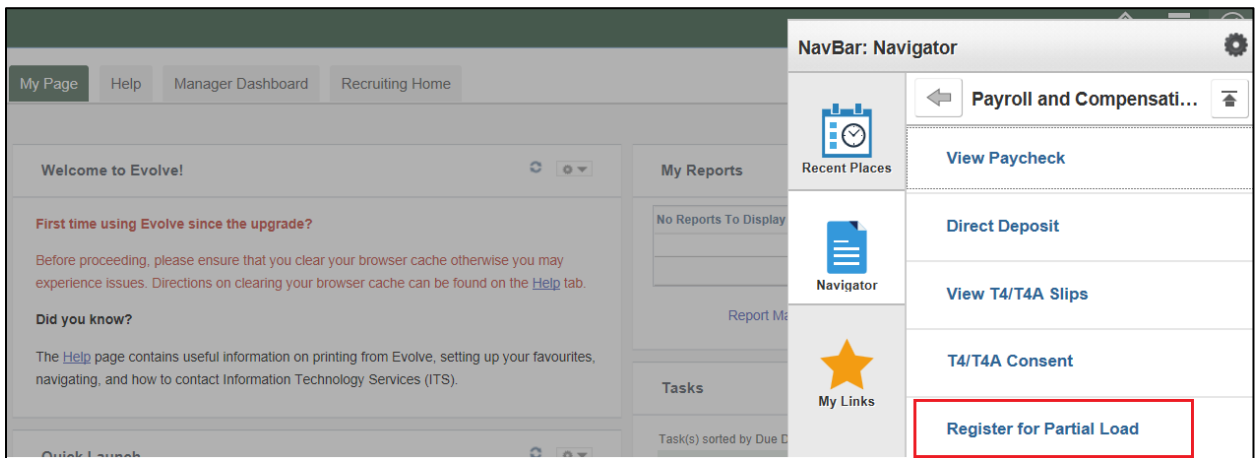
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Then click on "Payroll and Compensation".

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

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.

Partial Load Registration - Administration

Name: ....   **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

By selecting Yes or No, the administrator is expressing the faculty's interest (Yes) or withdrawal (No) from a partial load teaching assignment.   **Yes**

By selecting Yes on behalf of the faculty, the administrator has explained that this does not guarantee a partial load offer.   **Yes**

Please indicate the maximum weekly Partial Load hours (more than six and up to and including 12 hours per week) you would like to teach. You understand that this request is not guaranteed.   **09**

Submit

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

Partial Load Registration - Administration

Name: **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

By selecting Yes or No, the administrator is expressing the faculty's interest (Yes) or withdrawal (No) from a partial load teaching assignment.   Yes

By selecting Yes on behalf of the faculty, the administrator has explained that this does not guarantee a partial load offer.   Yes

Please indicate the maximum weekly Partial Load hours (more than six and up to and including 12 hours per week) you would like to teach. You understand that this request is not guaranteed.   12

Submit

Partial Load Registry History   View All | 🔲   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	

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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](#))
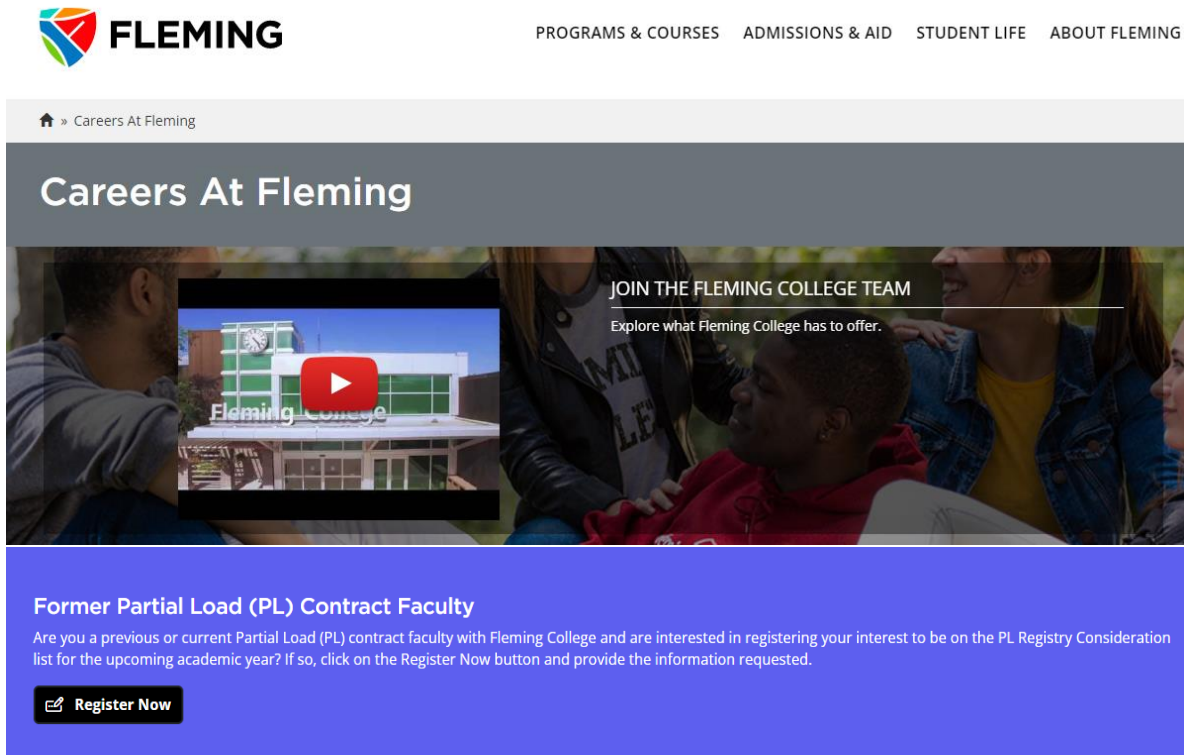
2. Click on *Register Now* and this will open a **<u>validation page</u>** and you will enter your employee number and date of birth.

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.

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

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 (humanresources@flemingcollege.ca) for assistance.

Updated: November 2022