TRACKING YOUR INSTRUCTORS' TEACHING HOURS

Tracking your instructors teaching hours is one of the most important and complex activities. Using ASAP, you can track Private Lesson and Group Class teaching hours, non-teaching activities and instructor pay through the Instructor Hours report.

Configure your system

The first thing you need to do is to assign Payroll to those system users who have permission to work with faculty pay rates.

Configure > User Access > check **Access to Payroll** and **Add Raw Hours**

Next, configure the system to track teaching by Hours.

Configure > Preferences > Preferences section

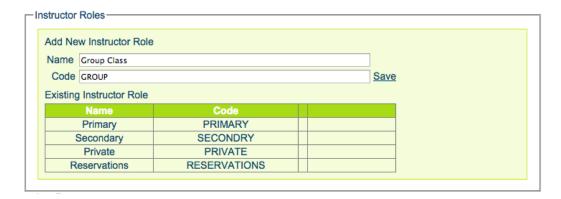Click the box next to Use Hourly Payroll half way down this section.

Set up Roles

Next, enter the teaching roles you want to track.

Configure > Set Up Data > Instructor Roles (at the end of the page)

Currently, there are four standard roles. You can use those or/and add your own.

Setting Pay Roles and Rates

Instructors can have multiple roles and rates. Just assign them in their Instructors set up page.

Go to the instructor and select Edit. Scroll to the end of the page to find the Pay Rates section.

Select the Role type, rate and dates. Repeat as necessary. *We suggest making the pay rates start and end on the dates of the FY for all faculty.*

GROUP CLASSES

Teaching hours are tracked through the group class meeting dates and are not impacted by student attendance. Every class of any length is recorded in the Instructor Hours report IF the class is set up to track hourly. If you pay your teachers by course, i.e. one set sum for the entire course, rather than a fee for each class meeting, these will not be listed in the Instructor Hours Report (the clue is in the name, only teaching classified as HOURS will be in this report).

To set this up, you need to assign a role and if required a rate, to your teacher and then set up the class to record teaching by hours.

Setting up your Class

In the Class Edit page, enter your teacher and set their Pay Schedule to HOURLY.

This is all you need to do to include this class in the Instructor Hours Report. If you have assigned roles and rates to your faculty, you can select Role Type also. If you do not select a Role Type this will be missing from the Instructor Hours report but the teaching hours will still be included. For most schools, this is fine as it may be the only role, or the only other one will be Private Lessons.
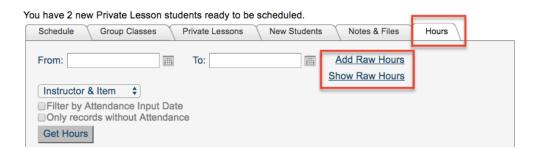
PRIVATE LESSONS

Teaching hours are tracked through the Private Lesson enrollment. Every taught individual lesson of any length is recorded in the Instructor Hours report.

For Private Lessons, simply set the Pay Role and Rate following the **Setting Pay Rates and Roles** instructions above. Select Role type Private and add rate and dates. Add any other Private Role types here.
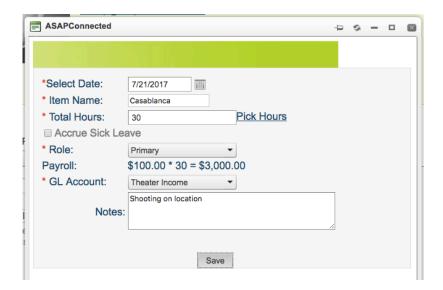
Non-Teaching Activities

For paid activities that are not associated with a scheduled class or lesson, you can use **Raw Hours**. These allow you to add a payment to an instructor for say, a performance, admin work or outreach. Only those with the Raw Hours tool checked in their User Type will see the Add Raw Hours link on the Instructor's Hours tab (Configure > User Access)

Set up your Raw Hour types, e.g. Admin, Performance, in Roles as detailed in **Set up Roles** above. Go to your Instructor's account, click Edit and follow the **Setting Pay Rates and Roles** instructions above. Select Role types you created for Raw hours and the hourly rate for that activity.

Go back to the instructor's account and click the Hours tab. Click Add Raw Hours and complete the details of the work as shown here.

This activity will appear in the Instructor's account in their Hours tab and also in the Instructor Hours report as a manual fee, also known as a 'non-hourly payment structure.'

Attendance

Though it is complicated, and teachers generally don't love doing it, taking attendance can be helpful in keeping track of changes and make ups and, anecdotally, can save the school significant faculty pay expenses as it is simply easier for your instructors to track and update their schedules when it is all held within one, transparent system.
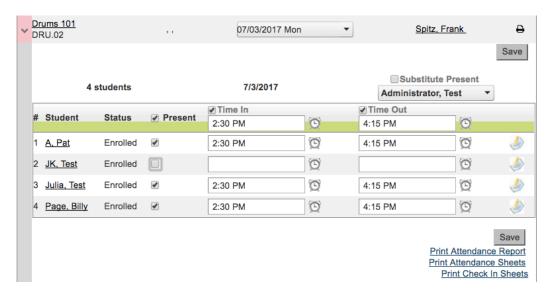
Group Class

Faculty can access attendance from their homepage by using **Take Attendance For > Group Classes** menu in the lower part of the page.

Admin can access attendance from **Tools > Class Attendance**. Using the filters, select the class(es) you wish to take attendance for.

Click the expand arrow (far left) to expand the class and see the enrolled students.

Select the class date(s), and click the Present box (or not if they were absent) then click Save.

You can enter a note against any student by clicking the notes icon on the far right of each row.

Private Lessons

Private lessons use difference Attendance Codes to determine if the lesson should be included in the Instructor Hour report or not.

The Attendance Codes are set up in **Configure > Set Up Data** towards the end of the page. Each attendance type has three properties that can be selected in combination or alone:

Creates makeup - when attendance is taken using a code with this value checked then the system will generate a new unscheduled lesson automatically

Teacher is paid - when attendance is taken using a code with this value checked then the system will treat this as a valid record for payroll

Student is present - when attendance is taken using a code with this value checked then the system will treat the system as having been present for the lesson
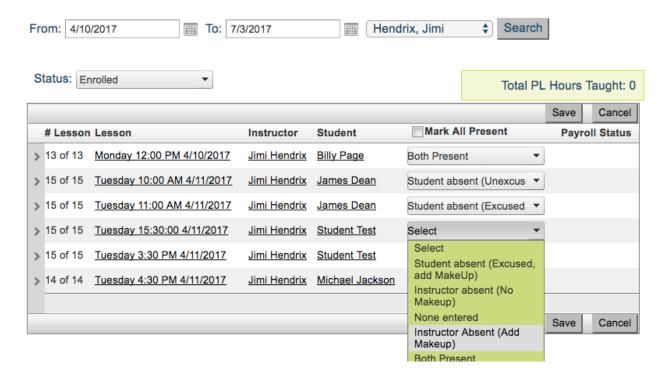
Attendance Type

Add New Attendance Type

Name	
Code	
Creates a makeup/ unscheduled lesson	☐
Teacher gets paid	☐
Student Is Present	☐

Save

Existing Attendance Types

Name	Code	MakeUp	Teacher Paid	Student Present			
Both Present	BOTH	☐	✔	✔	Edit	Delete	Archive
Instructor absent (Add Makeup)	TCHRABSadd	✔	☐	☐	Edit	Delete	Archive
Student absent (Excused, add MakeUp)	STUDABSadd	✔	☐	☐	Edit	Delete	Archive
Student absent (Unexcused)	STUDABS	☐	✔	☐	Edit	Delete	Archive

We recommend reviewing these attendance codes annually. If you need to make a change or remove a code, you must do so only when you are sure that faculty are no longer using that and that you have processed all payments using that code as any changes to the code will apply retroactively.

Faculty can access attendance from their homepage by using **Take Attendance For > Group Classes** menu in the lower part of the page.

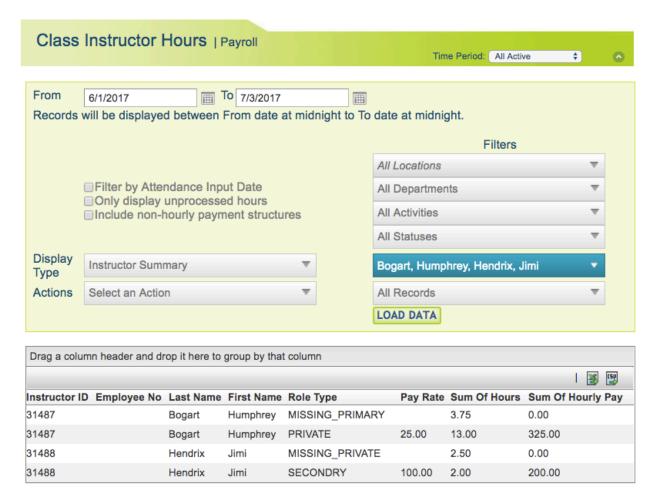Admin can take attendance by going to **Private Lessons > Attendance**

For both, the Attendance Codes will drop down and can be selected and saved for each lesson.

REPORTS

Instructor Hours Report or Processing Payroll!

There are a number of reports that allow you track hours, mostly divided into Private Lessons or Group Classes (see below). The Instructor Hours Report is the Payroll report and contains all data related to each lesson and class.
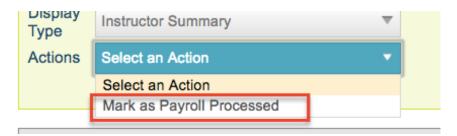

You can filter this report in a variety of ways: by time period, instructor, location, etc.. There are three views:

- **Instructor Summary** – Sum of Hours and Pay by Role Type
- **Instructor & Item** – Summary of hours and Role Type by individual
- **Full Details** – all fields connected with each individual lesson including attendance taken date, lesson duration, etc. ** We recommend running this report by instructor or department. It is very large.

This report can be exported to Excel and then imported to your pay role processor.

When you have submitted your report to your payroll processor, you can stop the attendance codes from this period from being altered by clicking Mark as Payroll Processed in the Actions button.

Attendance Report

Provides information on Class attendance in data range or for 10 meeting dates from a given date.

** Instructors can run this report from their employee detail page, Reports section.

PL Attendance Report

The Private Lesson Attendance Report shows attendance by instructor in table and grid format. The main difference between this and the Hours report is that this report includes lessons where the attendance code entered has removed the lesson from the Hours report, namely Teacher Absent, Teacher Absent (Add Makeup) and Student Absent (Add Makeup).

** Instructors can run this report from their employee detail page, Reports section.

In closing, faculty tend to object to 'additional work', especially unpaid complicated work. Our experience shows that it really takes one academic year for full uptake and even then, there will be a few faculty who will not ever take attendance. Setting up a system to manage this process and providing dedicated Admin help to those who are not comfortable online, will be the best way to ensure maximum participation by your faculty.