

SYSTEM SUPPORT

1.3.8.22 AYFILE - DELETION OF FACULTY PIN

Objective: To ensure that access to Web for Faculty is deleted for faculty who have not taught the previous three semesters.

Functional Areas Affected: Coordinator of Technical Services and Human Resources

Inputs/Source Documents	Programs	Output
SIS+ SIS+ TRANSACTIONS Focus HRS file	AYFILE, RCFILE 53B HRSAYFL.FEX, AY6_ADV.FEX, AY5_TRANS.FEX	

Approximately six weeks into each semester (2 weeks for summer), complete the following procedures:

1. Request the Associate Registrar to run focus HRSAYFL.FEX to retrieve data from HRS. This data is saved as HRSAYFL.FTM. Copy HRSAYFL.FTM and save in local directory.
2. Run AY6_ADV.FEX. This report lists the SID's of faculty coded with ADV in the faculty Rank field on Screen FPN.
 - Check to see if those listed are still advising; if not, take the advising code off FPN Screen.

FPN Faculty Pin Screen		FACULTY, TEST.	
Screen:	Faculty ID: 123456789	Course:	Term:
Name: FACULTY, TEST.		Delete?	
Col	Dept	Rank	Status
1.			
2.			
3.			
Born: 06-1952		Sex: M	Ethnic: W White, not of Hispanic origin
		Citizen: US UNITED STATES	
FY	Budgeted FTE: 0.00		Tenure:
			Highest Degree: EDD
			Degree Origin:
			Degree Field:
Teaching FTE: 0.00		***** Web Info *****	
Non-Teaching FTE:		PIN Number: 372451	No. of attempts: 0
Calculated FTE:		Last attempt: 05-12-2003	

3. Run AY5_TRANS.FEX. This report lists the SID's of all faculty that have not taught in the previous three semesters and creates 53B transaction.
4. Run 53B from menu to delete PINs.