

Lecturer Installment Authorization (LIA) Set-Up

A LIA is used to pay a faculty member for teaching duties once the college's formal payroll is already run. Most commonly this is to handle coverage of a class when the assigned faculty member is unable to teach on a particular date(s) and another FT faculty or PT faculty member covers them.

Additional uses include paying a FT or PT faculty member who was assigned a course entirely after the payroll is run, and to change the assignment type of a course that was assigned incorrectly when the payroll is run, ex: Assigned as part of regular load (SE) but should have been overload (NS).

1. Payroll identifies the correct position number to utilize using the [Position Crosswalk](#) and selecting appropriate Position number by Department/Program.

Ex: Department = Dental Health, Program = Dental Hygiene, Position Number = 833027

2. Payroll identifies the correct position suffix to utilize by looking up the particular faculty member's NBAJOBS history and selecting the next numeric/alpha suffix.
 - a. Spring suffixes - 1 (Alpha)
 - b. Summer suffixes - 2 (Alpha)
 - c. Fall suffixes - 3 (Alpha)

Ex: Faculty was last set up using Position Number 833027 and Suffix 3W in prior fall. This fall, they will be set up using Position Number 833027 and Suffix 3X.

3. Payroll sets up new position in NBAJOBS based upon relevant timing.
 - a. Input Faculty member's Banner ID
 - b. Input the Position number
 - c. Input the Suffix
 - d. Input the query date
 - e. Select "Go"
4. Enter values for job setup
 - a. Begin Date
 - b. Job Type = Secondary
 - c. Rate = FT faculty overload rate (97.48) PT faculty rate (85.00)
 - d. Select "OK"

5. Information is keyed into relevant tabs:

Job Detail Tab

- a. Job Detail Section
 - i. Change reason
- b. Compensation Section
 - i. Hours per Pay
 - ii. Factor
 - iii. Pays

Default Earnings Tab

- a. Hours or Units

Job Labor Distribution Tab

- a. Delete either line at 50%
- b. Make any necessary adjustments to Fund, Orgn, Account
- c. Adjust Percent to 100%

6. Set end date of position based upon relevant timing.
 - a. Return to Job Detail Tab
 - b. Select "Add New Effective Date"
 - c. Input correct effective date for position ending
 - d. In Job Detail section, change Status to "Terminated"