FAIR Frequently asked question and answers

1. **How do filter to see only active Annual Assignment in My Department ?**

A. Select > Annual Assignment > Active Records

2. **Who do I contact to add, update or Inactive any FAIR members?**

A. email: iea@fau.edu

3. **How do I add faculty Annual Assignment Sabbatical Leave ?**

A. Go on Edit / Add assignment tab > Other assigned duties > Scroll down Activity Category > Select Leave of absence.

4. **How do I sign the Annual Assignment on behalf of Chair/ Dean?**

A. Email you request to iea@fau.edu to add your access as proxy, whatever role you needed to finish the task

5. **How do I add the Annual Assignment ?**

A. please visit our webpage for training videos and tutorials **http://www.fau.edu/iea/fair/index.php**

6. **How do I edit the Annual Assignment ?**

A. Once the Department Chair has signed, a new link, **View Previous Versions,** is created, and the Annual Assignment can no longer be edited unless all signatures are rescinded. The new link appears because an image of the assignment as signed by the chair has been created. As each person signs and/or rescinds a signature additional images will be created.

Once rejected, the signature chain is restarted. The assignment becomes editable, an image of the rejected assignment is saved, and the whole process of editing and signing the annual assignment must begin again.

7. **How do I add the Activity report.?**

A. The courses taught for the term are imported from Banner. Any other activities, other than teaching, listed in the Annual Assignment will be loaded as well. If you need to add an activity, go to the Add New Activity section at the bottom of the page. Select the Activity Type, Assignment FTE, the Paying Account, the Benefiting Account and the Activity FTE. Click the Insert Button to add the activity

B. To get the step by step direction , please visit our webpage for training tutorial and video. **http://www.fau.edu/iea/fair/index.php**

8. **As a Chair/ Dean how do I updated incorrect FTE on the activity ?**

A. Login into Activity report for faculty you > Update Total FTE Reported box > Hit update FTE > re-fresh the page.

9. **As a Chair/ Dean how do I combine two course taught by same Faculty.**

A. Login to Activity report for the faculty > select Faculty Information tab> Select **Change/Merge Record key** > Update from and to pay plan > Hit Merge Records. Refresh the page.