The NWRINAS Process

After Schedule Entry is complete:

1. **Run your NWRINAS report** for each [Attendance Method](#) for your program.

2. **Check for the following errors:**

Errors or Issue	How to Fix It
a) Missing Position Numbers	Fix in **SSADETL**
b) Warning: Instructor is not an Active Employee	Submit **EMPL EPAF**
c) Missing Instructors or classes	Fix in **SSADETL** or **SSASECT**
d) Incorrect pay hours or incorrect pay rate	Adjust manually on the PDF

3. **Make corrections or adjustments**

By the first bi-weekly authorization deadline for the term:

4. **Submit NWRINAS for approval and to HRIS** [using the HRIS Forms AODocs](#)

   a. NWRINAS Reports must be submitted separately

   b. If any adjustments were made to the NWRINAS, include in the Comments field, "See NWRINAS for changes".

   c. If submitting a revised NWRINAS only, include only new adjustments on the report.

What if an Instructor is Paid an Exceptional Pay Rate?

Submit an [Exceptional Pay Memo](#) with the NWRINAS to all necessary approvers.

What if a Class Gets Cancelled BEFORE Submitting NWRINAS?

Cancel the class in Banner and rerun the NWRINAS.

What if an Instructor's Hours get Cancelled or Shortened AFTER Submitting NWRINAS?

Submit an [eAUTH Cancel or Reduce Instructor Pay form](#).

What if a Class Gets Cancelled BEFORE Submitting NWRINAS but the Instructor Should Be Paid for Prep-Time?

Submit an [eAUTH Cancel or Reduce Instructor Pay form](#).

How Can I Verify My NWRINAS Was Processed?

Check for a Position Number and Suffix Number in **NBIJLST** or **SIAASGN.**

NWRINAS Quick Sheet

Missing POSITION

Make sure all classes have correct Position No. Fix in **SSADETL**

ERRORS / WARNINGS

Check for Error or Warning messages Fix **PEAEMPL** warning with EMPL EPAF

Missing INSTRUCTORS

Make sure all PT Instructors are included in the report.
Fix Position No. in **SSADETL** or Attendance Method in **SSASECT**

NO PAY Assignment

Make sure NO PAY assignments and paid assignments are correct Fix in **SIAASGN**.

Incorrect Pay Rate

If instructor's pay rate is different than what's reported, adjust Rate field, other impacted fields and include, '**See Exceptional Pay Memo**' in the PDF.

Incorrect Total Pay Hours

If instructor will miss instructional hours, adjust Total Pay Hrs and all impacted fields in the PDF.

```
                        PCC-TEST copied 05-MAR-2021                               PAGE: 2
                   me/Overload Instructor Schedule Assignments
                 3 TA Jones,Lisa - Karim Khan Sorted by Name

   32294 01 Int Prog Cont  E  21-JUN-2021 04-SEP-2021 -                0.00  1.00  11.00  11  .00 100.00 100.00
   32294 01 Int Prog Cont  L  21-JUN-2021 04-SEP-2021 0600-0850pm  R  STC ST-RMT  2.00  3.

   PPROPOSED POSN: _____        PAY START/END: 13-JUN-2021 - 04-SEP-2021    TOTAL PAY HRS:  33.
              ELT  126           SAL TAB-GRD-STEP: IH APPRN  5  HRS/PAY:  5.50    NO. PAYS:  6

         30960    ECLS CODE: EF    HRS STEP: 1

   END DATE  ---    TIME - DAYS - ROOM                CR HR HRS/
   04-SEP-2021 0830-0320pm   R    STC ST-RMT          0.00  8.
   04-SEP-2021 0830-1130am   T    STC ST-RMT          0.00  3.
   04-SEP-2021 0830-1120am M W    STC ST-RMT          8.00  6.

   PROPOSED POSN: 998616        PAY START/END: 13-JUN-2021 - 04-SEP-2021    TOTAL PAY HRS:  120.45    TOTAL PAY  7,669.05
              APR  200          SAL TAB-GRD-STEP: IH APPRN  2  HRS/PAY:  20.08   NO. PAYS:  6    RATE:  63.670

   ** WARNING: Instructor is not a current employee (PEAEMPL Status is not Active)
                                                                       INSTRUCTOR TOTAL PAY:  7,669.05
   --------------------------------------------------------------------------------------------
   INSTRUCTOR: Le Tuyen R          G01453727    ECLS CODE: AJ    HRS STEP: 2

   CRN  SI TITLE      SCHD START DATE  END DATE  ---  TIME - DAYS - ROOM  -------- CR HR HRS/WK CNT HR WKS FTE  % SESS % RESP
   32056 01 Trad            R    STC ST-RMT     0.00  8.20  90.20  1  .00 100.00  25.00
   32056 01 Trad            T    STC ST-RMT     0.00  3.60  39.60     .00 100.00  25.00
   32056 01 Trad          M W    STC ST-RMT     8.00  6.80  74.80  1  .00 100.00  25.00

   PROPOSED POS             -SEP-2021   TOTAL PAY HRS:  41.25     TOTAL PAY:  2,926.28     3305.36
               RS/PAY:  6.88    NO. PAYS:  6     RATE:  70.940   80.13  3305.36
                                                                       INSTRUCTOR TOTAL PAY:  2,926.28
   --------------------------------------------------------------------------------------------
   INSTRUCTOR:                              HRS STEP: 107                                    See EPM

   CRN  SI TITLE   SCHD START DATE  END DATE  ---  TIME - DAYS - ROOM  -------- CR HR HRS/WK CNT HR WKS FTE  % SESS % RESP
   32289 01 Refrigeration  E  21-JUN-2021 04-SEP-2021 -          0.00  1.00  11.00  11  .00 100.00 100.00
   32289 01 Refrigeration  L  21-JUN-2021 04-SEP-2021 0600-0850pm  R  STC ST-RMT  2.00  3.40  37.40  11  .00 100.00 100.00

   PROPOSED POSN: 998616     PAY START/END: 13-JUN-2021 - 04-SEP-2021  TOTAL PAY HRS:  33.00  28.6  TOTAL PAY:  2,261.82
               FMT  103      SAL TAB-GRD-STEP: IH APPRN  4  HRS/PAY:  5.50  4.8  NO. PAYS:     RATE:  68.540   1960.24
   32297 01 Dir Digital C  E  21-JUN-2021 04-SEP-2021 0600-0850pm M   STC ST-RMT  3.00  3.   37.40  11  .00 100.00 100.00

               PAY START/END: 13-JUN-2021 - 04-SEP-2021    TOTAL PAY HRS:  33.00    TOTAL PAY:  2,261.82
               SAL TAB-GRD-STEP: IH APPRN  4  HRS/PAY:  5.50              540
   *** NO PAY ASSIGNMENT ***
               FM  202
                                                                            PAY:  4,523.64
                                                                                4,222.06
```