

QRA: Instructor Earnings and Payments

Lumens Instructor Payment feature is an option that can be activated (license requirement is PRO or above). If activated, you can have the following payment types available: Flat Rate, Rate per Student, % of Gross Class Receipts, No Fee, Hourly Rate, % of Net Class Receipts, 35% of Non-discounted Gross Class Receipts w/hourly rate cap. Each of the chosen options will display when creating a class.

This Lumens feature is not a payroll module and does not replace any payroll tool. The Instructor Payment feature allows you to track the cost of paying an instructor for more data analysis regarding profitability.

In a family for ma								
instructors			_					
Last Name			First Na	ame				
Lumens Instructor ID				City				
State				Zip				
Phone Number] Fr	nail 🗌				
Instructor Status A	ctive 🗸							
		Search R	eset					
Tor	estore a complete i	nstructor listing, p	oress Reset;	; then pres	s Search.			
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Snowing records 1 through	n 10 of 14.		5	tatue		Act	tion	
	Nume		3	tatus		AC		Add
<u>Berkman, Jim</u>			Activ	e	Edit Inactivat	te		
Cooper Linda			6 cm.		Earnings & Pay	ments Profile	e Notice	
<u>cooper, Linda</u>			Activ	e	Earnings & Pay	ments Profile	a Notice	
			the state					
Instructor Earning	s and Payn	nents for L	.inda					
Cooper								
Back to Instructors								
back to instructors								
Classes listed in Red are in Ru	n status.							
		Unapp	proved In	nstructo	r Earnings			
Class Class Name		Start Date	Paymer	nt Type		Hour(s) to be paid	Instructional Method	Payment Amt
Approve 8265 Orange	lass	8/27/2014	Flat Rate		1	4	ClassRoom	\$1.00
Approve 8259 Bedside	Care	9/8/2014	Flat Rate		1500	18	Lab	\$1,500.00
Approve 7775 MS Word			Flat Rate		195	0	ClassRoom	\$0.00
Approve 8283 Beat the Beyond	Clock! Move Time	12/2/2014	Hourly Ra	ate	25	18	ClassRoom	\$450.00
Approve 8296 Commun	ications	1/13/2015	Flat Rate		300	6	ClassRoom	\$300.00
	Approved Instructor Earnings							
Class Clas Nam	Approval Date	Payment Type	Rate or %	Hour (s) to	Instructional Method	Amt Approved	Amt Paid	Balance Remaining
				be				
Edit Pay 8290 Eating W	oll 12/22/2014	Elat Rate	400	paru	ClassBoom	\$400.00	\$0.00	\$400.00
Edit Pay 8177 MS Word	12/22/2014	No Fee	0	0	Online	\$100.00	\$0.00	\$100.00
2010								10.00000000
			Instaurt	an Daver	onto			
Class - Olas	Downsent	Lowmont	Instruct	or Payn	Instructions	Amt	Ant Daid	Balance
Nam	e Date	Туре	or %	(s) to be paid	Method	Approved	Anit Palu	Remaining
Edit 1488 Hot Sou for Cold Nights	s 6/11/2012	Flat Rate	30		ClassRoom	\$30.00	\$30.00	\$0.00
Edit 2564 Keyboar	ling 6/11/2012	Hourly Rate	100	32	ClassRoom	\$1,600.00	\$1,600.00	\$0.00

Instructor Earnings View:

Instructors > Instructor profiles Use the search feature to locate the applicable instructor. You cannot update payments on inactive instructors.

 Click on Earnings & Payments

Payment details are broken down into three sections: Unapproved / Approved / Payments

• Unapproved Instructor Earnings - listing of classes the instructor is assigned to, with the payment amount as of the current date.

• One row per class and pay rate, pay type and instructional method – if any of these variables changes a new row is created for that payment calculation on the class.

To approve a payment:

• Click Approve next to the applicable class name

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Approve Instructor Earnings								
Blue type denotes required information.								
Instructor	Linda Cooper							
Class Name (ID)	Beat the Clock! Move Beyond Time Management (8283)							
Class Receipts	\$0.00							
Approved Earnings	\$ <mark>4</mark> 50.00							
Approval Date	12/22/2014 mm/dd/yyyy							
Comments								
	^							
	~							
	Approve Close							

Approve Payment

The amount is pre-populated based on the class details and the approval date is pre-populated as current date. Each field is editable.

Enter the following fields:

- Approved Earnings
- Approval Date
- Comments optional but strongly recommended
- Click Approve

				Unap	proved In	structo	r Earnings			
	Class	Class Name		Start Date	Paymer	it Type	Rate or %	Hour(s) to be paid	Instructional Method	Payment Amt
Approve	8265	Orange Class		8/27/2014	Flat Rate		1	4	ClassRoom	\$1.00
Approve	8259	Bedside Care		9/8/2014	Flat Rate		1500	18	Lab	\$1,500.00
Approve	7775	MS Word			Flat Rate		195	0	ClassRoom	\$0.00
Approve	8296	Communicatio	ns	1/13/2015	Flat Rate		300	6	ClassRoom	\$300.00
	Class	Class Name	Approval Date	Payment Type	Rate or %	Hour (s) to be paid	Instructional Method	Amt Approved	Amt Paid	Balance Remaining
Edit Pay	8283	Beat the Clock! Move Beyond Time Management	12/22/2014	Hourly Rate	25	18	ClassRoom	\$450.00	\$0.00	\$450.00
Edit Pay	8290	Eating Well	12/22/2014	Flat Rate	400	0	ClassRoom	\$400.00	\$0.00	\$400.00
Edit Pay	8177	MS Word 2010	12/22/2014	No Fee	0		Online	\$100.00	\$0.00	\$100.00

Once approved, Instructor Earnings move from the Unapproved Instructor Earnings section to the Approved section.

The Edit link allows you to edit the 'Approved Instructor Earnings.

To enter the payment:

• Click on 'Pay' next to the applicable class name

Record Instruct	or Payment
Blue type	denotes required information.
Instructor	Linda Cooper
Class Name (ID)	MS Word 2010 (8177)
Approved Earnings	\$100.00
Current Payments	\$0.00
Payment	\$ 00.00
Payment Date	12/22/2014 mm/dd/yyyy
Approval Comments	
Comments	
	^
	\sim
	Save Close

Record Payment

The payment date is pre-populated as current date, but is editable.

Enter the following fields:

- Payment (can be a partial payment but the total payments for a class cannot exceed the approved amount)
- Payment Date
 - Comments optional but strongly recommended
- Click Save

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Instruc Coope	ctor E	arnings a	ind Paym	nents for L	.inda					
Back to I	nstruct	ors								
Classes list	ed in Re	d are in Run sta	tus.							
				Unapp	proved I	nstructo	r Earnings			
	Class	Class Name		Start Date	Paymer	nt Type	Rate or %	Hour(s) to be paid	Instructional Method	Payment Amt
Approve	8265	Orange Class		8/27/2014	Flat Rate		1	4	ClassRoom	\$1.00
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Approve	7775	MS Word			Flat Rate		195	0	ClassRoom	\$0.00
<u>Approve</u>	8296	Communicatio	ons	1/13/2015	Flat Rate		300	6	ClassRoom	\$300.00
	Approved Instructor Earnings									
	Class	Class Name	Approval Date	Payment Type	Rate or %	Hour (s) to be paid	Instructional Method	Amt Approved	Amt Paid	Balance Remaining
<u>Edit Pay</u>	8283	Beat the Clock! Move Beyond Time Management	12/22/2014	Hourly Rate	25	18	ClassRoom	\$450.00	\$0.00	\$450.00
<u>Edit Pay</u>	8290	Eating Well	12/22/2014	Flat Rate	400	0	ClassRoom	\$400.00	\$0.00	\$400.00
	Instructor Payments									
	Class	Class Name	Payment Date	Payment Type	Rate or %	Hour (s) to be paid	Instructional Method	Amt Approved	Amt Paid	Balance Remaining
<u>Edit</u>	8177	MS Word 2010	12/22/2014	No Fee	0		Online	\$100.00	\$100.00	\$0.00
<u>Edit</u>	1488	Hot Soups for Cold Nights	6/11/2012	Flat Rate	30		ClassRoom	\$30.00	\$30.00	\$0.00
Back to I	instruct	ors								

Make Payment

Payment records are displayed in the Instructor Payment section.

The Edit link allows the edit of recorded 'Instructor Payment' details if an error was made.

This view indicates the payment was made and the date of the payment.

Last Term Taught Calendar Year 2014 Earnings Last Calendar Year \$0.00 Payments Last Calendar Year \$0.00 Earnings This Calendar Year \$950.00 Payments This Calendar Year \$100.00

Total balance \$850.00

Instructor Profile View

The Instructor Earnings information is summarized and displayed at the bottom of the instructor profile. Display of this information can be suppressed on the instructor's view. It will display for staff.

port Filter: Instructor Payment	
Saved Filters	
arch Filter	
Class End Date on or After	[[] [m/d/yyyy]
Class End Date on or Before	[m/d/yyyy]
Include Classes Ending On (this field is mandatory only if above fields are not selected)	✓
Term	Calendar Year 2015 Calendar Year 2014
Earning Payment Status	No Approved Earnings Approved Earnings/ No Recorded Paymen Recorded Payments
Include Classes with Status	Active Confirmed Run Cancelled

Instructor Payment Report

Reports > Financial Analysis > Instructor Payment

Report can provide details on the payment process. Can be run for a class date range, a term, or for a specific instructor.

The report can be defined based on the three sections of the instructor payment process:

- No Approved Earnings
- Approved Earnings
- Recorded Payments

Schedule it to go to payroll to streamline payment requests.

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