

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.

Instructors

Last Name First Name

Lumens Instructor ID City

State Zip

Phone Number Email

Instructor Status Active

To restore a complete instructor listing, press Reset; then press Search.

Showing records 1 through 10 of 14.

| Name | Status | Action |
|---------------|--------|--|
| Berkman, Jim | Active | Edit Inactivate Earnings & Payments Profile Notice |
| Cooper, Linda | Active | Edit Inactivate Earnings & Payments Profile Notice |

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

Instructor Earnings and Payments for Linda Cooper

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Classes listed in Red are in Run status.

| Unapproved Instructor Earnings | | | | | | | | |
|--------------------------------|-------|---|------------|--------------|-----------|--------------------|----------------------|-------------|
| | Class | Class Name | Start Date | Payment 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 | 8283 | Beat the Clock! Move Beyond Time Management | 12/2/2014 | Hourly Rate | | 25 | 18 Classroom | \$450.00 |
| Approve | 8296 | Communications | 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 |
| 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 |

| Instructor Payments | | | | | | | | | | |
|----------------------|-------|---------------------------|--------------|--------------|-----------|---------------------|----------------------|--------------|------------|-------------------|
| | Class | Class Name | Payment Date | Payment Type | Rate or % | Hour (s) to be paid | Instructional Method | Amt Approved | Amt Paid | Balance Remaining |
| Edit | 1488 | Hot Soups for Cold Nights | 6/11/2012 | Flat Rate | 30 | | ClassRoom | \$30.00 | \$30.00 | \$0.00 |
| Edit | 2564 | Keyboarding | 6/11/2012 | Hourly Rate | 100 | 32 | ClassRoom | \$1,600.00 | \$1,600.00 | \$0.00 |

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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

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 \$ 450.00
Approval Date 12/22/2014 mm/dd/yyyy
Comments

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

| Unapproved Instructor Earnings | | | | | | | | | |
|--------------------------------|-------|----------------|------------|--------------|-----------|--------------------|----------------------|-------------|--|
| | Class | Class Name | Start Date | Payment 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 | Communications | 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 |
| 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 Instructor 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

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

Instructor Earnings and Payments for Linda Cooper

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Classes listed in Red are in Run status.

| Unapproved Instructor Earnings | | | | | | | | | |
|--------------------------------|-------|----------------|------------|--------------|-----------|--------------------|----------------------|-------------|--|
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| Approve | 8265 | Orange Class | 8/27/2014 | Flat Rate | | 1 | 4 Classroom | \$1.00 | |
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| 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 |
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| Instructor Payments | | | | | | | | | | |
|----------------------|-------|---------------------------|--------------|--------------|-----------|---------------------|----------------------|--------------|----------|-------------------|
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| Edit | 8177 | MS Word 2010 | 12/22/2014 | No Fee | | 0 | Online | \$100.00 | \$100.00 | \$0.00 |
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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.

Report Filter: Instructor Payment

No Saved Filters

Search 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

Earning Payment Status

Include Classes with Status

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.

