

KU Office of the University Registrar

How to find Instructor EMPL ID

Log into Enroll and Pay

To find Instructor's EmplID in Enroll & Pay, go to Curriculum Management under the Main Menu.

Note: Numbers that begin with 135, 136, 137 or 138 or 139 or 140 or 141 or 142 are payroll ID numbers and cannot be used for the Schedule of Classes.

The screenshot shows the 'Curriculum Management' web application. The browser title is 'Curriculum Management - Windows Internet Explorer provided by SSTS'. The address bar shows the URL: https://sa.ku.edu/psp/csprd/EMPLOYEE/HRMS/c/KU_SR_COMPONENTS.KU_CRSE_CATALOG.GBL?Folder=MYFAVORITES. The page is titled 'Enroll & Pay' and has a navigation bar with 'Enroll and Pay Home', 'Add to Favorites', and 'Log Out'. The 'Main Menu' is expanded to show 'Curriculum Management'. Under 'Curriculum Management', there are several categories with sub-links:

- Course Catalog**: Maintain course catalog information. Sub-links: [KU Active Catalog Search](#), [Course Catalog](#), [Course Equivalencies](#), [3 More...](#)
- Enrollment Requirements**: Maintain course requisites. Sub-links: [Enrollment Requirement Groups](#), [Enrollment Requirements](#), [Enrollment Course Lists](#), [4 More...](#)
- Facility and Event Information**: Maintain Facility and Event Information. Sub-links: [Search for a Facility](#), [Class Facility Usage](#)
- Grading**: Maintain grade processing. Sub-links: [Create Grade Rosters](#), [Grade Roster](#)
- Schedule of Classes**: Maintain schedule of classes information. Sub-links: [Class Search](#), [Schedule New Course](#), [Maintain Schedule of Classes](#), [9 More...](#)
- Combined Sections**: Create combined section IDs and identify classes to be combined. Sub-links: [Combined Sections Table](#), [Identify Combined Sections](#)
- Class Roster**: View and print class rosters. Sub-links: [Class Roster](#)
- Instructor/Advisor Information**: Maintain instructor and advisor information. Sub-links: [Instructor Schedule](#)
- Roll Curriculum Data Forward**: Copy schedule and workload from term to term, and update schedule with catalog changes. Sub-links: [Copy Prior Term's Schedule](#), [Course Roll](#)
- Dynamic Dates**: Maintain Dynamic Dates. Sub-links: [Class Section Dynamic Dates](#)
- Attendance Roster**: Generate and maintain attendance rosters. Sub-links: [Attendance Roster By Class](#), [Class Attendance By Template](#)

A yellow arrow points to the 'Instructor Schedule' link under the 'Instructor/Advisor Information' category. The text next to the arrow says: 'Click Instructor Schedule. It may be in listed directly under Curriculum Management in your list.'

Click the ID looking glass. See next screen shot that shows the Look Up ID fields.

The screenshot shows a web browser window titled "Instructor Schedule - Windows Internet Explorer provided by SSTS". The address bar shows a URL from "ku.edu". The page content includes a navigation menu with "Enroll & Pay" selected. Below the menu, there is a section titled "Instructor Schedule" with a search form. The form includes a "Find an Existing Value" button, a "Maximum number of rows to return (up to 300):" field set to "300", and four search criteria: "Term:", "ID:", "Last Name:", and "First Name:". Each criterion has a dropdown menu set to "begins with" and a search icon. A yellow callout box with a black border and an arrow points to the search icon for the "ID:" field, containing the text "Click ID looking glass". Below the search criteria are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". The browser's status bar at the bottom shows "Done" and "Trusted sites".

The screenshot shows the 'Instructor Schedule' page with a search form and a 'Look Up' dialog box. The search form includes fields for Term, ID, Last Name, and First Name, all set to 'begins with'. The 'Look Up' dialog box has the same fields and a 'Look Up' button. Below the dialog, search results are displayed in a table.

ID	Name	Gender	Date of Birth	Campus ID	National ID	National Country	SSN
0000001	Hardy, James L	Male	(blank)	000001	*****9999	USA	SSN

Enter name of the instructor and click Look Up button. Confirm birth date (month and day) and if possible, the last four digits of their social security number. The EmplID will show in the far left column named ID. If no results are returned, the instructor is either not in the system or the name could be spelled wrong.

If instructor is not in the system, they cannot be added to current sections. New appointment sections (when multiple appointment sections) cannot be added without an instructor listed.