

DeCal Courses

Decal student instructors are entered into CSIR with a function code of 2, teaching but not in charge, and a faculty sponsor is added as a second instructor with a function code of 3 with zero instructor hours, in charge but not teaching.

Note: All student instructors teaching Decal courses must have an entry in HCM system (managed by Human Resources) as a non-employee—unpaid student affiliate. Procedures on how to enter these student instructors into HCM can be found at <http://hrweb.berkeley.edu/hrms/transnonemployee.htm>. Further questions regarding this process can be directed to the HRMS helpdesk, at 3-4443.