

FLAC

Faculty Load & Compensation

*Cuyahoga Community College
Cleveland, OH
February 2015*



FLAC – Overview

- ▶ Why
- ▶ How
- ▶ Payroll Production & Quality Assurance
- ▶ Questions

Why FLAC?

- ▶ Multi-Campus Environment
- ▶ Number of Faculty
- ▶ Intense, Cumbersome Paper Process
 - Changes required *physically* driving to a campus to re-sign paperwork, wasting time & fuel
 - Paperwork had to be delivered to Payroll Services for processing, sometimes not arriving in time for current payroll



Benefits and Improvements

- ▶ Supports goal of improving college-wide consistency (AQIP -Academic Quality Improvement Program)
- ▶ Accessible 24/7 from any device with internet access
- ▶ Automated email reminders to instructors
- ▶ Paperless system in support of sustainability efforts and cost reduction
- ▶ Accuracy and efficiency of data
- ▶ Increase in customer satisfaction (ease of use, accessible, confidential)



Feedback from Faculty



- ▶ *“I think the new paperless system is very convenient, simple to execute, and environmentally friendly as a bonus!”*
- ▶ *“As a professor who is sensitive to minimizing use of paper in my courses, I think it is great to save our natural resources as much as possible.”*
- ▶ *“The directions are simple and explicit, and the acknowledgement takes a matter of seconds.”*

Feedback from Faculty con't

- ▶ *“I signed my proffers in my pajamas! Simple, efficient, and convenient.”*
- ▶ *“I look forward to more processes being accessible online”*
- ▶ *“The process has helped me save time. It is very convenient.”*
- ▶ *“I like being able to do it anytime at home.”*

Faculty Load & Compensation (FLAC) Project

- ▶ Description of Software Application
 - An **electronic process** that integrated course/section information and ESU rates entered in the Academic module of the software with positions and job assignments in the HR / Payroll module.

FLAC Overview – How

SIAASGN

PEPFLAC
(nightly)

Batch Processes
Update FOAPAL & Lock
Assignments

E-Mail Notifications

Faculty Review & Acknowledge

PEPFCAP

Batch Process
Validate Local Tax

Reconcile & Produce
Payments

The previous slide shows the **Business Process Flow** for FLAC.


- The **SIAASGN** screen is in the **Banner Student Module**. Academic Coordinators, Schedulers and others receive assignment information from the Deans. They enter the information into the form.
- A Banner process, called **PEPFLAC**, is scheduled to run every night through UC4. This process pulls the information from the Student Module into the FLAC tables.
- It is followed by an in-house **Batch Process** that updates the Labor Distributions for the assignments based on the CRN, and dumps the resulting labor expense into the proper account buckets for Finance. It also locks all the assignments, making them available for Faculty to view.
- **E-mail notifications** are sent out, alerting Faculty that assignments are ready to review and acknowledge
- Faculty go into **My Tri-C Space** to review and acknowledge their assignments.
- 2 days before Payroll Processing occurs, the **PEPFCAP** process is run. This pushes the acknowledged assignments from the FLAC tables into the **Human Resources / Payroll Module**, where they are already set up to be paid.
- Another in-house **Batch Process** is run which validates the local taxes by location.

Access FLAC through My Tri-C Space

Log in to [My Tri-C Space](#), click the [My Work Life tab](#), and go to the [My Pay Information channel](#). Click on the ['Faculty Acknowledgment and Compensation'](#) link and proceed to review and acknowledge your assignment(s).

Term: 201510 - Spring 2015
Contract Type: P1 - Part Time/First Pay
CRN-Session: 10615-01
Subject-Course: MATH 0960 - Beginning Algebra II
Part of Term: O - 14-Week Session
Campus: W - Western
College: 02 - Business, Math & Tech
Position-Suffix: WS15FP-00, West - Spring FT Adjunct Rate

Schedule Type	Faculty Level	Rate	Calculation Method	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Percent of Session	Compensation
A - Lecture		827.00	Workload	4.000	0.000	4.60	15	100	100	3,308.00
									Total:	3,308.00

One of the things you'll notice in the header space is something called "Contract Note" with a yellow box next to it. [**Contract Note:** ] When you click on the yellow box, this screen comes up. It contains the contract language for your assignments. When you 'acknowledge' your assignments, it is tantamount to submitting an electronic signature.

Contract Notes

Term: 201280 - Fall 2012

Contract Type: Part Time/Adjunct Flex Pay

Notes:

PROFFER for TEMPORARY INSTRUCTIONAL ASSIGNMENT

The temporary instructional assignment(s) reflected herein include participating in professional development and assisting students outside the classroom on an as-needed basis.

Adjunct faculty members are expected to communicate to students on a regular basis and in a timely manner. I agree to communicate with students through their Tri-C email accounts and/or Blackboard messaging, and to regularly check my own Tri-C email account. I agree to respond to student messages and emails within 48 hours to ensure appropriate communication and to facilitate student success. I understand that the College has the right to enter my Blackboard course site as dictated by College needs. The College also reserves the right to intervene as appropriate, up to and including, making substitutions or replacing adjunct faculty who are not responsive to students or College staff.

Academic Progress Reports for ALL full term courses and **Final Evaluation Reports** for ALL GRADABLE COURSES must be submitted electronically at MY.TRI-C.EDU via the Faculty tab.

- **Academic Progress Reports are due by 12:00 noon on the date indicated on the academic calendar.**
- **Final Evaluations Reports are due by 12:00 noon two (2) days following the last day of the term.**

Submission of Academic Progress and Final Evaluation Reports by the posted deadline is your responsibility. Failure to timely submit required reports will be considered a default of this agreement and may affect future teaching assignments.

The College reserves the right to cancel this proffer and class(es) if enrollment is insufficient, or if the College determines it must assign the class(es) to a full-time faculty member, or for any other reason. This proffer is subject to all appropriate College approvals. Proffers are offered by semester and/or academic year, based on the needs of the College. Acceptance of this proffer does not guarantee that the College will offer you additional proffers in the future.

By acknowledging and submitting the assignment(s) associated with this contract, you are electronically accepting this proffer in accordance with the conditions stated above.

Assignments to Payroll

Batch Process to Validate Local Tax

Reconcile & Produce Payments

Payroll Production & Quality Assurance

- ▶ Previous Process
- ▶ Current Process
- ▶ Payment Schedules
- ▶ Impact on Budget/Reporting
- ▶ Impact on Faculty

Previous Payment Process

▶ Proffers

- Cumbersome, inconsistent & labor intensive process
- Not processed in timely manner
- Missing or late acknowledgement of assignment

▶ Input

- Relied on data entry – Duplication of efforts
- Inaccurate or missing work locations
- Missing pre-production verification

▶ Output Reports

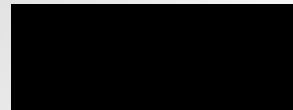
- Limited
- Difficult to understand

Current Payment Production Process

- ▶ Pre-FLAC Verification
 - Review AD-HOC reporting
 - Flexible Schedules / Team Teaching
- ▶ Production Verification
 - Original FLAC Load
 - Authorized Assignments
 - Team Teaching
 - Data Integrity
 - Local Taxes

Payment Schedules

- ▶ First Payroll Of Each Month
 - Overload instructional assignments for fall/spring semesters
 - Non-instructional assignments
 - Grant funded assignments
- ▶ Biweekly Payments
 - Overload instructional assignments for the summer semester
- ▶ First Payroll In May
 - Year end payouts



Impact On Budgets & Reporting

▶ FLAC & Current Payroll Process

- Reallocated efforts from data entry to data analysis
- Accommodates proactive detection & resolution of potential errors
- Ensures compliance with provisions of AAUP contract
- Limits impact on Budgets to active classes
- Ensures expenditures are recorded in appropriate semester & FY
- Introduction of statistical reporting
- Provides ability to monitor status of all assignments

Impact On Faculty

- ▶ FLAC & Current Payroll Process
 - Includes Faculty in the process
 - Solidified processing and payment schedules
 - Minimized potential missed/delayed payments
 - Eliminated manual payments
 - Increased communication between Faculty & Payroll Services
 - Introduced tools to assist with personal finances
 - Payment Projection Worksheet
 - Calculating Taxable Earnings Template
 - FAQ

Faculty and Adjunct sign on to *My Tri-C Space* to view and acknowledge.



Faculty Load and Compensation

[Compensation and Acknowledgement](#)

RELEASE: 8.6

Term: *

CSUMPT-00 CCW - Summer Adjunct Faculty Acknowledgment: Acknowledgment Date:

Organization: 2H1200, Pooled Position Default

Contract Type: Part Time/Adjunct Contract Note:

Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
50961-01	MATH-0950-Mathematics	0	02		4.000	4.000	6.800	18	100	3,212.00
Calculated Compensation:										3,212.00
Job Assignment Compensation:										3,212.00

Components for the Calculation of Workload

This window displays how Workload was extracted from the Student System. Workload is retrieved from the information on the Faculty Assignment for the term.

Workload or Override Workload = 4.000

Percent of Responsibility = 100

Enrollment Increment Work Load = 0.000

Calculated Workload = 4.000

[Exit Window](#)

RELEASE: 8.6

Term: 201250 - Summer 2012

Contract Type: P1 - Part Time/Adjunct

CRN-Session: 50961-01

Subject-Course: MATH 0950 - Beginning Algebra I

Part of Term: 1 - Full Term

Campus: C - Corporate College West

College: 02 - Business, Math & Tech

Position-Suffix: CSUMPT-00, CCW - Summer Adjunct

Templates are available by semester to clarify calculation of payments and project employee payments prior to pay date.

Worksheet For Projecting Payment Schedule Adjunct Assignments - Spring, 2015

** Note - Worksheet is intended for personal use only. Do not submit for processing*

#1 - Enter the CRN, session & total ESUs for each of your courses				#2 - Calculated monthly pay by CRN YTD calculation = Total Assignments Note - Unit rate on your pay stub may not equal the ESU rate			#3 - Your projected monthly payments will be:					
CRN	Session	ESU	Due	Pay Rate	# Pays	YTD	Feb	March	April	May	YTD	
123	1	4.00	\$3,308.00	\$827.00	4	\$3,308.00	\$827.00	\$827.00	\$827.00	\$827.00	\$3,308.00	
234	o	3.00	\$2,481.00	\$620.25	4	\$2,481.00	\$620.25	\$620.25	\$620.25	\$620.25	\$2,481.00	
345	a	2.00	\$1,654.00	\$827.00	2	\$1,654.00	\$827.00	\$827.00			\$1,654.00	
456	b	1.00	\$827.00	\$413.50	2	\$827.00			\$413.50	\$413.50	\$827.00	
			\$0.00	\$0.00		\$0.00					\$0.00	
			\$0.00	\$0.00		\$0.00					\$0.00	
			\$0.00	\$0.00		\$0.00					\$0.00	
			\$0.00	\$0.00		\$0.00					\$0.00	
			\$0.00	\$0.00		\$0.00					\$0.00	
			\$0.00	\$0.00		\$0.00					\$0.00	
			\$0.00	\$0.00		\$0.00					\$0.00	
*Proffer Totals			10.00	\$8,270.00	*Total P/T Assignments		\$8,270.00	\$2,274.25	2,274.25	1,860.75	1,860.75	\$8,270.00

Pay Rates = Total Remuneration For CRN / Schedule

Session	Schedule	# Pays	Proffer Due	Begin-End	Scheduled Pay Dates
1	16 Week	4	1/30/15	1/12 - 5/10	2/13, 3/13, 4/10 & 5/8
O	14 Week	4	1/30/15	1/26 - 5/10	2/13, 3/13, 4/10 & 5/8
A	1st 8 Wks	2	1/30/15	1/12 - 3/15	2/13 & 3/13
B	2nd 8 Wks	2	3/27/15	3/16 - 5/10	4/10 & 5/8

Employee Name Joseph Professor

Employee ID# S01234567

ESU Rate \$827.00

Questions - Contact Todd Prusha @ 987-4842

Templates are available by semester to clarify calculation of payments and project employee payments prior to pay date.

Worksheet For Projecting Payment Schedule Faculty Overload Assignments - Summer, 2015

** Note - Worksheet is intended for personal use only. Do not submit for processing*

#1 - Enter your annual salary in space provided in the lower right hand section of worksheet. Enter the CRN, session & total ESUs for each of your courses in the appropriate sections below (prorata or p/t)				#2 - Calculated monthly pay by CRN YTD calculation = Total Assignments Note - Unit rate on your pay stub may not equal the ESU rate			#3 - Your projected monthly payments will be:					
CRN #	Session	ESUs	Due	Pay Rate	# Pays	YTD	5-Jun	19-Jun	3-Jul	17-Jul	31-Jul	YTD
123	1	3.00	\$5,000.00	\$1,000.00	5	\$5,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$5,000.00
234	l	2.00	\$3,333.33	\$833.33	4	\$3,333.33		\$833.33	\$833.33	\$833.33	\$833.33	\$3,333.33
345	j	1.00	\$1,666.67	\$555.56	3	\$1,666.67	\$555.56	\$555.56	\$555.56			\$1,666.67
456	k	1.00	\$1,666.67	\$555.56	3	\$1,666.67			\$555.56	\$555.56	\$555.56	\$1,666.67
			\$0.00	\$0.00		\$0.00						\$0.00
			\$0.00	\$0.00		\$0.00						\$0.00
			\$0.00	\$0.00		\$0.00						\$0.00
* Prorata Assignments		7.00	\$11,666.67	* Total Prorata Pay		\$11,666.67	\$1,555.56	\$2,388.89	\$2,944.44	\$2,388.89	\$2,388.89	\$11,666.67
654	1	1.50	\$1,240.50	\$248.10	5	\$1,240.50	\$248.10	\$248.10	\$248.10	\$248.10	\$248.10	\$1,240.50
543	l	1.50	\$1,240.50	\$310.13	4	\$1,240.50		\$310.13	\$310.13	\$310.13	\$310.13	\$1,240.50
432	j	1.00	\$827.00	\$275.67	3	\$827.00	\$275.67	\$275.67	\$275.67			\$827.00
321	k	1.00	\$827.00	\$275.67	3	\$827.00			\$275.67	\$275.67	\$275.67	\$827.00
			\$0.00	\$0.00		\$0.00						\$0.00
* P/T Assignments		5.00	\$4,135.00	* Total P/T Pay		\$4,135.00	\$523.77	\$833.89	\$1,109.56	\$833.89	\$833.89	\$4,135.00
*Proffer Totals			12.00	\$15,801.67	* Total To Be Paid		\$15,801.67	\$2,079.32	3,222.78	4,054.00	3,222.78	\$15,801.67

Pay Rates = Total Remuneration For CRN / Schedule					
Session	Schedule	# Pays	Proffer Due	Begin-End	Scheduled Pay Dates
1	10 Week	5	5/22/15	5/27 - 8/3	6/5, 6/19, 7/3, 7/17 & 7/31
L	8 Week	4	6/5/15	6/9 - 8/3	6/19, 7/3, 7/17 & 7/31
J	1st half	3	5/22/15	5/27 - 6/29	6/5, 6/19 & 7/3
K	2nd half	3	6/26/15	6/30 - 8/3	7/3, 7/17 & 7/31

Employee Name Joseph Professor

Employee ID# S12345678

Enter Your Annual Salary \$50,000.00
 Divided By 30
 Prorata Rate \$1,666.67
 ESU Rate \$827.00

A template is available that defines taxable income for an employee

Employee Taxable Income Worksheet		Year:	
Formula	Items Included In Calculation	Federal & State	Medicare & Local
Gross Payroll	Your Gross Payroll		\$0.00
<u>Plus:</u>	50K Life Insurance		\$0.00
Imputed Income	Car Allowance		\$0.00
<u>Taxable Fringes</u>	Tuition Aid		\$0.00
*Base Income	Your Total Base Income	\$0.00	\$0.00
<u>Minus:</u>	STRS		n/a
Employee Retirement Contributions	ARP		n/a
	STRS Buyback (Pretax Only)		n/a
	OPERS		n/a
	Annuity / 403b		n/a
**	Deferred Compensation		n/a
	Your Total Retirement Contributions	\$0.00	\$0.00
<u>Minus:</u>	Medical Insurance		0.00
Employee Benefit Deductions	Dental Insurance		0.00
	FSA Medical		0.00
	FSA Dependent Care		0.00
	Short Term Disability		0.00
	Long Term Term Disability		0.00
***	Parking		0.00
	Your Total Employee Benefit Deductions	\$0.00	\$0.00
Taxable Income	Your Taxable Income Reported On W2	\$0.00	\$0.00

Questions?



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