1 Faculty Load and Compensation-Functional

Overview

The current Banner Human Resources system maintains pertinent information for each faculty member as an employee of an educational institution. This includes information such as the faculty member's position number and description, job description, job labor distribution, and annual compensation information.

On the other hand, the Banner Student system contains data related to instructional and non-instructional assignments of all faculty members. This includes information such as Course Reference Numbers (CRNs), course descriptions, number of credits per course, schedule types, and the work load of each faculty member.

The new Faculty Load and Compensation module merges faculty information in Banner Student and Human Resources systems to capitalize and deliver a robust, contiguous, and a comprehensive business process that gives institutions the power to automate the derivation and calculation of appropriate compensation packages for their full-time or part-time employed faculty members based on their individual work loads. This, in essence describes the primary business objective.

Using this module, you can now define rules for calculation of compensation packages in Banner Human Resources and Banner Student, and evaluate work loads and actual compensation packages for full-time as well as part-time faculty members in the module's new web interface on Employee Self-Service.

The Web interface of the Faculty Load and Compensation module can be accessed by two types of self-service users:

- Faculty Compensation Administrators - who revise, review, and modify employees' salary compensation as needed.

- Faculty Members - who review and acknowledge their compensation packages.

The Faculty Compensation Administrator role is defined in Web Tailor and the Faculty Member role is determined by the self-service module if the faculty member holds records, for a present or past academic term within the module.

The Faculty Load and Compensation module is extensively flexible and robust. Some of the features that support these characteristics are:

- Flexible rules can be created in Banner HR to determine the components that make up faculty pay.

- The module is robust enough to handle changes in a faculty member's schedule (e.g., cancellations, instructor reassignments, team teaching, no-shows) with corresponding changes in relation to their compensation.

- Certain factors such as course compensation rate, a faculty member's base rate, schedule type rates for each faculty member, and the defaulted compensation components can be overridden as necessary.

- Unlimited site-specific compensation components with institutional default rates per component can be defined.

- You can also track and audit the feed of the contract/salary data between Banner® Student and Banner HR.

- When Banner Finance is *not* installed, the module also accommodates the use of an external account code for Labor Distribution maintenance.

Consequently, at a minimum, the implementation of Faculty Load and Compensation module requires the following Banner products:

- Banner Student

- Banner Human Resources

- Employee Self-Service, and

- Banner Web Tailor

The translation of the module's business objective resulted in the following changes within Banner Human Resources:

- New validation forms and rule forms have been added to provide for changes in the calculation of compensation rates by this module. These include:

    - Faculty Compensation Level Code Validation Form (PTVFLCL)

    - Incremental Compensation Code Validation Form (PTVFLIC)

    - Faculty Load Incremental Compensation Rules Form (PTRFLIC)

    - Faculty Load and Compensation Instructional Rules Form (PTRFLAC)

    - Faculty Load and Compensation Non-Instructional Rules Form (PTRNIST)

    - Faculty Load Contract Type Control Rules Form (PTRFLCT)

- Existing rule forms in Banner HR as well as Banner Student have been modified. These include:

  - Installation Rules Form (PTRINST)

  - User Codes Rules Form (PTRUSER)

  - Roll-up Security Form (NSASPSC) (Banner® Finance Installed)

- The following application forms have been modified:

  - Faculty Action Tracking Form (PEAFACT) to assign Faculty Compensation Levels

  - Faculty Assignment Form (SIAASGN). For more details refer to the Banner Student Release Guide, Release 8.0.

- Appropriate HR and user security rules have to be established for using this module. Consequently, the following security forms have been modified:

  - User Code Rules Form (PTRUSER),

  - Organizational Hierarchy Security Form (NSASPSC) and

- A new Web interface for faculty load and compensation has been created for Employee Self-Service that can be accessed by faculty administrators and faculty members. For further details, refer to the Employee Self-Service 8.0 Release Guide.

- To accommodate the self-service users, Web Tailor has been modified to include a new user role - Faculty Compensation Administrator. Faculty Administrator users must be associated with this new role on Web Tailor to access the appropriate pages.

- To migrate and populate information in the module's web interface on Employee Self-Service, a new extract process has been created in Banner HR, the Faculty Load and Compensation Extract Process (PEPFLAC). This process extracts faculty information from the Student System, combines it with the new HR compensation rules, and displays this information in Employee Self-Service.

- After the compensation have been reviewed and locked by the Faculty Compensation Administrator, Banner users can run a new apply process that determines which self-service records have to be applied in Banner HR to create appropriate job assignment records for faculty members based on the faculty compensation data in Employee Self-Service.

In essence, the Faculty Load and Compensation module bridges the gap between Banner HR and Student modules to deliver a comprehensive and complete in-house business solution that can be seamlessly adapted for decentralized as well as centrally-administrated institutions.

Key Features

Key features of the Faculty Load and Compensation module include:

- The decentralized maintenance for summary and detail views of faculty load and compensation, positions, class assignments, and load history by course.

- The ability to capture a base rate by faculty member. Base rate is the amount of pay for the contract (salaried) or the credit/course (hourly)

- Generate an overload job for courses or non-instructional assignments considered as overload payments for the faculty member.

- A hierarchical roll up of departmental load and compensation information available for viewing and approvals, with appropriate locking of records when records are complete.

- Enter free-form comments to support compensation calculations.

- Allow select compensation components to be paid as default earnings.

- Maintain job records for updating compensation and employment details

- The ability to optionally view and maintain Labor Distributions for each job assignment

- Accommodate instructional and non-instructional assignments to be part of the faculty member's contract and wage calculation.

- Define whether a single job should be generated or multiple jobs generated for multiple courses.

- Define whether the term begin and end date creates a defaulted job start and end date.

- The ability to determine proper compensation for F/T (salaried) and P/T (hourly) faculty based on faculty load details in Banner® Student.

- Default Position Labor Distribution to the faculty member's compensation record, at which point the institution can override a portion or all of the distributions.

- Provide for the creation and maintenance of a faculty job assignment in Banner® HR (NBAJOBS), based on appropriate compensation rules, rates and hour.

- Create job records in Banner Human Resources.

- Provide for capturing load used in compensation calculation for audit and history purposes in self-service. (Maintain audit history for the components of load, rates and contract timeframe).

- Provide compensation summary pages of faculty by Term, with the ability to download the information to a spreadsheet.

- Provide the ability to attach contract information through a link to the Banner Document Management System from the Faculty Compensation Summary View.

For part-time or hourly faculty, the following features have been included:

- The ability to determine and pay different rates by schedule type. Schedule Type is defined as the type of instruction method applied to a course, such as lecture, lab, etc.

- The faculty responsibility (%) will be considered for an assigned course when performing the course compensation calculation.

- A site or institution can define whether individual courses are paid by credit hour, contact hour workload, course enrollment or other (flat amount).

- Allow a course compensation rate to be calculated by course, by faculty member, by term. Compensation components will contribute to this course compensation rate.

- Display the compensation rate per course. This rate is the calculated result of the employee's base rate, according to the Schedule Type, multiplied by contact or credit hours. This final compensation rate can be overridden.

For full-time or salaried faculty, self-service components are used to pay an appropriate overload rate. This includes the establishment of instructional or non-instructional assignments that contribute to the overload job.

User-centric Features

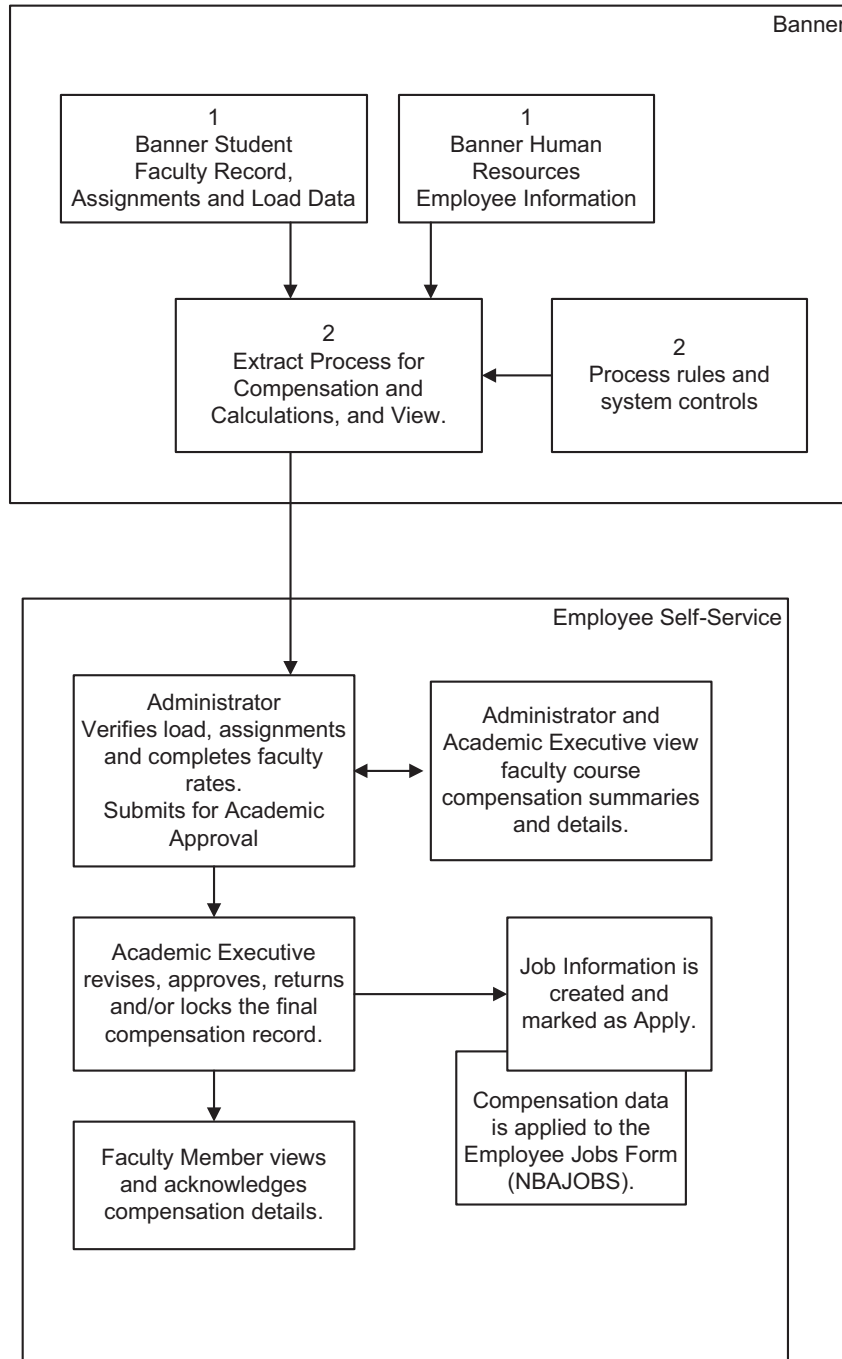Faculty Compensation Administrators can perform the following tasks:

- Define schedule types and an institutional default rate per schedule type.

- Accommodate multiple schedule types per course and factor those appropriately in compensation calculations.

- Build and lock the faculty load and compensation data.

- Allow the user to further define a faculty member's job begin and end date.

- View the same information that is available to a faculty member.

Faculty members, can perform the following tasks:

- Review the summary and detail of their compensation online. This feature has to be enabled by a site or institution.

- Ability to acknowledge that they have reviewed the components of their compensation for the term. The system then captures the date and time of this acknowledgement.

- View load and compensation information by term, course and position/suffix.

- Insert comments on their records.

New Business Process Flow

At a high level, the following flow chart depicts the work flow and touch points of interaction between Banner Human Resources and Employee Self-Service.

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┌─────────────────────────────────────────────────────────────────────────────┐
│                                                                      Banner   │
│   ┌──────────────────────┐        ┌──────────────────────┐                    │
│   │          1           │        │          1           │                    │
│   │   Banner Student     │        │   Banner Human       │                    │
│   │   Faculty Record,    │        │   Resources          │                    │
│   │ Assignments and Load │        │ Employee Information │                    │
│   │         Data         │        │                      │                    │
│   └──────────────────────┘        └──────────────────────┘                    │
│               │                              │                                │
│               ▼                              ▼                                │
│        ┌──────────────────────────┐     ┌──────────────────────┐             │
│        │            2             │     │          2           │             │
│        │  Extract Process for     │◄────│  Process rules and   │             │
│        │  Compensation and        │     │  system controls     │             │
│        │  Calculations, and View. │     │                      │             │
│        └──────────────────────────┘     └──────────────────────┘             │
│               │                                                               │
└───────────────┼───────────────────────────────────────────────────────────────┘
                │
                ▼
┌─────────────────────────────────────────────────────────────────────────────┐
│                                                  Employee Self-Service        │
│   ┌──────────────────────┐        ┌──────────────────────┐                    │
│   │     Administrator    │        │  Administrator and   │                    │
│   │ Verifies load,       │◄──────►│  Academic Executive  │                    │
│   │ assignments and      │        │  view faculty course │                    │
│   │ completes faculty    │        │  compensation        │                    │
│   │ rates.               │        │  summaries and       │                    │
│   │ Submits for Academic │        │  details.            │                    │
│   │ Approval             │        │                      │                    │
│   └──────────────────────┘        └──────────────────────┘                    │
│               │                                                               │
│               ▼                                                               │
│   ┌──────────────────────┐        ┌──────────────────────┐                    │
│   │  Academic Executive  │        │  Job Information is   │                    │
│   │ revises, approves,   │───────►│  created and         │                    │
│   │ returns and/or locks │        │  marked as Apply.    │                    │
│   │ the final            │        └──────────────────────┘                    │
│   │ compensation record. │        ┌──────────────────────┐                    │
│   └──────────────────────┘        │  Compensation data   │                    │
│               │                   │  is applied to the   │                    │
│               ▼                   │  Employee Jobs Form  │                    │
│   ┌──────────────────────┐        │  (NBAJOBS).          │                    │
│   │  Faculty Member views│        └──────────────────────┘                    │
│   │  and acknowledges    │                                                    │
│   │  compensation details│                                                    │
│   └──────────────────────┘                                                    │
└─────────────────────────────────────────────────────────────────────────────┘
```

Assumptions

Assume the following to work with the Faculty Load and Compensation module:

1. Administrative users of this module must be set up as Faculty Compensation Administrators in Web Tailor in order to create faculty compensations.

2. A new optional field, **Faculty Compensation Level**, can be used to determine rates for part-time faculty in this module.

3. Faculty Compensation Level data will be tracked *only* on the Faculty Action Tracking Form (PEAFACT) in Banner Human Resources.

   📑 **Note**

   Faculty Compensation Level information will *not* be tracked on either the Faculty/Advisor Information Form (SIAINST) of Banner Student or the Faculty Information Form (PEAFACD) of Banner Human Resources. ■

4. The Faculty Load and Compensation module will *not* create benefit records for employees.

5. The Faculty Load and Compensation module will *not* create employee records for employees.

New Tasks

Set Up Web Tailor for Faculty Compensation

The following tasks must be completed by the Web Tailor Administrator in Employee Self-Service:

- Set Up Access to the Faculty Load and Compensation Menu

- Set Up Faculty Compensation Administrators

For detailed descriptions of these tasks, refer to the *Release Guide* of Employee Self-Service, 8.0

Banner System-Level Set Up for Faculty Compensation

Set up rules in the following Banner forms to implement security for the faculty compensation module:

⚠️ **Warning**

Do not modify the security settings without prior consultation with your technical support and functional user teams.

1. On the Installation Rules Form (PTRINST):

   1.1. Set up and/or verify the security at the following levels: **Employer Security, Salary Security**, and **Employee Class Security**. These levels are typically preset by your site administrator as it used by all Banner HR modules.

   1.2. Determine whether Organizational Hierarchy Security must be enabled for this application. If so, select the **Organization Security** indicator for the faculty compensation module.

📋 **Note**

It is important to note that if your site utilizes the **Organization Security** indicator for Banner HR, then the faculty compensation module will also use this setting. This indicator is used to activate a position-organization based security for faculty compensation in Employee Self-Service. If left unchecked, organization security will not be enforced for this module in Employee Self-Service at the site unless it is specifically provide for by Organizational Hierarchy.

Establish an Organization Hierarchy

Before setting up organization security for users, first establish an organization hierarchy in Banner Finance. The Organizational Hierarchy security is an optional feature for use within the Faculty Load and Compensation module.

An organization hierarchy establishes a parent-child relationship between organization codes that results in a hierarchical sequence of preceding and succeeding organization codes.

Example

Consider the following hierarchy:

Organization Level						
1	**2**	**3**	**4**	**5**	**6**	**Description**
001						Office of the President
	100					Office of the Provost
		110				College of Arts & Sciences
			111			Office of the Dean
				120		Biology Department
					121	Genetics Department
				122		Physics Department
				125		Art History Department
				135		Geology Department

If John Smith is set up with *Update* access for organization code *111*, he has access to data in the following child organizations: *120, 121, 122, 125* and *135*.

If *Banner Finance* is installed, define an organization hierarchy in FTMORGN. This establishes record-level access (based on Budget Organization code within the Position number), and controls record locking prior to applying new job records. For detailed form and field descriptions, refer to the *Online Help* of Banner Finance.

If *Banner Finance* is *not* installed, define an organization hierarchy on the Organization Code Validation Form (PTVORGN). For detailed form and field descriptions, refer to the *Online Help* of Banner Human Resources.

Set Up HR Security for Faculty Compensation Users

Review security for all users of the faculty compensation module at the following four levels:

- Organization
- Employer
- Employee Class
- Salary

Employer Security

Each user can be granted employer security if the Employer Security indicator is enabled on PTRINST for the enterprise. Users with this type of security have access to information at the Employer level.

Example

Access of information within a specific payroll unit of a multi-enterprise system.

To establish employer security for a user, select the **Master Employer** indicator on the User Codes Rule Form (PTRUSER). This grants access to all employer codes in Banner.

If you wish to limit the user's access to information at this level, do not check the **Master Employer** check box. Specify a range with appropriate Employer codes on the Employer Security Form (PSAEMPR).

📝 **Note**

> The value specified in these fields also applies to all other modules of Banner Human Resources. ■

Employee Class Security

Each user can be granted Employee Class security if the Employee Class indicator is enabled on PTRINST for the enterprise. Users set up with security at this level have access to all those employee records associated with each employee class.

To establish employee class security for a user, select the **Master Employee Class** check box on the User Codes Rule Form (PTRUSER). This grants the user access to *all* Employee Classes created in Banner Human Resources.

If you wish to limit the user's access towards employee classes, do not check the **Master Employee Class** check box. Specify a range of employee codes on the Employee Class Security Form (PSAECLS).

📋 **Note**

> The value specified in these fields also applies to all other modules of Banner Human Resources. ∎

Salary Level Security

Specify user security and access at the salary level by entering the **Maximum Salary Level** to which a user can access and update information in Banner. This setting will evaluate all present and past jobs and enable access if the Maximum Salary Level is greater than any of the employee's job records.

📋 **Note**

> The value specified in this field also applies to all modules of Banner Human Resources. ∎

Organization Security

Faculty compensation users can be established with total or limited access to organization codes, if **Organizational Security** has been enabled on PTRINST.

1. Select the **Master Organization** indicator on the User Codes Rules Form (PTRUSER) to set up a user with default access to *all* organization codes created in Banner Human Resources.

   Otherwise, limit the user's access by specifying a range of organization codes on the Organization Security Form (PSAORGN).

📋 **Note**

> The above two fields establish the user's organization level security for *all* modules within Banner Human Resources. Additionally, this security setting will not be accessed if the site is using Organizational Hierarchy processing. ∎

2. Next, select the **Faculty Compensation Master Organization** field on the User Codes Rules Form (PTRUSER) to set up the user's organization level access *specifically* for the faculty compensation module in Employee Self-Service. Choices include:

- *Update* access - Users can access, update, query, and lock records for *all* defined organization codes in Employee Self-Service.

- *Query* access - Users can query and access records for *all* defined organization codes in Employee Self-Service.

- *None* (No access) - Users have *no* access to any of the organization codes unless organization records are established on PSAORGN or, for hierarchical access on NSASPSC (below).

📑 **Note**

Go to Step 3 if you wish to give *Update* access to users for specific organization codes when using organizational hierarchy processing. ▪

3. Set up faculty compensation users with *Update* access to *specific* organization codes on the Organizational Hierarchy Security Form (NSASPSC). (Optional step)

📑 **Note**

Based on the established organization hierarchy, they will have default access to those organizations that are related to the parent organization code.

The Organizational Hierarchy Security Form (NSASPSC) is available only if Banner Position Control is installed at your site.

If you specify a user with *Update* access in the **Faculty Compensation Master Organization** field on the User Codes Rule Form (PTRUSER) as well as on the Organizational Hierarchy Security Form (NSASPSC), the rule on PTRUSER takes precedence over NSASPSC. In this example, the user would have **Master Organization** access to all codes. ▪

Verify Data for Faculty Compensation

Verify (or create) the following information before using Faculty Load and Compensation module:

1. On the Identification Form (PPAIDEN) (or on SPAIDEN in Banner General):

    • Verify that faculty members have been created prior to being assigned classes.

    • Verify that **SSN**, **Gender**, **DOB**, **Ethnicity** and **Citizenship** have been populated for each faculty member hired as an employee.

    • Verify that an active address exists for each faculty member hired as an employee.

2. On the Payroll Calendar Rules Form (PTRCALN), verify that payroll calendar entries have been created for all payroll periods relative to the terms for which faculty compensation will be calculated.

3. On the Employee Form (PEAEMPL), ensure that faculty members have an existing record that is not terminated.

4. In Banner Student,

    4.1. Verify all course and non-instructional assignments have been associated with an *Active* contract, on the Faculty/Advisor Information Form (SIAINST), if an assignment has to be extracted for computations in Employee Self-Service. Otherwise, the assignment will not be extracted, and no course compensation will be created or maintained.

    Also verify that the faculty member is affiliated with one or more Contract Types that will be associated with their instructional and non-instructional assignments.

    4.2. Verify that each course and non-instructional assignment has been assigned a Position and Suffix on the Faculty Assignment Form (SIAASGN).

    4.3. Verify that the Faculty Contract Type Code Validation Form (STVFCNT) will be used to identify allowable load faculty types (non-credit teaching, credit teaching, professional expert, counselors).

    4.4. Verify that the Faculty Non-Instructional Type Validation Form (STVNIST) will be used to identify faculty non-instructional type codes.

Track by Faculty Levels

A new *optional* feature, Faculty Levels, has been provided to calculate faculty compensation packages, taking into consideration, factors such as seniority, teaching experience. This feature allows the institution to establish multiple base rates for payment to part-time faculty.

To enable faculty compensation level tracking:

1. Set up appropriate codes and rate schedules for each level on the Faculty Compensation Level Code Validation Form (PTVFLCL).

2. Associate a faculty level code with each faculty member on the Faculty Action Tracking Form (PEAFACT) in Banner Human Resources.

> **Note**
>
> This feature is not available for institutions that track their faculty data on the Faculty Information Form (PEAFACD).
>
> The Faculty Action Tracking Form (PEAFACT) is an enhanced version over the latter in terms of the type of information and level of detail tracked by the form. It is recommended that enterprises migrate towards using the Faculty Action Tracking Form (PEAFACT) as any future enhancements will be based on this form. To migrate data from the Faculty Information Form (PEAFACD) to the Faculty Action Tracking Form (PEAFACT) run the script, `PERBFACU.SQL`. This script is located in the `..payroll\misc` directory of Banner. ■

Set Up Calculation Rules for Faculty Compensation

Set up rules for faculty compensation calculations on the following Banner forms:

1. For part-time faculty members, establish compensation codes on the Incremental Compensation Code Validation Form (PTVFLIC).

   Incremental compensation is optional within the module. It is intended for those faculty members that are being paid on a course-basis. However, it will be helpful if there are extra compensation details associated with pay premiums such as extra compensation for high enrollment, distant commuting, pre-arranged course expense, etc.

2. (Optional) Establish a set of codes to identify faculty levels on the Faculty Compensation Level Code Validation Form (PTVFLCL).

   The Compensation Level is intended for use by part-time faculty members, where there are multiple levels of pay based upon institutional criteria such as teaching experience, cumulative credits, rank, or other factors.

3. This task is related to Step 1 indicated above. Specify a Base Rate, associate a Calculation Method for compensation, and specify a percentage of course compensation, for each pre-defined incremental compensation code on the Faculty Load Incremental Compensation Rules Form (PTRFLIC).

4. For part-time faculty computations, specify a base compensation rate and associate a calculation method for each *faculty schedule type* on the Faculty Load and Compensation Institution Rules Form (PTRFLAC).

   Note

   Use PTRFLAC form to establish compensation rates for all part-time instructional assignments.

5. Schedule Type refers to the medium of instruction and is associated with all instructional assignments on the Faculty Assignment Form (SIAASGN).

Example

A course can be conducted online or in a lecture setting at a campus.

6. Next, access the Faculty Load and Compensation Non-Instructional Rules Form (PTRNIST) to establish base rates and associate calculation methods to determine compensation for all *non-instructional activities* performed by part-time faculty members. This rule uses the Non-Instructional Code in Banner Student and will be matched with data from SIAASGN.

7. If you plan to implement the self-service module of Faculty Load and Compensation, access the Faculty Load Contract Type Control Rules Form (PTRFLCT) to specify how faculty compensation records must be evaluated and viewed on Employee Self-Service. This task provides the Contract Codes that have been assigned for the term and provides important data for processing information in the module.

Run the Faculty Load and Compensation Extract Process (PEPFLAC)

Run the Faculty Load and Compensation Extract Process (PEPFLAC) specifying the following report parameters.

Report Parameter	What to Enter?
Term Code	Term Code as established in Banner Student.
Part of Term	(Optional) Part of Term as established in Banner Student.
Process Mode	Indicate the run mode of the extract process. Choices include:
	Initial (*I*) Extracts faculty data from Banner Student and HR systems for the first time. This option can be used for any new faculty records entered into Banner.
	Recreate (*R*) Based on the run criteria, replaces only the previously extracted data with new extracted information for a specified Term Code.
	Add/Delete (*A*) Compares faculty assignment data on Employee Self-Service with those in Banner Student to make appropriate changes for only those records affected by changes as per Banner Student.
Contract Type	The Contract Type Code associated with a faculty member that has been assigned in Banner Student on the Faculty Assignment Form (SIAASGN).
	For example, *FS* - Fall/Spring Contract, *S* - Summer Contract.
Employee Class	(Optional) The Employee Class associated with a Position ID in Banner Human Resources. This option allows for a specific faculty group, such as Part-Time, to be processed separately.

Report Parameter	What to Enter?
Process Individual ID	Indicate if a specific employee ID is to be extracted from Banner. Choices include:

	Yes (Y)	Process an individual employee ID.
	No (N)	Do not process an individual employee ID.

Report Parameter	What to Enter?
Identification Number	Enter the employee's ID if you indicated *Yes* to process an individual ID for the previous parameter.
Job Change Reason	The reason for a change in a faculty member's job assignment.
Use Population Selection	Indicate if the data must be extracted from a pre-defined subset or population of faculty members. Choices include:

	Yes (Y)	Use population selection
	No (N)	Do not use population selection.

Report Parameter	What to Enter?
Population Selection ID	Identify the population to be used by the extract process.
	Specify this parameter only if you set the Use Population Selection parameter to *Y.*
Creator ID	Creator ID for population selection.
	Enter this parameter only if you set the Use Population Selection parameter to *Y.*
Application ID	Application ID for population selection.
	Enter this parameter only if you set the Use Population Selection parameter to *Y.*

Access Faculty Load and Compensation on Employee Self-Service

For a detailed description of the functionality of the Faculty Load and Compensation module, refer to the Employee Self-Service Release Guide for Release 8.0.

The self-service documentation includes task-oriented procedures, functionality of self-service pages, and corresponding field descriptions.

Run the Upload Process

Run the Faculty Compensation Upload Process (PEPFCAP) specifying the following report parameters:

Report Parameter	What to Enter?	
Term Code	Enter the Term Code for which you wish to upload information into Banner.	
Process Code	Select the process run mode. Choices include:	
	Edit (E)	The process performs error checks, produces a detailed report of all records processed without making any changes to the database. Always run this process mode before using the Update mode.
	Update (U)	The process applies all changes made to the job assignment records, and makes permanent changes to the database.
Contract Type	Enter the faculty member's Contract Type Code.	
Suppress Warnings	Indicate if process should suppress NBAJOBS warning messages. Choices include:	
	Yes (Y)	Yes, suppress warning messages.
	No (N)	No, do not suppress warning messages.
Process Acknowledged Only	Indicate if the process should upload faculty compensation records of only those employees who have acknowledged their compensation. Choices include:	
	Yes (Y)	Yes, process only acknowledged records.
	No (N)	No, process all records.

New Forms

The following new forms have been added to Banner Human Resources for the Faculty Load and Compensation module.

Validation Forms

Two new validation forms have been added.

- "Faculty Compensation Level Code Validation Form (PTVFLCL)" on page 35
- "Incremental Compensation Code Validation Form (PTVFLIC)" on page 36

Rule Forms

Four new rule forms have been added.

- "Faculty Load Incremental Compensation Rules Form (PTRFLIC)" on page 37
- "Faculty Load and Compensation Instructional Rules Form (PTRFLAC)" on page 40
- "Faculty Load and Compensation Non-Instructional Rules Form (PTRNIST)" on page 46
- "Faculty Load Contract Type Control Rules Form (PTRFLCT)" on page 52

Faculty Compensation Level Code Validation Form (PTVFLCL)

Define institution-specific faculty levels to calculate faculty pay based on factors such as seniority, teaching experience, rank, and so on. This validation form is for optional use when a site needs to establish multiple base rates for part-time faculty based on institutional seniority programs.

Field	Description
Faculty Compensation Level	Specify a six-character maximum alphanumeric faculty compensation level code.
Description	Enter a description of the faculty compensation level code specified in the previous field.
Activity Date	Displays the date on which the record was last added or updated.
User ID	Displays the Banner ID of the user who last added or update the relevant record.

Incremental Compensation Code Validation Form (PTVFLIC)

Define specific compensation codes on the Incremental Compensation Code Validation Form (PTVFLIC) for part-time faculty members who receive additional compensation to be paid on a course-by-course basis, or for items such as course planning and preparation, multiple degrees, teaching at a distant campus, employee with a specialized skill, and for other prearranged reasons. This increment will be added to the compensation that is calculated for each course and will be charged to the same Position.

📒 **Note**

> This validation form is specific to part-time faculty members. ■

Incremental Compensation Code	Description	Activity Date	User ID
COURSE	Course Planning	10-DEC-2007	MKRISHNA
DISTANT	Teach at a Distant Campus	10-DEC-2007	MKRISHNA

Field	Description
Incremental Compensation Code	Enter an eight-character maximum alphanumeric compensation code. For example, CP - Course Planning and Preparation, DCT- Distant Campus Teaching, SPSK - Specialized skills, etc.
Description	Enter a description of the incremental compensation code specified in the previous field.
Activity Date	Displays the date on which the information was last added or updated.
User ID	Displays the Banner ID of the user who last added or updated relevant information.

Faculty Load Incremental Compensation Rules Form (PTRFLIC)

Access the Faculty Load Incremental Compensation Rules Form (PTRFLIC) to specify the following for each type of incremental compensation code:

- specify a base rate

- associate a calculation method for compensation or

- specify a percentage of course compensation, if necessary.

This information will be used to calculate any additional increments paid to a faculty member over and above their initial compensation. It is specified on a Term-by-Term basis and can be copied forward when the rates require adjustment in future terms.

Key Block

Field	Description
Term	Select a predefined term for which you wish to specify incremental compensation codes.
	Search (STVTERM)
	Banner displays a description of the selected term code.

Main Block

Field	Description
From Term	Select the term code from which the incremental compensation codes are to be copied.
Copy	Select the Copy icon to copy incremental code rules from one term to the next.
To Term	Select the term code to which the incremental compensation codes are to be copied.
Incremental Compensation Code	Search and select a predefined Incremental Compensation code from the pull-down list. For example, *CP* - Course Planning and Preparation, *DCT*- Distant Campus Teaching, *SPSK* - Specialized skills, etc. Banner displays a description of the selected code.
Incremental Rate	Enter the amount or rate for an incremental compensation code. This rate is usually associated with a flat dollar amount. 📝 **Note** Do not enter a value in this field if you select the *Percentage of Course* Calculation Method. For more details, see the following field description.■
Calculation Method	Select the calculation method that should be used to calculate the additional increment from the pull-down list. Choices include: *Credit Hours* *Contact Hours* *Generated Credit Hours* *Headcount* *Workload* *Flat Amount* *Percentage of Course*
Percentage of Course Compensation	Enter a percentage amount that is to be added to the total compensation. Specify this field only if you select *Percentage of Course* in the **Calculation Method**. This can not be used together with an Incremental Rate when specifying a single code.

Field	Description
User ID	Displays the Banner ID of the user who last added or updated relevant information.
Activity Date	Displays the date on which the information was last added or updated.

Copy Compensation Rules

Copy incremental compensation rules from one term to the next on the Faculty Load Incremental Compensation Rules Form (PTRFLIC) to adjust the rates for future terms as follows:

1. Enter a new value for **Term**.

2. Click **Copy**.

3. Select an existing term in **From Term**.

4. Save.

Faculty Load and Compensation Instructional Rules Form (PTRFLAC)

For any course-based (part-time) contracts associate a calculation method and specify base compensation rates for each faculty schedule type. These rates and calculation methods will be used to determine the initial calculation of a faculty member's compensation.

Large institutions or those that have decentralized administrative operations can set up this information for each term, college, campus and contract type. If factors such as seniority or faculty levels also impact the determination of the initial compensation rates, this can be specified in the Faculty Institutional Level Rate block.

This rule form consists of a:

- Key Block

- Instructional Rules Rate Block

- Faculty Instructional Level Rate Block, and

- Copy Rules From Window

Key Block

Search and select a **Term**, **College**, **Campus** and **Contract Type** in the Key block.

Alternatively, click **Copy Rules** to access the Copy Rules From window where you can specify details of an existing term code *from* which rules are to be copied to the term code specified in the Key block. In this fashion, you can copy rates from one campus or college to another.

Field	Description
Term	Search and select a term code from the Options List window for which you wish to specify the calculation methods and base compensation rates on this rules form. The Options List window allows you to choose a term with predefined rules or a new term code. Existing term codes are those for which rules have already been defined on this rule form. Search Term Code Validation Form (STVTERM) Banner displays a description of the selected code. 📝 **Note** The term code specified in this field is the *destination* term code for which you wish to specify rules. ■
College	Search and select a valid college code from the Options List window. Otherwise, choose an existing term code to populate all the other Key block elements automatically. Search College Validation Form (STVCOLL) Banner displays a description of the selected code.
Campus	Search and select a valid campus code from the Options List window. Otherwise, choose an existing term code to populate all the other Key block elements automatically. Search Campus Validation Form (STVCAMP) Banner displays a description of the selected code.

Field	Description
Contract Type	Search and select a contract type code from the Options List window. Otherwise, choose an existing term code to populate all the other Key block elements automatically.
	Search Faculty Contract Type Code Validation Form (STVFCNT)
	Banner displays a description of the selected code.
Copy Rules	Select the Copy Rules icon to access the Copy Rules From window where you can specify details of an existing term code *from* which rules are to be copied to the destination term code specified in the Key block.
	You can also copy rules from one college, campus, and contract type to another.

Instructional Rules Rate Block

Access the Instructional Rules Rate block to identify schedule types with the Key block elements. Also associate a base rate, a calculation method, and view if faculty levels exist for any of the Schedule Types.

Field	Description
Copy rules from one term to the next by specifying information in the following fields.	
From Term	Displays the term code from which the rules begin to be effective.
Copy	Select this button to copy the rules from one term to the next.
To Term	Displays the term code when the rules cease to be effective.
Schedule Type	Search and select a schedule type code from the Schedule Type Code Validation Form (STVSCHD).
	Search Schedule Type Code Validation Form (STVSCHD)
	Banner displays a description of the selected code.
	📝 **Note**
	Schedule Type codes must be initially created in Banner Student and is embedded in each faculty assignment on SIAASGN. ∎
Base Rate	Enter a base rate for each schedule type.

Field	Description
Calculation Method	Select the calculation method that should be used to determine the initial calculation of a faculty member's compensation from the pull-down list. Choices include:

Contact Hours | Represents the faculty's weekly contact hours for a course.

Using this method,

Initial Compensation = Contact Hours x Base Rate.

Note: The Percentage of Responsibility of the faculty member is already taken into consideration in Banner Student.

Credit Hours | Represents the number of credits associated with a course.

Using this calculation method,

Initial Compensation = Credit Hours x Base Rate.

Generated Credit Hours | Generated credit hours is calculated by considering the credit hours, headcount, and the percentage of responsibility. All these factors are accounted for in Banner Student.

Using this method,

Initial Compensation = Generated Credit Hours x Base Rate

Headcount | The number students enrolled in a course.

In this case,

Initial Compensation = Headcount x Base Rate

Workload | The faculty member's workload is used in the calculation.

Using this method,

Initial Compensation = Workload x % of Responsibility x Base Rate

Flat Rate | A flat amount per course is determined as the compensation.This method disregards all other factors listed above.

Field	Description
Faculty Levels Exist	(Optional) This indicator is automatically selected if faculty levels are also considered in determining the faculty member's initial compensation. If so, enter rates for each faculty level in the following Faculty Institutional Level Rate block. Display only.
User ID	Displays the user's Banner ID who created or updated information.
Activity Date	Displays the date on which the information was created or updated.

Faculty Instructional Level Rate Block

This block displays faculty levels, if specified, for each schedule type entered in the previous block, the Instructional Rules Rate block.

This block consists of four fields— **Faculty Level**, **Level Rate**, **User ID**, and **Activity Date**.

Enter information in this block only if your institution uses other factors such as the faculty member's teaching experience, specialization, educational levels, seniority, etc. to determine the faculty member's initial compensation. These levels match with the Faculty Compensation Level designated on the Faculty Tracking Form (PEAFACT). A rate structure for each faculty level can be set up in this block.

Note
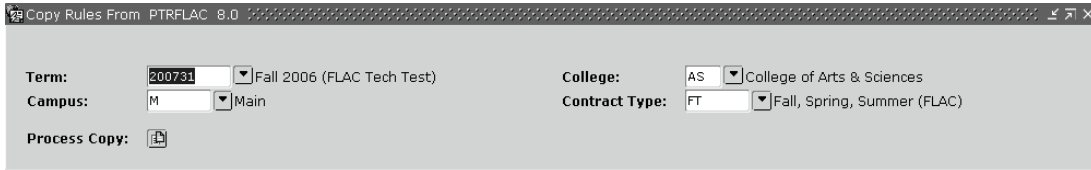
To default the correct rate structure, it is crucial that you specify the faculty level of each faculty member on the PEAFACT form.

Field	Description
Faculty Level	Search and select the faculty levels for which you wish to specify rates. Search — Faculty Compensation Level Code (PTVFLCL) Banner displays a description of the selected code.
Level Rate	Enter a base rate for each faculty level.
User ID	Displays the user's Banner ID who created or updated information.
Activity Date	Displays the date on which the information was created or updated.

Copy Rules From Window

Access the Copy Rules From window to copy rules from one term to the next by specifying the **Term**, **College**, **Campus** and **Contract Type**.

In this window, specify the *source* from which the information is to be copied.

Field	Description
Term	First, search and select a Term code as the source for copying rules. Banner displays a description of the selected code.
	💡 **Tip**
	Refine the source further by selecting appropriate College, Campus and Contract Type codes.
College	Search and select an existing College code as the source for copying rules. Banner displays a description of the selected code.
Campus	Search and select an existing Campus code as the source for copying rules. Banner displays a description of the selected code.
Contract Type	Search and select an existing Contract Type code which you wish to copy rules. Banner displays a description of the selected code.
Process Rules	Select this button to populate the destination term code specified in the Key block with rules associated with the source **Term Code**, **College**, **Campus** and **Contract Type**.

Faculty Load and Compensation Non-Instructional Rules Form (PTRNIST)

Establish base rates and associate calculation methods to determine compensation for non-instructional activities performed by part-time faculty members, such as, curriculum development, department administrative activities, etc. on the Faculty Load and Compensation Non-Instructional Rules Form (PTRNIST). Establish information for each term and contract type. You can also copy rates from one term and/or a contract type to a new term.

If extraneous factors such as seniority, academic qualifications etc. are considered, then specify rates for each faculty level in the Faculty Non-Instructional Level Rate Block.

This rule form consists of a:

- Key block

- Non-Instructional Rules Rate Block

- Faculty Non-Instructional Level Rate Block

- Copy Rules From Window

Key Block

Search and select a **Term**, and **Contract Type** in the Key block.

Alternatively, click **Copy Rules** to access the Copy Rules From window where you can enter details of an existing term code *from* which rules are to be copied to the term code specified in the Key block.

Field	Description
Term	Search and select a predefined term code from the Options List window for which you wish to specify base compensation rates and calculation methods for non-instructional activities on this rules form.
	Alternatively, select an existing term code for which rules have already been defined on this rule form to populate all the Key block elements automatically.
	Search Term Code Validation Form (STVTERM)
	Banner displays a description of the selected code.
Contract Type	Search and select a predefined contract type code from a list of valid contract types in the Options List window. Otherwise, choose an existing term code for which rules have already been defined on this rule form to populate all the Key block elements automatically.
	Search Faculty Contract Type Code Validation Form (STVFCNT)
	Banner displays a description of the selected code.
Copy Rules	Select this button to access the Copy Rules From window.

Non-Instructional Rules Rate Block

A faculty member's assignments are usually a combination of instructional and non-instructional assignments. These are created and maintained in the Faculty Assignment Form (SIAASGN). In this block:

- Search and select a list of non-instructional types for the term entered in the Key block.

- Associate a Base Rate and a Calculation Method for each non-instructional type, and

- Determine if faculty levels need to exist for each Type.

Field	Description
	Copy rules from one term to the next by specifying information in the following fields.
From Term	Displays the term code from when the rules begin to be effective.
Copy	Select this button to copy the rules from one term to the next.
To Term	Displays the term code from when the rules cease to be effective.
	Specify base rates and associate calculation methods with each non-instructional activity.
Non-Instructional Type	Search and select a non-instructional activity type code for which you wish to specify a base rate and associate a calculation method on this rule form.
	Search Faculty Non-instructional Type Code Validation Form (STVNIST)
	Banner displays a description of the selected code.
	📒 **Note** Non-Instructional Activity type codes must be initially created in Banner Student. ▪
Base Rate	Enter a base rate for each non-instructional activity type.

Field	Description
Calculation Method	Select the calculation method that should be used to determine the initial calculation of a faculty member's compensation for each non-instructional activity from the pull-down list. Choices include:

Contact Hours   This method represents the faculty's weekly contact hours for a course. Using this method,

Initial Compensation = Contact Hours x Base Rate

Note: The Percentage of Responsibility of the faculty member is already taken into consideration in Banner Student.

Workload   The faculty member's workload is used in the calculation. In this case,

Initial Compensation = Workload x % of Responsibility x Base Rate

Flat Rate   A flat amount per course is determined as the compensation.

Field	Description
Faculty Levels Exist	This indicator is automatically selected if faculty levels are also considered in determining the faculty member's initial compensation. If so, enter rates for each faculty level in the following Faculty Institutional Level Rate block. This field is for display only.
User ID	Displays the user's Banner ID who created or updated information.
Activity Date	Displays the date on which the information was created or updated.

Faculty Non-Instructional Level Rate Block

Enter information in this block only if you plan to have multiple **Faculty Compensation Levels** for non-instructional activities.

Specify information in this block if your institution uses other factors such as the faculty member's teaching experience, specialization, educational levels, seniority, etc. to determine the faculty member's initial compensation for non-instructional activities. A rate structure for each faculty level can be set up in this block.

💡 **Tip**

To use the level rate structure to default a base rate, capture the **Faculty Level** of each faculty member on the PEAFACT form. ■

Field	Description
Faculty Level	Search and select the faculty level for which you wish to specify rates.
	Search Faculty Compensation Level Code Validation Form (PTVFLCL)
	Banner displays a description of the selected code.
Level Rate	Enter a base rate for each faculty level.
User ID	Displays the user's Banner ID who created or updated information.
Activity Date	Displays the date on which the information was created or updated.

Copy Rules From Window

Click **Copy Rules** from the Key block of PTRNIST to access the Copy Rules From window.

Select and identify the *source* to copy rules *from* one term code and/or contract type *to* the term specified in the Key block.

Field	Description
Term	Search and select a Term code from which you wish to copy rules. Banner displays a description of the selected code.
	Note: This term code is the *source* from which all rules will be copied.
	You can further refine the source by selecting the **College**, **Campus**, and **Contract Type** codes appropriately.
Contract Type	Search and select an existing Contract Type code which you wish to copy rules. Banner displays a description of the selected code.
Process Rules	Select this button to populate rules from the source **Term Code**, and/or **Contract Type** to the Term code specified in the Key block.

Faculty Load Contract Type Control Rules Form (PTRFLCT)

If you plan to implement the self-service module of Faculty Load and Compensation, access this rule form to specify how faculty compensation records must be evaluated and viewed on Employee Self-Service. Using this form, you can establish the following:

- Determine the type of compensation view for the Contract Type in Employee Self-Service

- Determine if contractual or employment comments can be viewed in Employee Self-Service, and enter appropriately in the Comment block.

- Determine whether job labor distributions can be derived by the Section Labor Distribution Overrides established against the course structures in Banner Student for use by the extract process (PEPFLAC) when the job assignments and labor distributions are compiled.

Key Block

Field	Description
Term	Search and select a Term code from the Options List window for which you wish to set up self-service features.
	The Options List window allows you to choose a term with predefined rules or a new Term code. Existing Term codes are those for which rules have already been defined on this rule form.
	Search Term Code Validation Form (STVTERM)
	Banner displays a description of the selected code.

Main Block

Field	Description
From Term	Displays the Term code from when the rules become effective.
Copy	Click Copy to copy the
To Term	Displays the Academic Term code when the rules cease to be effective. The value for this field is defaulted from the **Academic Year** on the Term Code Validation Form (STVTERM).

Set up self-service features for each Contract Type in the following fields.

Field	Description
Contract Type	Search and select a Contract Type code for which you wish to activate self-service features in Employee Self-Service. The Contract Type is embedded on each Faculty Assignment record (SIAASGN).
	Search Faculty Contract Type Code Validation Form (STVFCNT)
	Banner displays a description of the selected code.

Field	Description
Compensation View	A faculty member's compensation and job assignments can be presented in two ways in Employee Self-Service based on the Contract Types. From the pull-down list, select the most appropriate view for each Contract Type. Choices include:

	Salaried	Select this view for full-time faculty members who are paid a fixed salary for a group of assignments associated with the same Position and Suffix.
	Course	Select this view for part-time or adjunct faculty whose instructional and non-instructional compensation is determined on a course-by-course basis.

Note: Contract Type codes must be predefined on the Faculty Assignment Form (SIAASGN) in Banner Student.

Specify correct dates in the following two fields to ensure that job assignment records are created in Banner Human Resources.

Field	Description
Extract Job Effective Date	Enter the date that should be used by the Faculty Load and Compensation Extract Process (PEPFLAC) to view a collect faculty member's job assignment records to be evaluated for appointment or reappointment in Employee Self-Service. This field is required only for *salaried* compensation views.
Update Job Effective Date	Enter the date that should be used as the new job effective date by the Faculty Load and Compensation Extract Process (PEPFLAC) in order to create a job record in Banner Human Resources for faculty compensation. This date is required by the extract process for salaried jobs and will create a new effective dated job record on this date. It is important to specify a date at the beginning of the first contractual payment. For adjunct faculty, this date is optional. If left blank, the system will evaluate the term and course dates and search for the start date of the next payroll to determine the effective date of the job. If entered, the process will use this date to create the effective date of the job record. This allows an institution to back-date the beginning date of the job assignment and override the term date logic. It is important to specify a date at the beginning of the first contractual payment.

Field	Description
Use Schedule Labor Distributions	Select this indicator to determine the source for job labor distribution that should be used by the extract process (PEPFLAC). It is invoked only for Course-based computations.
	Two options are available. Banner Student maintains FOAPAL elements at the course level, namely the Course Reference Number (CRN), whereas Banner Human Resources maintains FOAPAL elements for each Position.
	• If the FOAPAL exists for a CRN on SSADETL, and the **Use Schedule Labor Distribution** indicator is selected, then the extract process will use the CRN FOAPAL, and default this to the job.
	• If the FOAPAL exists for a CRN, and the **Use Schedule Labor Distribution** indicator is not selected, then extract process uses the FOAPAL elements associated with the faculty position from Banner HR.
	• If the FOAPAL does not exist for a CRN on SSADETL, but the **Use Schedule Labor Distribution** indicator is selected on this rules form, then the (PEPFLAC) extract process uses the FOAPAL elements associated with the faculty position from Banner HR.
Self-Service Comment	This indicator is enabled only when self-service comments are entered below. This feature allows a faculty member to view Contract Notes on their record in Employee Self-Service.
Activity Date	Displays the date on which the information was added or updated.
Self-Service Comments	Enter comments in this free-form text field which can also be accessed via Employee Self-Service. This information will be displayed to the faculty member on the Faculty Compensation and Acknowledgement page.

Changed Forms

Installation Rules Form (PTRINST)

Two new fields, **Organizational Security Hierarchy** and **Position Validation on Faculty Assignments** have been added to the Faculty window of the Installation Rules Form (PTRINST). These fields enforce security for the Faculty Load and Compensation module specifically in Employee Self-Service.

Field	Description
Organizational Security Hierarchy	Select this indicator to establish position organization-based security for the Faculty Load and Compensation module in Employee Self-Service. This allows the Banner Finance hierarchy to be used for user access and control.
Position Validation on Faculty Assignments	Select this indicator to ensure that all positions associated with a faculty member's instructional and non-instructional assignments are valid and can be extracted by PEPFLEC. Otherwise, faculty assignments may not be correctly updated to Banner Human Resources from Employee Self-Service.

Position Validation on Faculty Assignments — This indicator is used to validate the **Position Number** when entering data on the Faculty Assignment Form (SIAASGN) and should be turned on for use with this module

⚠️ **Warning**

Do not check this indicator if you don't plan to use the faculty load and compensation module for planning salaries. ■

Note: If you wish to make changes to faculty assignments in a past term, first uncheck this indicator, make the necessary changes, and then reset this indicator to a checked status.

By un-checking the indicator initially, you ensure that the validation process does not generate any errors for faculty assignment records on SIAASGN that have invalid Position numbers, and by resetting the indicator, you ensure that Position numbers are validated going forward.

User Codes Rules Form (PTRUSER)

The User Codes Rule Form establishes User IDs for security purposes. It enables you to define the maximum salary level that can be viewed by specified users and to assign access privileges for organizations and/or Employee Classes.

A new security level, **Faculty Compensation Master Organization**, has been added specifically for access to the Faculty Load and Compensation module in Employee Self-Service.

Field	Description
Faculty Compensation Master Organization	Select this indicator to set up organization security and access levels to the self-service pages of the Faculty Load and Compensation module in Employee Self-Service for each Banner user ID.

Users can be set up with three types of access. Choices include:

Update	Provides Master update access to all records
Query	Provides Master query access to all records
None	No Access. This is the default. Set up access to specific organizations on the Organizational Hierarchy Security Form (NSASPSC).

Note: In addition to the above field, also set up the Master Employer, Master Employee Class and Salary Level security as required. You can specify unlimited salary level access by entering a limit of 999,999,999.99. This is existing Banner HR functionality. These security features apply to the Faculty Load and Compensation module as well as all other modules of Banner Human Resources.

A new script has been provided to update this field with a value of *None* for all existing records. Refer to the Technical section for more details.

Organizational Hierarchy Security Form (NSASPSC) (Banner® Finance Installed)

The Salary Planner Security Form (NSASPSC) has been renamed as Organizational Hierarchy Security Form (NSASPSC) since the functionality has now been extended to support Faculty Load and Compensation. Consequently, a new field, **Module**, has been added to the form to identify which system is being used for the data on this form. This type of security is optional for the application.

Access the Organizational Hierarchy Security Form (NSASPSC) to set up organization security for all users of the Faculty Load and Compensation module who have been given either *Query* or *None* access in the User Codes Rule Form (PTRUSER). In other words, set up organization security for those users who have *not* been given Master *Update* or *Query* access for **Faculty Compensation Master Organization** on the User Codes Rule Form (PTRUSER).

📝 **Note**

> Similarly, use the same form to set up organization security for users of the Salary Planner (available in Employee Self-Service) who have been given *None* access in the User Codes Rule Form (PTRUSER). ■

Access the Organizational Hierarchy Security Form (NSASPSC) to:

- Copy organization security for a user from one module to another, i.e., from the Faculty Load and Compensation to the Salary Planner, and vice-versa.

- Copy organization security from one user to another within a single Chart of Accounts (COA) code, and

- Define update or query access to organizations.

The Organizational Hierarchy Security Form (NSASPSC) gives you greater control in determining access to data as you can not only specify individual access to organizations, but also specify a group of organizations using Banner Finance hierarchy processing.

📓 **Note**

> NSASPSC only affects organization security within the Faculty Load and Compensation module in Banner and the Salary Planner in Employee Self-Service enhancements, and does *not* affect other Banner HR security. ■

The Organizational Hierarchy Security Form (NSASPSC) consists of a:

- Key Block

- Main Block

- Copy User to New Module Window

- Delete New User Window

💡 **Tip**

> All windows of this form can be accessed only from the Key block. ■

Key Block

In the Key block, select a Banner user for whom you wish to establish organization security access within a Banner module. A new field, **Module**, has been added to this block.

Field	Description
Module	From the pull-down list, select the Banner module to establish organization security and access for a user. Choices include: *Faculty Compensation* *Salary Planner*

Existing fields, **Include Organization** and **Exclude Organization** have been moved to the Delete New User window.

Main Block

The Main block has been modified to specify the module to which the security applies, Faculty Compensation or Salary Planner.

Copy User to New Module Window

Access the Copy User to New Module window to copy a user's organization-level security from the module selected in this window to the module selected in the Key block. Access this window from the Key block by selecting *Copy to New User* from the Options menu.

💡 **Tip**

In the Key block, select the destination module for which organization access is to be established.

Field	Description
From Module	From the pull-down list, select the module from which the organization security should be copied from. This will be the source module.
Process Copy	Select this button to save and process the information entered in this window. A list of organization codes will be copied to the module selected in the Key block of the form.

Example

Copy the organization-level security specified for John Smith from the Salary Planner module to the Faculty Compensation module.

Delete New User Window

Access the Delete New User window to remove users with specific organization-level security from accessing the Faculty Compensation or the Salary Planner applications. Access this window by selecting *Delete Organization by Group* from the Options menu of the Key block.

Field	Description	
Include Organization	Search and select, or enter an existing organization code to set up secure access to specific organizations.	
	Search	Organization Code Validation Form - Finance (FTVORGN) when *Banner Finance* is installed.
	Search	Organization Code Validation Form (PTVORGN) when *Banner Finance* is *not* installed.
	All organization codes will be copied if this field is blank.	
Exclude Organization	Search and select, or enter an existing organization code to limit access to specific organizations.	
	Search	Organization Code Validation Form - Finance (FTVORGN) when *Banner Finance* is installed.
	Search	Organization Code Validation Form (PTVORGN) when *Banner Finance* is *not* installed.
	Note: If this field is blank, it does *not* imply all organization codes are excluded for the user.	
Process Delete	Select this button to save and process any changes made in this window.	

Example

Remove Jane Smith listed with *Query* only access on this form when you promote her access level to *Update* on the User Codes Rules Form (PTRUSER).
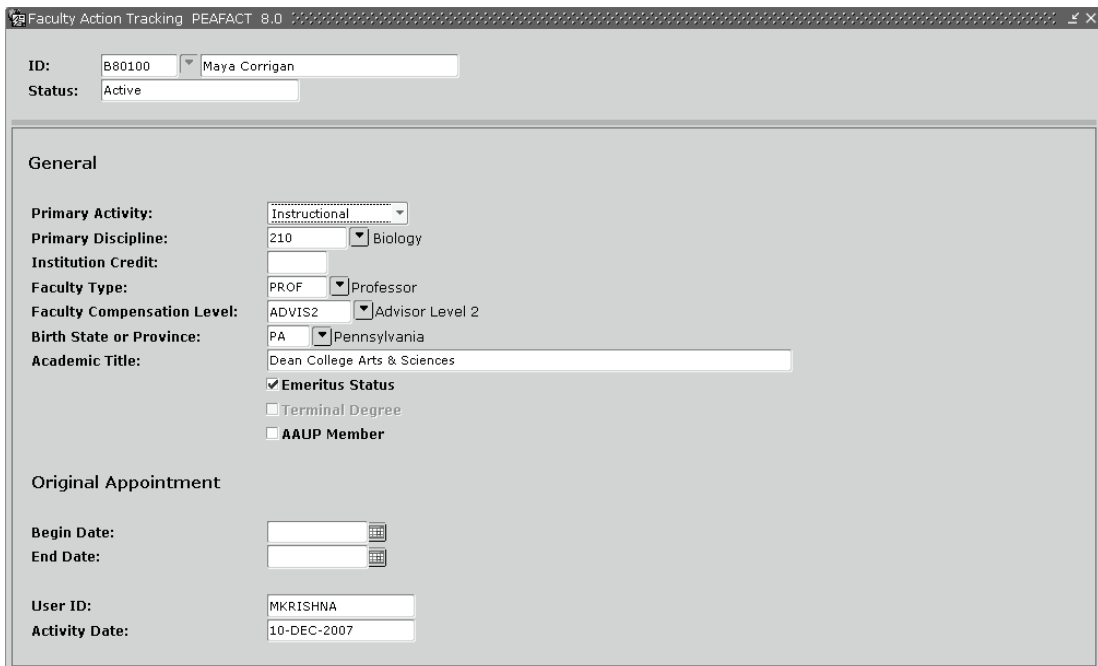
Faculty Action Tracking Form (PEAFACT)

A new optional field, **Faculty Compensation Level**, has been added to the General block of the Faculty Action Tracking Form (PEAFACT) to capture a faculty member's compensation level.

This field is used in determining the faculty member's base compensation package for course-calculated assignments, if your organization uses other associated factors such as the faculty's seniority, teaching experience, rank, cumulative credit hours etc.

📒 **Note**

This information will have to manually entered and maintained for each individual when using levels on PTRFLAC and PTRNIST, for instructional and non-instructional assignments, respectively. ∎

New Processes

Faculty Load and Compensation Extract Process (PEPFLAC)

Description   The Faculty Load and Compensation Extract Process (PEPFLAC)

1. Extracts faculty assignments from Banner Student

2. Applies compensation calculation rules as defined by your institution in Banner Human Resources on the extracted data

3. Prepares the extracted data for viewing on appropriate self-service pages in Employee Self-Service. Self-service users such as Faculty Administrators can work to modify the extracted information in Employee Self-Service to create comprehensive compensation pay packages for their faculty members.

📓 **Note**

The Faculty Load and Compensation Extract Process (PEPFLAC) extracts only those faculty assignments that are associated with Positions with **Position Status** either *Active* or *Frozen* (on the Position Definition Form (NBAPOSN), with a **Position Budget Status** that is *Approved* (on the Position Budget Form (NBAPBUD). Additionally, the faculty member must have a non-terminated Employee record in Banner Human Resources to be included.   ■

The extract process can be run in the following modes:

Initial   Extracts faculty data from Banner Student and Human Resources for the first time.

Recreate   The process selects faculty from Banner Student assignments on SIAASGN for a specified Term Code, and replaces or restarts all records associated with each faculty member in Employee Self-Service.

Add/Delete   The process updates only existing records in the previously extracted faculty load and compensation data by comparing faculty assignment data on Employee Self-Service with those in Banner Student for each faculty member:

- The process *adds* records if any instructional or non-instructional assignments are present in Banner Student but not in Employee Self-Service.

- The process *deletes* records if any instructional or non-instructional assignments are present in Employee Self-Service, but not in Banner Student.

Example:

Adding or deleting course assignments, course information, or schedule information in Banner Student.

Processing Notes for Salaried Employees

For salaried employees, the Faculty Load and Compensation Extract Process (PEPFLAC) uses the Payroll Calendar and the **Update Job Effective Date** field on PTRFLCT to determine the Start and End Dates of a job assignment, and the Job Effective Date as follows:

1. The Payroll Calendar for the faculty member is determined from the Pay ID associated with the Position's Employee Class, and the **Update Job Effective Date** on PTRFLCT is used as the Job Effective Date.

2. From the Payroll Calendar (Step 1), the process then determines the Pay Period Start Date as the date that is less than or equal to the Update Job Effective Date. An End Date is optional.

Processing Notes for Course-Compensated Employees

For employees compensated on a course-by-course basis, the process extracts and stores the Start and End Dates for each *course*. The Update Job Effective Date on PTRFLCT is optional for this group of employees. If it is populated, the Extract process, PEPFLAC, will physically use this date as the Effective Date of the job. So, it is important that the date be set to the Payroll Start Date to affect the first payment. If the date is not entered on PTRFLCT, the Effective Date of the job will be determined by the following procedure:

1. The process determines the payroll calendar for the faculty member from the Pay ID associated with the Position's Employee Class.

2. The process selects that Pay Period Start Date which is greater than or equal to the Term or Course Start Date.

3. To determine the Job Begin Date, the process compares the Course Start Date and the Update Job Effective Date on PTRFLCT. If the Course Start Date is less than or equal to the Update Job Effective Date, the latter is used as the Job Begin Date. Otherwise the Course Start Date is used as the Job Begin Date.

4. To determine the Job End Date, the process finds the Pay Period End Date that is greater than or equal to the stored Course End Date.

The process also counts the number of pay periods associated with the duration of the job assignment. This is used to determine the Factor and Pays for the job assignment.

Example

A Fall Term would consist of four pay periods. Consequently, the **Factor** and **Pays** will be set to *4*.

Labor Distributions Relating to Multi-Year Encumbrance (MYE) Processing

The new Multiple Year Encumbrance enhancement has the ability to specify an **Encumbrance Override End Date**, that is accessible only on the Job Labor Distribution record in Banner Human Resources. The Faculty Load and Compensation (FLAC) module allows an institution to reappoint faculty members to the same Position and Suffix and as a result, carry forward the current Job Labor Distribution records. If the current job and labor records are extracted into the FLAC module, the system will carry forward any previously entered Encumbrance Override Date on FOAPAL components that contain an applicable Fund Code. This information is not accessible within the FLAC module for view or update. Therefore any update to a FOAPAL record will not affect this date, unless you remove the record.

Additionally, if a new Job Labor Distribution is added in FLAC that contains a Fund code which is designated for multiple year encumbering, the **Encumbrance Override End Date** cannot be entered in FLAC on the Job Labor Distribution page. You will need to first upload the faculty assignment to NBAJOBS, through the Faculty Upload Process (PEPFCAP) and then update the record on NBAJOBS, if necessary.

Parameters	Name	Description/Values	Required?	Default	Validation
01	Term Code	Term Code as established in Banner Student.	Yes	None	STVTERM
02	Part of Term	Part of Term as established in Banner Student.	No	None	STVPTRM
03	Process Mode	Indicate the run mode of the extract process. Choices include: *Initial* (*I*)- Extracts faculty data from Banner Student and HR systems for the first time. *Recreate* (*R*)- Based on the run criteria, replaces only the previously extracted data with new extracted information for a specified Term Code. *Add/Delete* (*A*) - Compares faculty assignment data on Employee Self-Service with those in Banner Student to make appropriate changes for only those records as per Banner Student.	Yes	*Initial* (*I*)	None
04	Contract Type	The Contract Type Code associated with a faculty member in Banner Student. For example, *FS* - Fall/Spring Contract, *S* - Summer Contract.	No	None	STVFCNT

Parameters	Name	Description/Values	Required?	Default	Validation
05	Employee Class	The Employee Class associated with a Position ID in Banner Human Resources.	No	None	PTRECLS
06	Process Individual ID	Indicate if a specific employee ID is to be extracted from Banner. Choices includes: Yes - Process an individual employee ID. No - Do not process an individual employee ID.	Yes	*No* (N)	None
07	Identification Number	Enter the employee's ID if you indicated *Yes* to process an individual ID for parameter 06 above.	No.	None	None
08	Job Change Reason	The reason for a change in a faculty member's job assignment.	Yes	None	PTRJCRE
09	Use Population Selection	Indicate if the data must be extracted from a pre-defined subset or population of faculty members. Choices include: Yes - Use population selection No - Do not use population selection.	No	No (N)	None
10	Population Selection ID	Identify the population to be used by the extract process. Specify this parameter only if you set the Use Population Selection parameter to *Y.*	No	None	GlRSLCT
11	Creator ID	Creator ID for population selection. Enter this parameter only if you set the Use Population Selection parameter to *Y.*	No	None	GURIDEN
12	Application ID	Application ID for population selection. Enter this parameter only if you set the Use Population Selection parameter to *Y.*	No	None	GLRAPPL

Frequency

On Demand

Sort Order

First by Last Name, then First Name, Middle Initial, and ID.

Data Source

For Rule Forms and Validation Forms

PTVFLIC	PTVFLCL	PTRFLIC	PTRSCHD	PTRSCLV	PTRNIST
PTRNILV	PTRCALN	PTRECLS	STVTERM	STVFCNT	STVSCHD

For Faculty and Employee Records

SPRIDEN	SIBINST	PEBEMPL	PERBFAC

Instructional Assignments

SCBCRSE	SSBSECT	SIRASGN	SSRMEET	SCRSCHD

For Non-Instructional Assignments

SIRNIST

For Jobs

NBBPOSN	NBRBJOB	NBRJOBS

For Default Earnings

NBREARN

For Labor Distributions

NBRPLBD	NBRJLBD	SCRSCLD

Report Format

Standard, horizontal

Report Sample—Faculty Load and Compensation Extract Process (PEPFLAC)

```
PAGE                   1
PEPFLAC 8.0                                        Banner University                        RUN DATE 21-FEB-2008
                                             Faculty Load Extract Process                   RUN TIME 10:15 AM
                                            Extract and Error Audit Section

Term:   200951   Fall 2009 (FLAC)
_____

Name                                                         ID        Title                    Faculty Level
     Message
          Position   CRN-Session   Subject and Course                        Section

Lindstrom, Kelly                                             FLAC11111                          ADMIN    Administrator
                                                                                                Teaching
     Error: Missing Position and Suffix on Faculty Assignment.  Non-Instructional Type ADV.
          -----------------------------------Instructional-----------------------------------------
          FAC002-01   5001-01   EDUC  105    Human Development                   0
          FAC002-00   5002-01   COM   100    Mass Media in Society               0
          FAC002-02   5005-01   EDUC  105    Human Development                   1

          ---------------------------------Non-Instructional--------------------------------------
                    ADV       Advising

Moore, Lenore                                               A00013107                          ASSIST Assistant Prof
     Warning: Schedule Labor Distribution cannot be computed for this Job FAC002-01.  Check  calculation  method.  Position  or  Job
     Labor Distribution is defaulted.
          -----------------------------------Instructional-----------------------------------------
          FAC002-01   5004-01   ENGL  300    English Composition I               0
          FAC002-00   5006-01   COM   100    Mass Media in Society               1

          ---------------------------------Non-Instructional--------------------------------------

Smith, Jeanette                                            A00013105                          INST Instructor
     Warning: Schedule Labor Distribution cannot be computed for this Job FAC002-01.  Check  calculation  method.  Position  or  Job
     Labor Distribution is defaulted.
          -----------------------------------Instructional-----------------------------------------
          FAC002-00   5001-01   EDUC  105    Human Development                   0
          FAC002-01   5003-01   HIST  150    World History 1700 to Present       0
          FAC002-02   5007-01   HIST  150    World History 1700 to Present       1
          FAC002-03   5009-01   COM   100    Mass Media in Society               0

          ---------------------------------Non-Instructional--------------------------------------

Walsh, Victoria                                            A00013106
          -----------------------------------Instructional-----------------------------------------
          F00017-00   5001-01   EDUC  105    Human Development                   0
          F00017-00   5002-01   COM   100    Mass Media in Society               0
          F00017-00   5003-01   HIST  150    World History 1700 to Present       0
          F00017-00   5004-01   ENGL  300    English Composition I               0
          F00017-00   5008-01   ENGL  300    English Composition I               1

          ---------------------------------Non-Instructional--------------------------------------
          F00017-00   CHR       Department Chairman
```

```
PAGE                    2
PEPFLAC 8.0                                           Banner University                          RUN DATE 21-FEB-2008
                                                  Faculty Load Extract Process                   RUN TIME 10:15 AM

                                             * * * REPORT CONTROL INFORMATION * * *
                                             Parameters have been entered via Job Submission.


Parameter Name                            Value
_____           _____
Parameter Seq No:                         35464
Term Code:                                200951
Part of Term:
Process Mode:                             R
Contract Type:
Employee Class:
Process Individual ID:                    N
Identification Number:
Job Change Reason:                        FLAC
Use Population Selection:                  N
Population Selection ID:
Creator ID:
Application ID:


Employees Extracted:                            4
Instructional Assignments Extracted:            14
Non-Instructional Assignments Extracted:        1
Job Assignments Extracted:                      10
Deleted Assignments:                            0
Compensation:                                   16,886.25
Number of Errors Issued:                        1
```

Faculty Compensation Upload Process (PEPFCAP)

Description   The Faculty Compensation Upload Process (PEPFCAP) evaluates all job records that are created by the Faculty Load and Compensation module in Employee Self-Service and applies the data to Banner Human Resources.

Pre-requisite

Lock the faculty compensation records in Employee Self-Service before running the upload process. This indicates that the record has been reviewed and completed by a faculty administrator.

Processing Notes

The Faculty Compensation Upload Process (PEPFCAP) can be run in two modes:

Edit   The process checks for errors and provides a detailed report of all the records that can be applied, without making any changes to the database. The process can be run multiple times in the Edit mode using the same set of locked records.

Update   The process edits and directly applies changes to the database.

On completion, the status of the faculty compensation records in Employee Self-Service changes to *Applied*. The records can no longer be reset or unlocked in Employee Self-Service. Any further changes to applied records will have to be directly performed in Banner Human Resources.

💡 **Tip**

Run the process in the *Edit* mode and check for errors before running the process in the *Update* mode.   ■

The upload processes in both AFLAC and Salary Planner need to document how the new uploaded records could affect the Encumbrance Override End Date on the new job record.

Parameters	Name	Description/Values	Required	Default	Validation
01	Term Code	The Term Code from Banner Student.	Yes	None	STVTERM
02	Process Code	Select the process run mode from the following: Edit (E)-The process performs error checks, produces a detailed report of all records processed without making any changes to the database. Update (U)-The process applies all changes made to the job assignment records, and makes changes to the database.	Yes	Edit	None
03	Contract Type	Specify the Faculty Member Contract Type code.	No	None	STVFCNT
04	Suppress Warning Messages	Indicate if the process should suppress warning messages. Choices include: Yes - Process suppresses warning messages. No - Process does not suppress warning messages.	Yes	No (N)	None
05	Process Acknowledged Only	Indicate if the process should only process compensation records that have been Acknowledged by faculty members. Choices include: Yes Process only Acknowledged records. No Process any record in a locked status.	Yes	No (N)	None

Frequency

On Demand

Sort Order

First by Last Name, then by First Name, Middle Initial, ID, Job Contract Type (Primary, then Secondary), and Position Number

Data Source

PERFCNT	PERFJOB	NBRBJOB	NBRJOBS
PERFJER	NBREARN		
PERFJLD	NBRJLBD		

Report Format

Standard horizontal report format

Report Sample—Faculty Compensation Upload Process (PEPFCAP)

```
PAGE               1
PEPFCAP 8.0                                        SUNGARDHE University                      RUN DATE 03-DEC-2007
                                                 Faculty Compensation Upload                 RUN TIME 10:49 AM
                                                    Employee Job Apply

Term:   200741   Fall 2006 (FLAC Func Testing)
_____

ID         NAME
FLACC0048  Smythe, Justin

POSITION                           JOB TYPE   ORGANIZATION                         CONTRACT JOB CHANGE REASON
FLAC11-01    Faculty Full time     Primary    11009 Dept of Physical Sciences         FA    CTEST Faculty Compensation

EFFECTIVE       JOB        JOB    APPT   HOURS   HOURS   --------SALARY--------  NUMBER   HOURLY      PER PAY       ANNUAL      DEFER
DATE            END        FTE     %     /DAY    /PAY    GROUP TABLE GRADE STEP    PAY     RATE        SALARY        SALARY       PAY
15-SEP-06    14-JAN-07    1.000 100.00   1.00    2.00    2006    FA   02    0      4.0   103.125000    206.25        825.00

          EARNINGS                              HRS/UNITS  DEEMED HOURS  SPECIAL RATE   SHIFT END DATE
          REG Regular Pay                         2.00                                   1

          INDEX    FUND    ORGN    ACCT     PROG     ACTV    LOCN      PERCENT
                   8122    11009   6121     40                        100.00


POSITION                           JOB TYPE   ORGANIZATION                         CONTRACT JOB CHANGE REASON
FLAC11-02    Faculty Full time     Secondary  11009 Dept of Physical Sciences         FA    CTEST Faculty Compensation

EFFECTIVE       JOB        JOB    APPT   HOURS   HOURS   --------SALARY--------  NUMBER   HOURLY      PER PAY       ANNUAL      DEFER
DATE            END        FTE     %     /DAY    /PAY    GROUP TABLE GRADE STEP    PAY     RATE        SALARY        SALARY       PAY
15-SEP-06    14-JAN-07    1.000 100.00   1.00    2.00    2006    FA   02    0      4.0    31.250000     62.50        250.00

          EARNINGS                              HRS/UNITS  DEEMED HOURS  SPECIAL RATE   SHIFT END DATE
          REG Regular Pay                         2.00                                   1

          INDEX    FUND    ORGN    ACCT     PROG     ACTV    LOCN      PERCENT
                   8122    11009   6121     40                        100.00
```

```
PAGE              2
PEPFCAP 8.0                                    SUNGARDHE University                RUN DATE 03-DEC-2007
                                            Faculty Compensation Upload             RUN TIME 10:49 AM

                                      * * * REPORT CONTROL INFORMATION * * *
                                    Parameters have been entered via Job Submission.




      Total Job Assignments Selected:                     2
      Total Job Assignments With Errors:                  0
      Total Job Assignments Updated:                      2
      Total Updated Job Salaries:                         1,075.00
      Total CRN, NIST References:                         2


*** Note! Jobs Not Updated.  Mode = Edit ***




Parameter Name                     Value
_____            _____
Parameter Seq No:                  157395
Term Code:                         200741
Process Mode:                      E
Contract Type:
Suppress Warnings:                 N
```