

FLAC

Faculty Load & Compensation Manual

Banner Faculty Load and Compensation (FLAC) define faculty and instructional assignments in Banner Student. Through FLAC information is moved into Banner Human Resources/Payroll.

The objective of this workbook is to provide routine information required for entering and maintaining adjunct faculty assignments as well as full-time summer pro-rata assignments and part-time assignments taught by full-time faculty.

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STVFCNT

As FLAC expands additional contract types are required. This informational Banner form identifies all contract types. The contract type used in FLAC are A, F, N, & P. These are the only contract types used in FLAC.

The contract type is critical in determining the correct pay.

Code	Description	Activity Date
A0	Adjunct/Flex Pay	14-FEB-2013
A1	Adjunct/First Pay	14-FEB-2013
A2	Adjunct/Second Pay	14-FEB-2013
A3	Adjunct/Third Pay	14-FEB-2013
A4	Adjunct/Last Pay	14-FEB-2013
D1	Direct Full Time	02-APR-1996
D2	Do Not Use	05-JUL-2012
D3	Do Not Use	05-JUL-2012
F0	FT Pro-Rata, Flex Pay	05-FEB-2013
F1	FT Pro-Rata, First Pay	05-FEB-2013
F2	FT Pro-Rata, Second Pay	05-FEB-2013
F3	FT Pro-Rata, Third Pay	05-FEB-2013
F4	FT Pro-Rata, Fourth Pay	05-FEB-2013
N1	NURS-MS/First Pay	17-JUN-2013
N2	NURS-MS/Second Pay	17-JUN-2013
N3	NURS-MS/Third Pay	17-JUN-2013
N4	NURS-MS/Fourth Pay	17-JUN-2013
P0	Part Time/ Flex Pay	14-FEB-2013
P1	Part Time/First Pay	14-FEB-2013
P2	Part Time/Second Pay	14-FEB-2013
P3	Part Time/Third Pay	14-FEB-2013
P4	Part Time/Last Pay	14-FEB-2013

A0 – A4 =	contract type for adjuncts
F0 – F4 =	contract type used only in summer only for full-time faculty teaching courses for pro-rata pay
N1 – N4 =	N = contract type used only by nursing for adjunct faculty identified as having advance degree & full-time faculty teaching a course for additional pay and having advanced degree
P0 – P4 =	Full-time faculty teaching a course for extra pay

PTRFLCT – Adjunct Faculty Load Contract Type Control Rules

(Always refer to this form (PTRFLCT) to determine Adjunct Contract type (“A-Code”)):

Term: ▾ Fall 2013

From Term: Copy: To Term:

Contract Type	Compensation View	Extract Job Effective Date	Update Job Effective Date	Use Schedule Labor Distributions	Self Service Comment	Activity Date
>> A0 Adjunct/Flex Pay	Course ▾	05-AUG-2013	05-AUG-2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	28-MAY-2013
A1 Adjunct/First Pay	Course ▾	26-AUG-2013	26-AUG-2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	28-MAY-2013
A2 Adjunct/Second Pay	Course ▾	16-SEP-2013	16-SEP-2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	28-MAY-2013
A3 Adjunct/Third Pay	Course ▾	14-OCT-2013	14-OCT-2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	28-MAY-2013
A4 Adjunct/Last Pay	Course ▾	11-NOV-2013	11-NOV-2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	28-MAY-2013

When assigning a CRN to an adjunct faculty member, look at the start date of the CRN. This will determine the appropriate A contract type.

A0	Course start date is prior to August 26
A1	Course start date is from August 26 through September 15
A2	Course start date is from September 16 through October 13
A3	Course start date is from October 14 through November 10 th
A4	Course start date is on or after November 11 th

Exceptions:

Mid-term Faculty Changes

- Faculty member ‘Kate’ begins the term teaching CRN123456 with an **A1** contract type (the CRN start date is August 26th),
- Kate resigns unexpectedly on September 20th,
- Faculty member ‘William’ is assigned to teach the class for the remainder of the term,
- On SIAASGN ‘William’ is assigned CRN123456 with an **A2** contract type.

The rationale for assigning contract type A2 to William:

- ‘William’ will only be teaching for the time from September 21st through the end of the term and should only be paid for that portion in the term,
- Assigning A2 allows FLAC to calculate the appropriate amount of pay for the remainder of the term,
- Faculty member ‘Kate’ will not be paid beyond her termination date.

Team Teaching (sharing the same CRN)

- Charles begins the term teaching CRN987654 with an **A1** contract type (class start is August 26th),
- Charles is teaching the 1st eight weeks of the course – August 26 through October 11,
- Camilla is teaching the 2nd eight weeks of the course, her contract type is **A3**

PTRFLCT – Adjunct Nursing Faculty

Term: ▾ Fall 2013

From Term: Copy:  To Term:

Contract Type	Compensation View	Extract Job Effective Date	Update Job Effective Date	Use Schedule Labor Distributions	Self Service Comment	Activity Date
N1 NURS-MS/First Pay	Course ▾	26-AUG-2013	26-AUG-2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09-JUL-2013
N2 NURS-MS/Second Pay	Course ▾	16-SEP-2013	16-SEP-2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09-JUL-2013
N3 NURS-MS/Third Pay	Course ▾	14-OCT-2013	14-OCT-2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09-JUL-2013
N4 NURS-MS/Fourth Pay	Course ▾	11-NOV-2013	11-NOV-2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09-JUL-2013

Beginning Fall 2013 adjunct nursing faculty with advanced degree are assigned an N contract type. Only those with an advanced degree are assigned the N contract type. In the absence of an advanced degree an A contract code is assigned.

Contract types determine the pay factor and pay frequency.

If a full-time faculty teaching an extra pay assignment and is identified as having an advanced degree, the N contract type is assigned.

The Nursing Department is solely responsible for identifying the appropriate contract type.

When assigning a CRN to an adjunct faculty member, look at the start date of the CRN. This will determine the appropriate N contract type.

N1	Course start date is from August 26 through September 15
N2	Course start date is from September 16 through October 13
N3	Course start date is from October 14 through November 10 th
N4	Course start date is on or after November 11th

PTRFLCT – Extra Assignment for Full-Time Faculty

Contract Type	Compensation View	Extract Job Effective Date	Update Job Effective Date	Use Schedule Labor Distributions	Self Service Comment	Activity Date
P0 Part Time/ Flex Pay	Course	05-AUG-2013	05-AUG-2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09-JUL-2013
P1 Part Time/First Pay	Course	26-AUG-2013	26-AUG-2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09-JUL-2013
P2 Part Time/Second Pay	Course	16-SEP-2013	16-SEP-2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09-JUL-2013
P3 Part Time/Third Pay	Course	14-OCT-2013	14-OCT-2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09-JUL-2013
P4 Part Time/Last Pay	Course	11-NOV-2013	11-NOV-2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09-JUL-2013
>>	Salaried			<input type="checkbox"/>	<input type="checkbox"/>	

When assigning a CRN to an adjunct faculty member, look at the start date of the CRN. This will determine the appropriate P contract type.

P0	Course start date is prior to August 26
P1	Course start date is from August 26 through September 15
P2	Course start date is from September 16 through October 13
P3	Course start date is from October 14 through November 10 th
P4	Course start date is on or after November 11th

PTRFLCT – Full-Time Faculty Load Contract Type Ctrl Rules for Summer Pro-Rata Assignments

(Always refer to PTRFLCT for determining Pro-Rata Contract Types)

From Term: Copy:

Contract Type	Compensation View	Extract Job Effective Date	Update Job Effective Date	Use Schedule Labor Distributions	Sel C
>> F0 FT Pro-Rata, Flex Pay	Course	16-MAY-2016	16-MAY-2016	<input checked="" type="checkbox"/>	
F1 FT Pro-Rata, First Pay	Course	06-JUN-2016	06-JUN-2016	<input checked="" type="checkbox"/>	
F2 FT Pro-Rata, Second Pay	Course	20-JUN-2016	20-JUN-2016	<input checked="" type="checkbox"/>	
F3 FT Pro-Rata, Third Pay	Course	04-JUL-2016	04-JUL-2016	<input checked="" type="checkbox"/>	
F4 FT Pro-Rata, Fourth Pay	Course	18-JUL-2016	18-JUL-2016	<input checked="" type="checkbox"/>	

Enter the appropriate Term Code in the Key Block. Do CtlPgDn to populate the form.

Determining the correct FT Faculty Pro-Rata Contract Type (“F” Code):

When you are assigning a CRN to a faculty member, look at the start date of the CRN. This will determine what Contract Type to use.

Using the **2013 Summer Term** example shown above, the appropriate Contract Type would be determined as follows:

Contract Type	Description
F0	CRN Start Date is prior to May 27th
F1	CRN Start Date is from May 31st
F2	CRN Start Date is from June 13th
F3	CRN Start Date is from July 5th

Examples:

Full Term Class

- CRN 50480, Applied Accounting, begins May 31st – contract type is **F1**

Part of Term Class

- CRN 50892, Business Language Skills begins June 13th – contract type is **F2**
- CRN 51370, Introduction to CJ begins May 31st – contract type is **F1**
- CRN 50007, Math 0950 begins July 5th – contract type is **F3**

Note: F contract types are used only in the summer semester for full time faculty teaching a course for pro rata pay. If full time faculty teaches an extra pay course in any term, the P contract type is used.

Term: Summer 2013

From Term: Copy: To Term:

Contract Type	Compensation View	Extract Job Effective Date	Update Job Effective Date	Use Schedule Labor Distributions	Self Service Comment	Activity Date
F0 FT Pro-Rata, Flex Pay	Course	13-MAY-2013	13-MAY-2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	15-FEB-2013
F1 FT Pro-Rata, First Pay	Course	27-MAY-2013	27-MAY-2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	15-FEB-2013
F2 FT Pro-Rata, Second Pay	Course	10-JUN-2013	10-JUN-2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	15-FEB-2013
F3 FT Pro-Rata, Third Pay	Course	01-JUL-2013	01-JUL-2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01-MAY-2013
F4 FT Pro-Rata, Fourth Pay	Course	22-JUL-2013	22-JUL-2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01-MAY-2013

Faculty Load Contract Type Control Rules PTRFLCT 8.0 (PRODBAN)

Term: Summer 2013

From Term: Copy: To Term:

Contract Type	Compensation View	Extract Job Effective Date	Update Job Effective Date	Use Schedule Labor Distributions	Self Service Comment	Activity Date
P0 Part Time/ Flex Pay	Course	13-MAY-2013	13-MAY-2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	04-OCT-2012
P1 Part Time/First Pay	Course	27-MAY-2013	27-MAY-2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	04-OCT-2012
P2 Part Time/Second Pay	Course	10-JUN-2013	10-JUN-2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	04-OCT-2012
P3 Part Time/Third Pay	Course	01-JUL-2013	01-JUL-2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01-MAY-2013
P4 Part Time/Last Pay	Course	22-JUL-2013	22-JUL-2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01-MAY-2013

Position Numbers

Position numbers are essential for correct acknowledgement displays, accurate information to human resources/payroll and required reporting processes.

Logic has been built into the naming convention to assist Adjunct Managers, Administrative Coordinators, and others with assigning the correct position number when establishing faculty assignments in FLAC.

First Character = Campus/Location

B = Corporate College East
C = Corporate College West
E = Eastern Campus
M = Metropolitan Campus
O = Offsite Locations
R = Brunswick
S = Westshore Campus
W = Western Campus
U = UTC

Second Character = Semester

F = Fall
S = Spring
U = Summer

Third & Fourth Characters = Semester Year

Fall 2013 = 13
Spring 2014 = 14
Summer 2014 = 14

Fifth & Sixth Characters = Instructor Type (EE Status)

FT = FT Faculty, Pro-rata Assignment
FP = FT Faculty, Adjunct Pay Rate (additional assignment)
PT = Adjunct
AD = Administrator/Staff

** Please see examples on next page.

Faculty Load & Compensation Manual

June, 2013								
NEW			NEW			NEW		
POSITION	DESCRIPTION		POSITION	DESCRIPTION		POSITION	DESCRIPTION	
	1st character = Campus							
	2nd character = semester type					F-Fall	S-Spring	U-Summer
	3rd-4th character = ser							
	5th-6th character = instructor type							
FALL 2013			SPR 2014			SUM 2014		
BF13AD	CCE - Fall Admin/Support		BS14AD	CCE - Spring Admin/Support		BU14AD	CCE - Summer Admin/Support	
BF13FP	CCE - Fall FT Adjunct Rate		BS14FP	CCE - Spring FT Adjunct Rate		BU14FP	CCE - Summer FT Adjunct Rate	
BF13PT	CCE - Fall Adjunct		BS14PT	CCE - Spring Adjunct		BU14PT	CCE - Summer Adjunct	
						BU14FT	CCE - Summer FT Prorata	
CF13AD	CCW - Fall Admin/Support		CS14AD	CCW - Spring Admin/Support		CU14AD	CCW - Summer Admin/Support	
CF13FP	CCW - Fall FT Adjunct Rate		CS14FP	CCW - Spring FT Adjunct Rate		CU14FP	CCW - Summer FT Adjunct Rate	
CF13PT	CCW - Fall Adjunct		CS14PT	CCW - Spring Adjunct		CU14PT	CCW - Summer Adjunct	
						CU14FT	CCW - Summer FT Prorata	
EF13AD	East - Fall Admin/Support		ES14AD	East - Spring Admin/Support		EU14AD	East - Summer Admin/Support	
EF13FP	East - Fall FT Adjunct Rate		ES14FP	East - Spring FT Adjunct Rate		EU14FP	East - Summer FT Adjunct Rate	
EF13PT	East - Fall Adjunct		ES14PT	East - Spring Adjunct		EU14PT	East - Summer Adjunct	
						EU14FT	East - Summer FT Prorata	
MF13AD	Metro - Fall Admin/Support		MS14AD	Metro - Spring Admin/Support		MU14AD	Metro - Summer Admin/Support	
MF13FP	Metro - Fall FT Adjunct Rate		MS14FP	Metro - Spring FT Adjunct Rate		MU14FP	Metro - Summer FT Adjunct Rate	
MF13PT	Metro - Fall Adjunct		MS14PT	Metro - Spring Adjunct		MU14PT	Metro - Summer Adjunct	
						MU14FT	Metro - Summer FT Prorata	
OF13AD	Offsite - Fall Admin/Support		OS14AD	Offsite - Spring Admin/Support		OU14AD	Offsite - Summer Admin/Support	
OF13FP	Offsite - Fall FT Adjunct Rate		OS14FP	Offsite - Spring FT Adjunct Rate		OU14FP	Offsite - Summer FT Adjunct Rate	
OF13PT	Offsite - Fall Adjunct		OS14PT	Offsite - Spring Adjunct		OU14PT	Offsite - Summer Adjunct	
						OU14FT	Offsite - Summer FT Prorata	
RF13AD	Bruns - Fall Admin/Support		RS14AD	Bruns - Spring Admin/Support		RU14AD	Bruns - Summer Admin/Support	
RF13FP	Bruns - Fall FT Adjunct Rate		RS14FP	Bruns - Spring FT Adjunct Rate		RU14FP	Bruns - Summer FT Adjunct Rate	
RF13PT	Bruns - Fall Adjunct		RS14PT	Bruns - Spring Adjunct		RU14PT	Bruns - Summer Adjunct	
						RU14FT	Bruns - Summer FT Prorata	
SF13AD	WShore - Fall Admin/Support		SS14AD	WShore - Spring Admin/Support		SU14AD	WShore - Summer Admin/Support	
SF13FP	WShore - Fall FT Adjunct Rate		SS14FP	WShore - Spring FT Adjunct Rate		SU14FP	WShore - Summer FT Adjunct Rate	
SF13PT	WShore - Fall Adjunct		SS14PT	WShore - Spring Adjunct		SU14PT	WShore - Summer Adjunct	
						SU14FT	WShore - Summer FT Prorata	
UF13AD	UTC - Fall Admin/Support		US14AD	UTC - Spring Admin/Support		UU14AD	UTC - Summer Admin/Support	
UF13FP	UTC - Fall FT Adjunct Rate		US14FP	UTC - Spring FT Adjunct Rate		UU14FP	UTC - Summer FT Adjunct Rate	
UF13PT	UTC - Fall Adjunct		US14PT	UTC - Spring Adjunct		UU14PT	UTC - Summer Adjunct	
						UU14FT	UTC - Summer FT Prorata	
WF13AD	West - Fall Admin/Support		WS14AD	West - Spring Admin/Support		WU14AD	West - Summer Admin/Support	
WF13FP	West - Fall FT Adjunct Rate		WS14FP	West - Spring FT Adjunct Rate		WU14FP	West - Summer FT Adjunct Rate	
WF13PT	West - Fall Adjunct		WS14PT	West - Spring Adjunct		WU14PT	West - Summer Adjunct	
						WU14FT	West - Summer FT Prorata	

Searching for Position Numbers

From SIAASGN the position number can be queried:

100

Position Number:

Click on the drop down box

File Edit Options Block Item Record Query Tools Help

Position List NBQPOSN 8.7.1 (testban)

Users are able to query by campus

Position	Title	Employee Class	COA	But C
E%				

Position List NBQPOSN 8.7.1 (PRODBAN)

Position	Title	Employee Class	COA
ES14AD	East - Spring Admin/Support	55	C
ES14FP	East - Spring FT Adjunct Rate	54	C
ES14PT	East - Spring Adjunct	51	C
ES15AD	East - Spring Admin/Support	55	C
ES15FP	East - Spring FT Adjunct Rate	54	C
ES15PT	East - Spring Adjunct	51	C
ESPRAD	East - Spring Admin/Support	55	C
ESPRFP	East - Spring FT Adjunct Rate	54	C
ESPRPT	East - Spring Adjunct	51	C
ESUMAD	East - Summer Admin/Support	55	C
ESUMFP	East - Summer FT Adjunct Rate	54	C
ESUMFT	East - Summer F/T Prorata	51	C
ESUMPT	East - Summer Adjunct	51	C

Critical SIAASGN Fields

Position Number must be entered

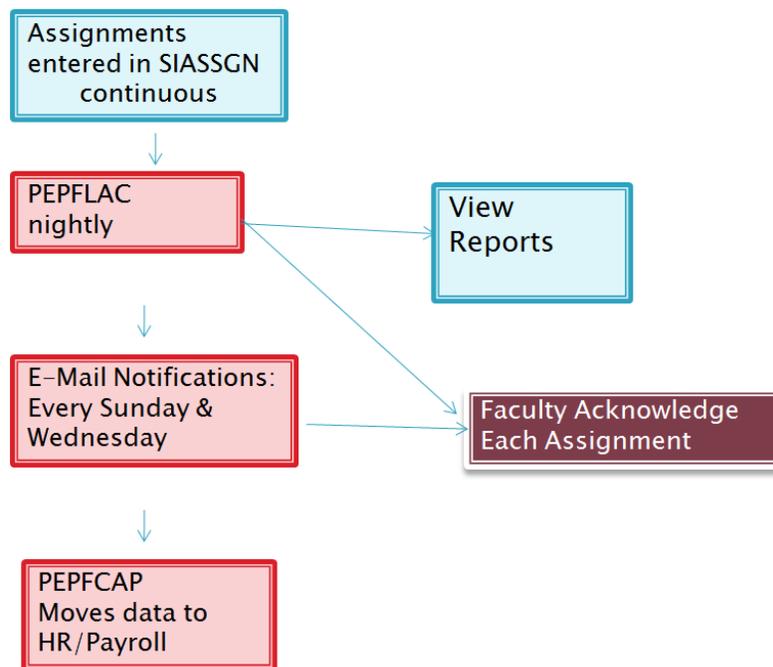
CRN	Session	Subject	Course	Section	Session Credit	Institutional Credit	Percentage of Session	Primary Instructor	Override Conflicts
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Workload:		<input type="text"/>	Percent Responsibility:		<input type="text"/>	Generated Credits:		<input type="text"/>	Position Number: <input type="text"/>
Override Workload:		<input type="text"/>	Weekly Contact:		<input type="text"/>	FTE:		<input type="text"/>	Position Number Suffix: <input type="text"/>
Calculated Workload:		<input type="text"/>	Total Contact:		<input type="text"/>	Contract Type:		<input type="text"/>	Additional Instructors: <input type="text"/>
Assignment Type:		<input type="text"/>	Compensation Extracted:		<input type="checkbox"/>	Compensation Applied:		<input type="checkbox"/>	

Contract Type must be entered and determines pay factor.

Position Number Suffix must be entered and must be unique for each CRN. For example, 00, 01, 02...etc. And, must be unique for the same Position Number type per CRN.

Exception: assignment with 0.00 workload **DO NOT ENTER POSITION NUMBER AND POSITION NUMBER SUFFIX – LEAVE BLANK.**

FLAC WORKFLOW



Split Assignment

Definition: A split assignment occurs when the workload is divided on a CRN for a single faculty member.

SSASECT

Term: 201280 CRN: 82324 Create CRN: Copy CRN: Subject: MATH Course: 1200 Title: Intermediate Algebra

Course Section Information | Section Enrollment Information | Meeting Times and Instructor | Section Preferences

Subject: MATH Mathematics CEU Indicator:

Course Number: 1200 Title: Intermediate Algebra Credit Hours: 4.000 None To Or

Section: MW3 Billing Hours: 4.000 None To Or

Cross List: Campus: M Metro Contact Hours: 4.000 None To Or

Status: A Active Lecture: 4.000 None To Or

Schedule Type: A Lecture Lab: .000 None To Or

Instructional Method: Other: .000 None To Or

Integration Partner: Link Identifier: Attendance Method: Weekly Contact Hours: Daily Contact Hours:

Grade Mode: Print Voice Response and Self-Service Available

Session: D Day Gradable Tuition and Fee Waiver

Special Approval: Duration: Part of Term: 1 27-AUG-2012 16-DEC-2012 16

Registration Dates: Start Dates: Maximum Extensions: 0

Prerequisite Check Method: Basic or None CAPP DegreeWorks

Select the *Meeting Times and Instructor* tab:

Term: 201280 CRN: 82324 Create CRN: Copy CRN: Subject: MATH Course: 1200 Title: Intermediate Algebra

Course Section Information | Section Enrollment Information | Meeting Times and Instructor | Section Preferences

Times and Instructors | Scheduler Preferences

Meeting Times

Meeting Dates | Meeting Location and Credits

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	CLAS	27-AUG-2012	16-DEC-2012	<input type="checkbox"/>			99						
	CLAS	27-AUG-2012	16-DEC-2012	<input type="checkbox"/>			01						
				<input type="checkbox"/>									
				<input type="checkbox"/>									

Insert and additional line with a session indicator of '99'

SIAASGN

In this example the workload in CRN 82324 is split. The fulltime portion is 3 and so indicated in the override workload. The contract type is D1.

82324	01	MATH	1200	MW3	4.000	4.000	100	<input type="checkbox"/>	<input type="checkbox"/>
Workload:		4.000	Percent Responsibility:	100	Generated Credits:	.000	Position Number:		
Override Workload:		3.000	Weekly Contact:	0.00	FTE:	.20	Position Number Suffix:		
Calculated Workload:		3.000	Total Contact:	0.00	Contract Type:	D1	Additional Instructors:		
Assignment Type:	INST		Compensation Extracted:	<input type="checkbox"/>	Compensation Applied:	<input type="checkbox"/>			

The extra pay workload is 1. Note that '99' appears as entered in SSASECT.

82324	99	MATH	1200	MW3	.000	.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Workload:		4.000	Percent Responsibility:	100	Generated Credits:	.000	Position Number:	MFALFP	
Override Workload:		1.000	Weekly Contact:	0.00	FTE:	.06	Position Number Suffix:	00	
Calculated Workload:		1.000	Total Contact:	0.00	Contract Type:	P1	Additional Instructors:		
Assignment Type:	INST		Compensation Extracted:	<input checked="" type="checkbox"/>	Compensation Applied:	<input type="checkbox"/>			

New Data Fields to enter includes:

- Position number.
- Position Number Suffix.
Suffix numbers are required for any assignment with a contract type of A, F, N or P.

Restart Function for Adjunct Assignments

Changes in Adjunct Faculty Assignment

Manual Restarts (Recreate)

When the PEPFLAC process is run initially (“I” mode), all assignments that are currently entered on SIAASGN will be pushed to Employee Self-Service for the faculty to review and acknowledge.

ITS Operations will be continually running PEPFLAC in “I” mode (*Initial*) to extract records for all new faculty assignments that were not captured by the initial extract (or any previous extract in I mode). They will also be running PEPFLAC in “A” mode (Add/Delete) to pick up additional assignments for faculty who were already extracted.

Operations will NOT be running PEPFLAC in “R” mode (Restart/Recreate), since running the process for ALL would recreate all records for faculty already extracted.

All restarts/recreate will have to be done manually by the FLAC Administrators reviewing the faculty assignments on Employee Self-Service.

Any changes to an *existing* assignment will not be captured.

If any changes are made to an existing assignment (e.g., increase workload), the FLAC Administrator will have to access the faculty member’s record on Employee Self-Service and execute a “restart” for the assignment that was changed.

How to identify a restart is necessary

CRN	Session	Subject	Course	Section	Session Credit	Institutional Credit	Percentage of Session	Primary Instructor	Override Conflicts		
80829	01	HIST	1010	0	.000	.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Workload:		3.000	Percent Responsibility:		100	Generated Credits:		.000	Position Number:	WFALPT	
Override Workload:			Weekly Contact:		3.00	FTE:		.20	Position Number Suffix:		00
Calculated Workload:		3.000	Total Contact:		46.50	Contract Type:		P1	Additional Instructors:		
Assignment Type:		INST	Compensation Extracted:		<input checked="" type="checkbox"/>	Compensation Applied:		<input type="checkbox"/>			

Compensation has been extracted (note check mark). This means PEPFLAC has run but compensation has not been

When Not To Restart

If compensation has been extracted any adjustments/changes must be coordinated through Payroll Services. Compensation is applied through PEPFCAP.

CRN	Session	Subject	Course	Section	Session Credit	Institutional Credit	Percentage of Session	Primary Instructor	Override Conflicts
81441	01	ACCT	1310	WW1	4.000	4.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Workload:		4.000	Percent Responsibility:		100	Generated Credits:		84.000	Position Number: WFALFP
Override Workload:			Weekly Contact:		0.00	FTE:		.26	Position Number Suffix: 00
Calculated Workload:		4.000	Total Contact:		0.00	Contract Type:		P1	Additional Instructors:
Assignment Type:		INST	Compensation Extracted:		<input checked="" type="checkbox"/>	Compensation Applied:		<input checked="" type="checkbox"/>	

Compensation has been applied (note check mark). This means PEPFCAP has run.

Step-by-step instruction for the manual restart process.¹

Restart Selected Employees

Introduction

The Employee Summary page and the Organization Summary page display an overview of all instructional and non-instructional assignments of each faculty member. It also indicates if any faculty assignments have been altered, added, or deleted since the information was last extracted from Banner Student, for each faculty member. In such cases, Faculty Compensation Administrators may wish to re-extract the course assignment and compensation information to create job assignment data of specific faculty members as follows:

Steps:

1. Access the Faculty Load and Compensation view and then Faculty Compensation Administration.

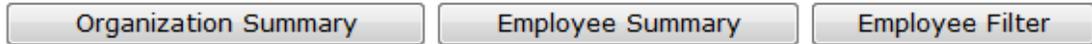
Faculty Load and Compensation

[Compensation and Acknowledgement](#)
[Faculty Compensation Administration](#)
[Summary View of Locked and Unlocked Status](#)

RELEASE: 8.6

¹ Human Resources Faculty Load Training Workbook, Release 8.0 – September 2008

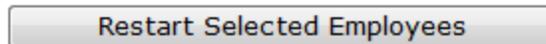
- At the bottom of the Faculty Load and Compensation view, click the Employee Summary button or Organizational summary button.



- Review the Faculty Assignment Changes value for each faculty member. This value indicates whether the faculty member’s course assignment load in Banner is different then the course assignment load in self-service.
- If it indicates YES, select the Restart checkbox for all such faculty members.

Links COA and Organization	Faculty Assignment Changes	Position Suffix	Contract Type	CRN Session	Subject and Course	Section Course Load Changes
Restart Jump To Bottom C-2H1200 - Pooled Position Default	No	WFALPT-00	P1 - Part Time/Adjunct First Pay	80829-01	HIST 1010 - History of Civilization I	0 Yes

- Click the Jump to Bottom, link or scroll down to the bottom of the page.
- Click the Restart Selected Employees button.

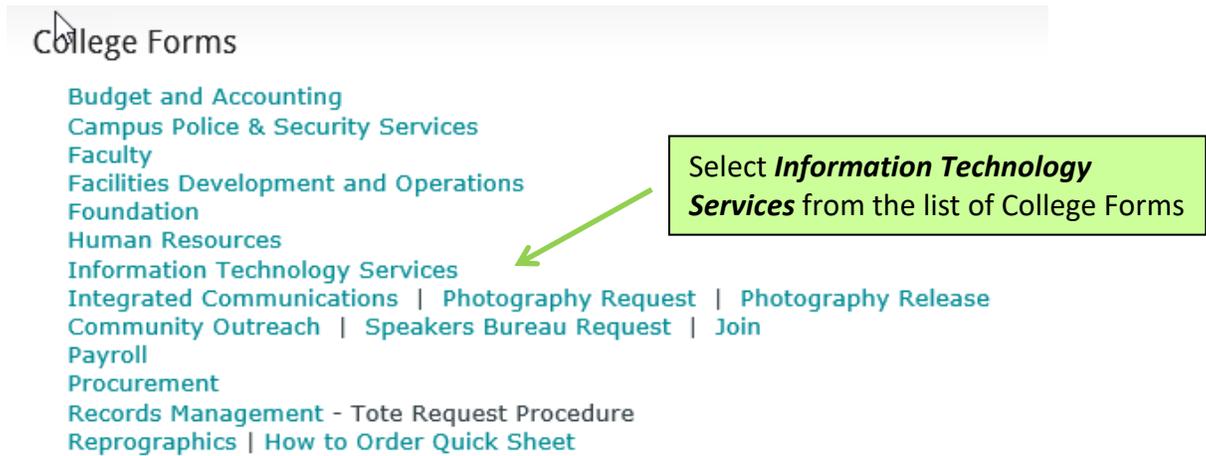
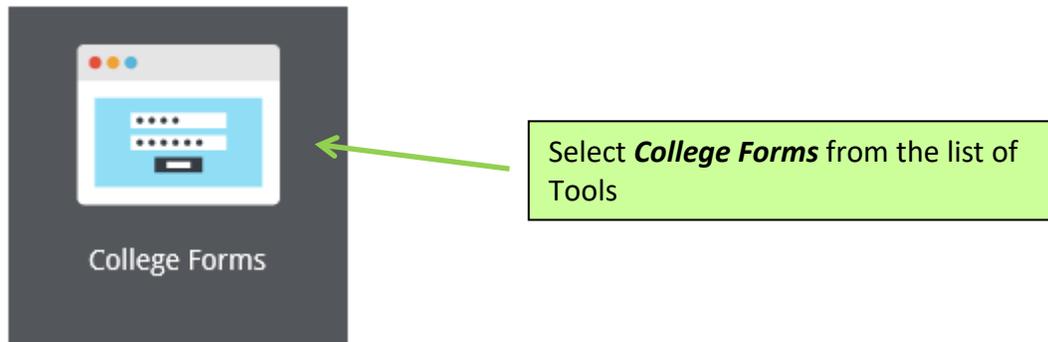
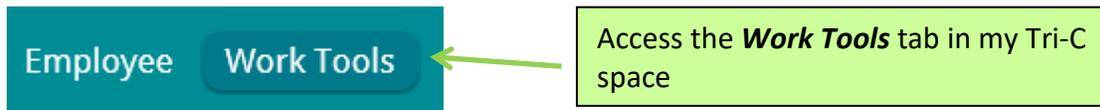


- After restarting the selected employee the record must be locked so the faculty member can acknowledge the assignment.



- Adjunct Services must notify the faculty member the changes assignment is available to view and acknowledge.

Restart Function for Full-Time Faculty



FORMS - INFORMATION TECHNOLOGY SERVICES

Service Request System - request help with or modifications to application programs

Access to Employee Electronic Data

AdAstra Request/Cancellation

Application Service Request

UC4 Applications Manager

- Permissions Request Form - Forward to Module owner for approval
- Job Request (new jobs only) ! - when filling out this form **DO NOT CLICK SUBMIT** - save the form as a PDF and email to AppWorxAdmin@tri-c.edu
- Scheduling Request ! - when filling out this form **DO NOT CLICK SUBMIT** save the form as a PDF and email to AppWorxAdmin@tri-c.edu

Under UC4 Applications Manager, select **Scheduling Request.**

Please note, when completing the form DO NOT CLICK SUBMIT.
Save the Form as a PDF & Email to AppWorxAdmin@tri-c.edu

Scheduling Request Instructions



INFORMATION TECHNOLOGY SERVICES UC4 APPLICATIONS MANAGER SCHEDULING REQUEST

1. Complete all information. * Indicates required information
2. Click Submit when done. The information will be sent to ITS.
3. A confirmation page will appear. Print a copy for your records.

Requested by:

Name *
 Department *
 Phone *
 Tri-C E-mail *

Job Information:

Banner Module*: ← Always indicate "STUDENT".

Job Name (ex: TSRRFND)*: ← Job name must appear as indicated for P or A contract types
← Job name must appear as indicated for F contract types, summer prorata assignments

Job Description*: ← Always Indicate Term in Job Description – For example: Restart faculty assignments for Summer 2013 semester.

Job Submission*: Yes No
 Banner Batch*: Yes No
 Both responses are 'No'

Schedule Run Dates and Time (ex:daily at 2:00PM)*: ← Response = "see date below"

Start Date*:
 End Date*: ← Enter start and end dates.

Should this job run on a Saturday? * Yes No
 Should this job run on a Sunday * Yes No
 Should this job run on a holiday? * Yes No
 Should this job run on winter break? * Yes No
← All responses are 'No'

List all jobs that must run before this job and any dependency (ex: if job 123 aborts, do not run this job). If none, enter "none"*:

List all jobs that must run after this job and any dependency (ex: if this job aborts, skip job 123 but continue with job 456). If none, enter "none"*:

List all parameter values needed to run this job. If none, enter "none."*

Parameters **must include** term code in YYYYTT format and the **S numbers** of faculty requiring restart(s). May enter as many S#s needed.

If job aborts:

Responses are 'No'

Job can be rerun*: Yes No Job can wait until the next working day*: Yes No

Contact Information:

Daytime*: Phone Number - E-mail Address*:
After Hours: Phone Number - E-mail Address:
Contact*: Immediately Next Day

Enter the phone number & e-mail address for person to be contacted by operations for questions or the job does not complete

Output:

Does this job produce output reports to be printed?*: Yes No Response is 'No'

If Yes:
Output file name Number of copies Page format

Printer number or department name for delivery
will not be sent to unattended printer.

Other:

Enter any other information needed to run this job:

Enter this comment to receive confirmation. The report will be sent to the e-mail noted above.

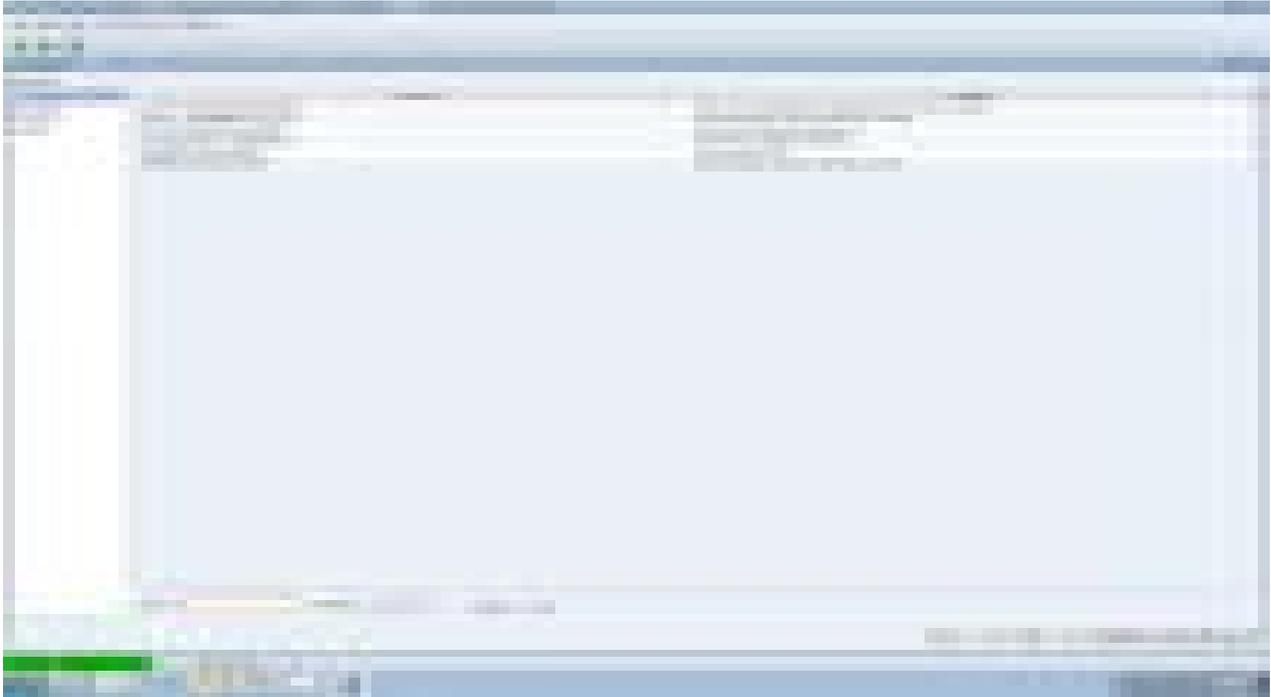
Submit

Reset

Once the form is complete click "Submit"

Reports – The FLAC Tools (Summary)

UC4 Menu for FLAC Reports. The following pages describe the reports.



Faculty Acknowledge Checking – List faculty who have not acknowledged assignments

Faculty Assignments, I1402 – All-inclusive report that also notes discrepancies

Faculty Discrepancy Reports – Lists faculty with assignments that have been processed through FLAC but indicate discrepancies between SIAASGN and information sent (or will be sent) to HR/Payroll regarding ESUs, contract type, position number, and suffixes. If SIAASGN indicated ‘compensation applied’, Payroll Services **must** be notified. In addition, the position number and position suffix **must not** be changed after compensation has applied. If it is changed after compensation applied FLAC assumes it is a new assignment.

CRN	Session	Subject	Course	Section	Session Credit	Institutional Credit	Percentage of Session	Primary Instructor	Override Conflicts
10302	01	PSY	2010	0	3.000	3.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Workload:		3.000	Percent Responsibility:		100	Generated Credits:		120.000	Position Number: WSPRPT
Override Workload:			Weekly Contact:		2.50	FTE:		.20	Position Number Suffix: 03
Calculated Workload:		3.000	Total Contact:		40.00	Contract Type:		P1	Additional Instructors:
Assignment Type:		INST	Compensation Extracted:		<input checked="" type="checkbox"/>	Compensation Applied:		<input checked="" type="checkbox"/>	

Full Time Faculty Assignments– Reports full time faculty instructional assignments and reassigned time. The information is similar to the PAAR but is in Excel format. This report also displays CRN and FLAC information.

Generate Print Proffer – Batch job that can re-create a proffer issued prior to FLAC

Summer Exception Report– Lists adjuncts and full time faculty Summer ESUs that have not met college rules for the term and/or pro-rata rules

Faculty Acknowledge Checking - Sample

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Run Date: 01/29/2013 FACULTY WHO HAVE NOT ACKNOWLEDGED THEIR ASSIGNMENT(S)													
TERM	FACULTY	LAST_NM	FIRST_NM	EMPL_CLASS	CAMP	CRN	SUBJ	CRSE	COLLEGE	DIVISION	CAMPUS	EMAIL	PERSONAL_EMAIL
201310			Stacy	41-PT Non-E	S	14060	NURS	1450	05-Nursin	NUR-Nursing			
201310			Irene	51-PT Adjun	S	13949	BIO	1100	03-Health	HCS-Hlth Car & Sci			
201310			Patrick	51-PT Adjun	S	15273	BIO	2331	03-Health	HCS-Hlth Car & Sci			
201310			Patrick	51-PT Adjun	S	15277	BIO	2331	03-Health	HCS-Hlth Car & Sci			
201310			Veronica	51-PT Adjun	S	14781	NURS	1600	05-Nursin	NUR-Nursing			
201310			Jeffrey	51-PT Adjun	S	14209	PSY	1010	01-Liberal	LBA-Liberal Arts			
				S Count: 6									
201310			Chengava	20-FT Facult	W	13366	MATH	1410	02-Busine	MPS-Math & Pub Serv Tch			
201310			Chengava	20-FT Facult	W	14981	MATH	1410	02-Busine	MPS-Math & Pub Serv Tch			
201310			Luke	21-FT Lectur	W	11865	PE	1060	03-Health	PHY-Physical Educ			
201310			Mell	52-PT Instru	W	12444	MUS	1460	06-Creativ	PFA-Performing Arts			
201310			Robert	20-FT Facult	W	15474	THEA	2520	06-Creativ	PFA-Performing Arts			
201310			Anthony	21-FT Lectur	W	15106	VCGD	2631	06-Creativ	PFA-Performing Arts			
201310			Sharlene	20-FT Facult	W	11044	ART	2050	06-Creativ	PFA-Performing Arts			
201310			John	12-FT Non-U	W	12487	JMC	1820	06-Creativ	PFA-Performing Arts			
201310			William	21-FT Lectur	W	15621	VCIM	1770	06-Creativ	PFA-Performing Arts			
201310			Elizaveta	20-FT Facult	W	10735	MATH	0950	02-Busine	MPS-Math & Pub Serv Tch			
201310			Elizaveta	20-FT Facult	W	10737	MATH	0950	02-Busine	MPS-Math & Pub Serv Tch			
201310			Isolda	20-FT Facult	W	10381	MATH	1200	02-Busine	MPS-Math & Pub Serv Tch			
201310			Isolda	20-FT Facult	W	12600	MATH	162H	02-Busine	MPS-Math & Pub Serv Tch			
201310			April	51-PT Adjun	W	14544	GEOG	1030	01-Liberal	LBA-Liberal Arts			
201310			Frederick	20-FT Facult	W	14445	THEA	2220	06-Creativ	PFA-Performing Arts			

Faculty Discrepancy Report - Sample

TERM	FACULTY	LAST_NM	FIRST_NM	CATA	STAFF	CAMP	CRN	SUBJ	CRSE	PAY_APPL	ASGN_SES	FLAC_SES	ASGN_ESL	FLAC_ESU	ASGN_CN	FLAC_CNT	ASGN_PO	FLAC_POS	ASGN_DA	COMMENTS
201310	S00401432	Arendt	Jacquelyn	ADJFAC	PTFC	W	11021	SOC	1010	*APPLIED	01	01	3.600	3.000	P1	P1	WSPRPT-C	WSPRPT-C	20-FEB-13	***ESUs Changed - Contact Payroll dep
201310	S00605712	Saito	Miki	ADJFAC	PTFC	W	11114	MUS	1290	*APPLIED	01	01	.420	.840	P1	P1	WSPRPT-C	WSPRPT-C	12-FEB-13	***ESUs Changed - Contact Payroll dep
201310	S00605712	Saito	Miki	ADJFAC	PTFC	W	12443	MUS	1460	*APPLIED	01	01	.840	.420	P1	P1	WSPRPT-C	WSPRPT-C	12-FEB-13	***ESUs Changed - Contact Payroll dep
201310	S00917507	Taylor	Diane	ADJFAC	PTFC	S	14786	NURS	1600	*APPLIED	01	01	3.750	10.000	P1	P1	SSPRPT-OC	SSPRPT-OC	07-MAR-1	***ESUs Changed - Contact Payroll dep
201310	S00028866	Wagner	Denny	ADJFAC	PTFC	O	17821	PSY	1010	*APPLIED	01	01	.000	3.000	P1	P1	ESPRPT-OC	ESPRPT-OC	12-FEB-13	***ESUs Changed - Contact Payroll dep

Full Time Faculty Assignments – Sample

STAFF	CAMP	CRN	SUBJ	CRSE	SCHD_TYP	SESS	CNTR	STD_ESUS	ADJ_ESUS	FT_ESUS	PT_ESUS	%RESP	POSN	SUFF	PAY_APPL	ACKN	DA	PTRM	START	END	WKS
FTFC	W	10180	RADT	1300	A-Lecture	01	D1	3.000		3.000		100					1		14-JAN-13	12-MAY-13	16
FTFC	W	10181	RADT	1300	B-Lab	01	D1	1.700		1.700		100					1		14-JAN-13	12-MAY-13	16
FTFC	W	10182	RADT	1300	B-Lab	01	D1	1.700		1.700		100					1		14-JAN-13	12-MAY-13	16
FTFC	W	10183	RADT	1300	B-Lab	01	D1	1.700		1.700		100					1		14-JAN-13	12-MAY-13	16
FTFC	W	10184	RADT	1300	B-Lab	01	D1	1.700		1.700		100					1		14-JAN-13	12-MAY-13	16
FTFC	W	10186	RADT	2350	A-Lecture	01	D1	2.000		2.000		100					1		14-JAN-13	12-MAY-13	16
FTFC	W	14477	RADT	2350	B-Lab	01	D1	1.700		1.700		100					1		14-JAN-13	12-MAY-13	16
FTFC	W	14478	RADT	2350	B-Lab	01	D1	1.700		1.700		100					1		14-JAN-13	12-MAY-13	16
FTFC		AAUP			AAUP-AAUP/Faculty		S1			1.500											
FTFC		P200			P200-200 Pool Reass		S1			1.000											
FTFC	E	15589	MATH	0819	A-Lecture	01	D1	4.000		4.000		100					1		14-JAN-13	12-MAY-13	16
FTFC	E	15660	MATH	1818	A-Lecture	01	D1	3.000		3.000		100					1		14-JAN-13	12-MAY-13	16
FTFC	E	15661	MATH	1818	A-Lecture	01	D1	3.000		3.000		100					1		14-JAN-13	12-MAY-13	16
FTFC	E	15662	MATH	1580	A-Lecture	01	D1	5.000		5.000		100					0		28-JAN-13	12-MAY-13	14
FTFC		P200			P200-200 Pool Reass		S1			2.500											

Summer Exception Report – Sample

SUMMER_EXCEPTION_REPORT -- SAMPLE

STAFF_TY	HOME_C	HOME_DE	CAMP	CRN	SUBJ	CRSE	SESS	CNTR	FT_ESUS	PT_ESUS	POSN	SUFF	***** REASON FOR EXCEPTION *****
FTFC	02-Busine	MATH-Ma	M	50151	MATH	1200	01	D1	4.000		MSUMFT	00	
FTFC	02-Busine	MATH-Ma	M	50153	MATH	1620	01	P1		5.000	MSUMFP	00	
FTFC	02-Busine	MATH-Ma	M	50592	MATH	1250	01	P1		4.000	MSUMFP	01	
FTFC	02-Busine	MATH-Ma	M	51148	ENG	1010	01	D1	3.000		MSUMFT	01	
FTFC	02-Busine	MATH-Mathematics							7.000	9.000			***NON-ADJUNCT OVER 12.0 ESUS IN TOTAL
FTFC	03-Health	CHEM-Che	M	50499	CHEM	1020	01	D1	3.000		MSUMFT	00	
FTFC	03-Health	CHEM-Che	M	50500	CHEM	1020	01	D1	2.550		MSUMFT	01	
FTFC	03-Health	CHEM-Che	M	50702	CHEM	1010	01	P1		5.550	MSUMFP	00	
FTFC	03-Health	CHEM-Che	M	50821	CHEM	1010	01	P1		5.550	MSUMFP	02	
FTFC	03-Health	CHEM-Chemistry							5.550	11.100			***LESS 7.0 ESUS AT PRO-RATA RATE WITH ADJUNCT ESUS
FTFC	02-Busine	ACCT-Acc	M	50353	BADM	1020	01	D1	3.000		MSUMFT	01	
FTFC	02-Busine	ACCT-Acc	M	50893	BADM	1020	01	D1	3.000		MSUMFT	02	
FTFC	02-Busine	ACCT-Acc	M	51345	ACCT	1011	01	D1	2.000		MSUMFT	00	
FTFC	02-Busine	ACCT-Acc	M	51345	ACCT	1011	99	P1		1.000	MSUMFP	00	
FTFC	02-Busine	ACCT-Accounting							8.000	1.000			***OVER 7.0 ESUS AT PRO-RATA RATE
PTFC	01-Liberal	SPCH-Spe	M	50156	SPCH	1000	01	P1	3.000		MSUMPT	00	
PTFC	01-Liberal	SPCH-Spe	M	50158	SPCH	1010	01	P1	3.000		MSUMPT	02	
PTFC	01-Liberal	SPCH-Spe	M	50570	SPCH	1000	01	P1	3.000		MSUMPT	01	
PTFC	01-Liberal	SPCH-Spe	M	51105	ENG	1010	01	P1	3.600		MSUMPT	03	
PTFC	01-Liberal	SPCH-Spe	M	51106	ENG	1010	01	P1	3.600		MSUMPT	04	
PTFC	01-Liberal	SPCH-Speech Communication							.000	16.200			***ADJUNCT OVER 12.6 ESUS IN TOTAL