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Banner Faculty Load and Compensation Handbook

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Banner Faculty Load and Compensation Handbook 8.9 Handbook

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1 Overview



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, Banner Student 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 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 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.

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 easily adapted for decentralized as well as centrally-administrated institutions.

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.

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.

Assumptions

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

1. Administrative users must be set up as Faculty Compensation Administrators in Web Tailor in order to create faculty compensations.
2. The administrator should assign a unique job number (Position-Suffix) that is given for each course for course-based instructors.
3. An optional field, **Faculty Compensation Level**, can be used to determine rates for part-time faculty in this module.
4. Faculty Compensation Level data will be tracked *only* on the Faculty Action Tracking Form (PEAFACD) 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. ■

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

System Requirements

Install the following minimum releases for Faculty Load and Compensation.

Banner General: 8.0

Banner Position Control Release: 8.0

Banner Human Resources Release: 8.0

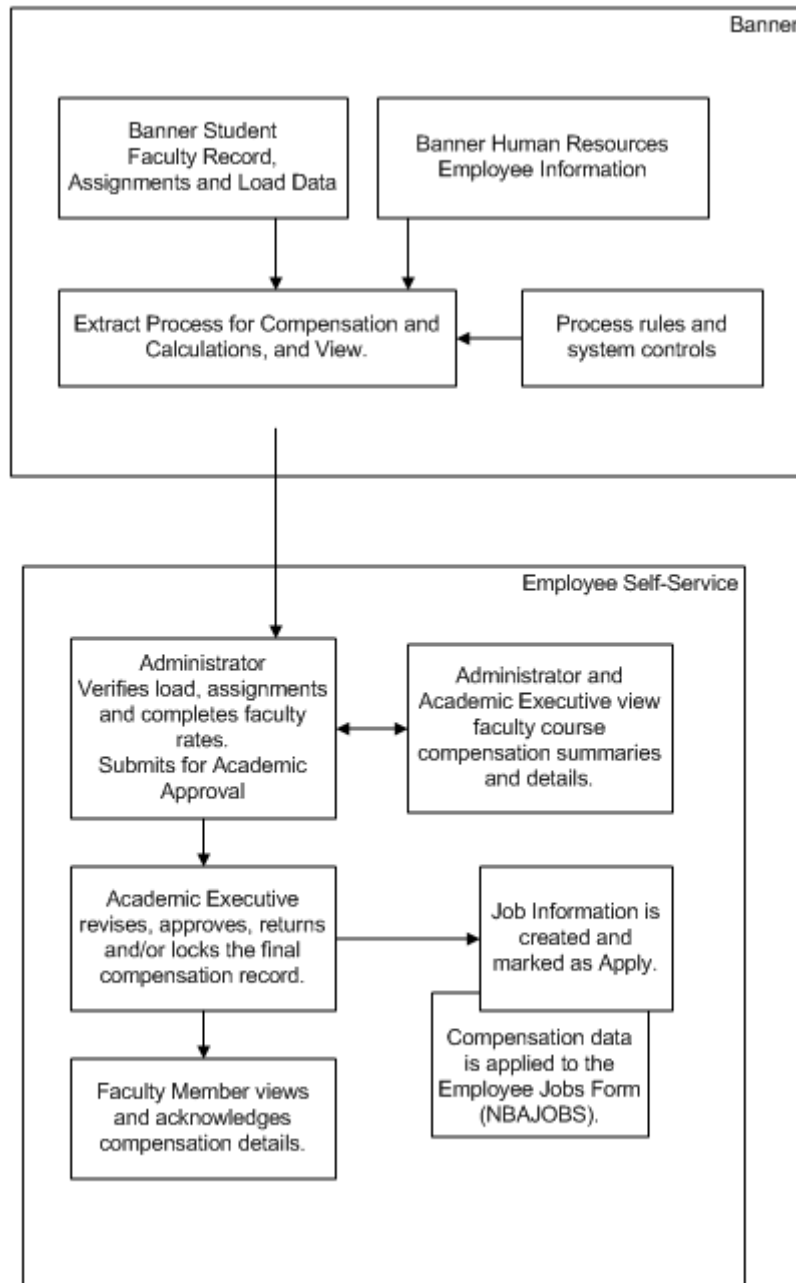
Banner Web Tailor: 8.0

Banner Web General Self-Service: 8.0

Banner Employee Self-Service: 8.0

System Process Flow

The following flow chart provides a graphic representation of the touch points between the various Banner systems.



2 System Setup

This chapter describes how to get Banner systems prepared for using the Faculty Load and compensation module at your enterprise.

Web Tailor Setup for Faculty Load and Compensation

To accommodate users of the Faculty Load and Compensation module in Employee Self-Service, Web Tailor has been modified to include a new user role - Faculty Compensation Administrator.

The Web Tailor Administrator at your site must complete the following tasks.

- Set Up Access to the Faculty Load and Compensation Menu in Employee Self-Service
- Set Up Users as Faculty Compensation Administrators

Set Up Access to the Faculty Load and Compensation Menu

Apply the following steps if the Employee Self-Service Main Menu has been *customized* by your institution, that is, if one LOCAL row, (twgrmenu_source_ind=L) is found in the TWGRMENU table for pmenu.p_MainMnu. After completing the install, do the following tasks.

1. Log on to Employee Self-Service with an ID that has access to Web Tailor Administration.
2. Click **Web Tailor Administration**.
3. Select **Menu Items**.
4. Select the Web menu, *pmenu.p_MainMnu*.
Reorder or Customize Menu Items page is displayed
5. Click **Customized the Associated Web Menu or Procedure**.
Customize a Web Menu or Procedure page is displayed

6. Scroll down and click **Customize Menu Items**.

You will see a list of menu entries for the Employee Main Menu. If at least one LOCAL entry is displayed then continue with the following steps. Otherwise, exit Employee Self-Service making *no* changes, and proceed to assign roles to faculty users by following instructions on page [2-3](#).

7. Click **Add a New Menu Item**.

8. On the Create a New Menu Item page, enter the following information:

Associated Web Page: pmenu.P_MainMnu
Sequence Number: 11
URL: *
Link Text:
Link Description:
Status Bar Text:
Bullet Override Image: Preview Image
Menu Link Image: Preview Image
Enabled:
Database Procedure:
Submenu Indicator:

9. Click **Submit Changes**.

10. Follow the instructions outlined in the next topic, [“Set Up Faculty Compensation Administrators”](#) on page 2-3.

11. Then, log in to Employee Self-Service as a faculty user.

The Faculty Load and Compensation menu must be listed under the Employee Main Menu.

 **Note**

All Web packages and Web procedures specific to the Faculty Load and Compensation module are delivered as seed data by Ellucian. ■

Set Up Faculty Compensation Administrators

A new user role, Faculty Compensation Administrator, has been created for the Faculty Load and Compensation Module. Web Tailor Administrators at the facility must complete this task.

This role is added to the Web Tailor table, TWTVROLE, by the seed script, `twtvrolei_080000.sql`.

Set up a user as a Faculty Compensation Administrator on Web Tailor as follows:

1. Log in to Employee Self-Service with your Web Tailor Administrator **ID** and **Password**.
2. Select the **Web Tailor Administration** menu.
3. Select the **User Roles** menu option.
4. Enter the **ID** of the employee who is to be assigned the user role and click **Submit**.
5. On the Update User Roles page, select the **Faculty Compensation Administrator** check box for the employee.
6. Click **Submit Changes**.

The employee is now designated as a Faculty Compensation Administrator.

Banner Setup for Faculty Load and 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.

- 1.3. Check the Organizational Hierarchy Security indicator on the Faculty window if the institution must be enabled for this application.

 **Note**

It is important to note that the institution must check the Organizational Hierarchy Security Indicator to enable Position Organization-based security within ESS Faculty Load and Compensation Module. If the checkbox is unchecked, organization security will not be enforced in the Faculty Load and Compensation Module. ■

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						Description
1	2	3	4	5	6	
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, such as access to 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. ■

Building Job Labor Distribution Data for Courses

The Course Labor Distribution Form (SCACLBD) is used to build and maintain job labor distribution data at the course catalog level for adjunct faculty assignments. This information can be used for scheduling, as well on the Schedule Labor Distribution Form (SSACLBD). Labor distribution data is entered in Banner Human Resources. The use of labor distribution information is optional. If this information is not entered on SCACLBD, the FOAPAL (fund, organization, account, program, activity, location) distribution for the associated position is used. The data on SCACLBD is used to override the budget factors associated with the funding of a specific position in Banner Human Resources that has been assigned to the employee on SIAASGN.

The form displays one of two windows, one if Banner Finance is installed and the other if Banner Finance is not installed. When Banner Finance is installed, FOAPAL data is validated by part-of-term or the effective term end date on STVTERM if no part-of-term exists. This ensures that the FOAPAL elements are valid until that date. If Banner Finance is not installed, the **External Account Code** field must be entered, and no validation takes place. You can use the **Maintenance** button to copy and end the labor distribution information by term.

 **Note**

Banner Finance requires a timestamp. A midnight timestamp will be associated with the end date when the date is submitted for validation. ■

You can use the Options Menu to access SIAASGN and view faculty assignments, to access SSASECT and view term section details, and to access SSACLBD and view schedule labor distribution information.

Building Job Labor Distribution Data for Sections

The Schedule Labor Distribution Form (SSACLBD) is used to build and maintain job labor distribution data at the section level (CRN) for adjunct faculty assignments. (Labor distribution data is entered in Banner Human Resources.) The use of labor distribution information is optional. If this information is not entered on SSACLBD, the FOAPAL (fund, organization, account, program, activity, location) distribution for the associated position is used. The data on SSACLBD is used to override the budget factors associated with the funding of a specific position in Banner Human Resources that has been assigned to the employee on SIAASGN.

Note

The class section must first have been created using the Schedule Form (SSASECT) before using the Schedule Labor Distribution Form (SSACLBD). ■

Schedule labor distribution data defaults into the Class Schedule module (SSACLBD) based on the course labor distribution information defined in the Course Catalog module (SCACLBD). The defaulted information can be overridden to create section-specific labor distribution records. Overrides take place when FOAPAL information exists on SSACLBD, and the Use Schedule Labor Distributions checkbox is checked on the Faculty Load Contract Type Control Rules Form (PTRFLCT) in Banner Human Resources. When this checkbox is checked to use overrides with course-based faculty, a unit method is used to determine the appropriate FOAPAL distribution. However, unit method processing is not advised for job labor distribution overrides. FOAPAL overrides do not apply to non-instructional assignments.

The Faculty Load Extract Process (PEPFLAC) selects which FOAPAL to use based on the following information.

Use Schedule Labor Distributions checked?	FOAPAL exists on SSACLBD for CRN	FOAPAL exists for Job Labor Distribution	FOAPAL used in processing
Yes	Yes	N/A	FOAPAL for the CRN Note: This will only be used if the Job Annual Salary is greater than zero and the COA of the CRN FOAPAL matches the COA of the FOAPAL for the position. If either is not the case, the FOAPAL for the Job or Position is used.
Yes	No	Yes	FOAPAL for the Job
Yes	No	No	FOAPAL for the Position
No	N/A	Yes	FOAPAL for the Job
No		No	FOAPAL for the Position

 **Note**

If Banner Finance is not installed, the positions are funded through external account codes. ■

The form displays one of two windows, one if Banner Finance is installed and the other if Banner Finance is not installed. When Banner Finance is installed, FOAPAL data is validated by part-of-term or the effective term end date on STVTERM if no part-of-term exists. This ensures that the FOAPAL elements are valid until that date. If Banner Finance is not installed, the External Account Code field must be entered, and no validation takes place.

 **Note**

Banner Finance requires a timestamp. A midnight timestamp will be associated with the end date when the date is submitted for validation. ■

You can use the Options Menu to access SIAASGN and view faculty assignments, to access SSASECT and view term section details, and to access SSACLBD and view course labor distribution information.

Tracking Compensation for Faculty Assignment Records

Instructional and non-instructional data elements on the Faculty Assignment Form (SIAASGN) are used with the Banner Human Resources processing to build the faculty assignment record and track compensation based on term start and end dates.

Note

Faculty members are created on the Faculty Advisor Information Form (SIAINST) and must have the Status set to Active and the Faculty (Indicator) checked to be associated with assignments on SIAASGN. ■

The instructional elements used by the automated faculty load and compensation processing are: **CRN, Subject, Course, Section, Session Credit, Workload, Override Workload, Calculated Workload, Weekly Contact, Contract Type, Position Number, and Position Number Suffix.**

The non-instructional elements used are: **(Non-Instructional) Type, Workload, Weekly Contact, College, Department, Contract (Type), Position Number, and Position Suffix.**

The **Position Number** field is used to enter a position number for the faculty assignment. It is used to tie the faculty member's assignment to a position defined in the Banner Human Resources system. This is used when Position Control is installed.

- Use a List function to access the Position List Form (NBQPOSN) and view a list of all positions for the organization in position number order. You can query to narrow the results.
- Use a Count Query Hits function to access the Employee Job Inquiry Form (NBIJLST) and view all jobs that are in effect as of the query date in the Key Block. You can query to narrow the results.

When Position Control is not installed, the Count Query Hits and List functions are not available. The Position Number Suffix field is used to display a position number suffix from Banner Human Resources. This is used when Position Control is installed.

Note

Banner Student users will need access to the NBQPOSN and NBIJLST forms in Position Control to use the position number data. These forms do not invoke Banner Human Resources Security. You can evaluate who at your institution should be able to access these forms. ■

The Compensation Extracted checkbox is enabled when the assignment has been extracted into the Faculty Compensation module or has been applied to Banner Human Resources from that module. This field cannot be changed. This checkbox is dynamically set when Banner Human Resources is installed, where the faculty assignment exists in the PERFASG table (instructional assignment) and the PERFNIS table (non-instructional assignment).

The Compensation Applied checkbox is enabled when the assignment has been extracted into the Faculty Compensation module or has been applied to Banner Human Resources from that module. This field cannot be changed. This checkbox is dynamically set when Banner Human Resources is installed, where the position and suffix for the existing active assignment have been applied to the NBRJOBS table and then mapped from SIRASGN and SIRONIST to PERFASG and PERFNIS.

 **Note**

When the **Compensation Extracted** checkbox is checked and the **Compensation Applied** checkbox is unchecked, you can continue to make adjustments to the faculty member's assignment and components.

Records will need to be unlocked in the Faculty Compensation module before the changes will be apparent in Banner Employee Self-Service.

When the **Compensation Applied** checkbox is checked, you can continue to make changes in Banner Student. However, manual adjustments must be made to the faculty member's job assignment in Banner Human Resources to ensure that compensation is correct. ■

SIAASGN checks if the job assignment exists (NBRJOBS), when Banner Human Resources is installed. It also checks if the position number is valid and active when the job assignment does not exist in Banner Human Resources. This will allow the new job assignment to be created in Banner Human Resources. Prior invalid data in SIRASGN displays a message based on the setting of the Position Validation on Faculty Assignments checkbox on the Installation Rules Form (PTRINST). When the checkbox is checked (Y), an error is displayed. When the checkbox is unchecked (N), a warning message is displayed.

When a position number is entered for a course assignment and the record is saved, the following validation occurs:

- The system checks that the position number exists in Position Control.
- The system checks that the position has an active status.
- If the position number does not exist, an error message is displayed.
- If the position is not active, an error message is displayed.
- If the position and suffix are selected, but the ID is for an employee, a warning message is displayed.

 **Note**

Use the Position Validation on Faculty Assignments checkbox on the Installation Rules Form (PTRINST) to allow validation of Position Control numbers to take place. This indicator must be checked (Y) before the validation can occur. If you wish to use the warning message for invalid position numbers, leave the indicator unchecked (N). ■

Using Position Numbers with Faculty Compensation

Position numbering and suffix numbering assignments for instructional and non-instructional items are used in the final compensation record that is passed to Banner Human Resources. Compensation can be for full-time, salaried faculty members and for part-time, course-based faculty members. Here are some recommended uses of position numbers and suffixes.

Full-Time Salaried Faculty

Typically, a full-time faculty member has one job assignment and is compensated for a number of assigned activities. Overload payments can occur when the faculty member is assigned more than a full load. In this situation, a separate position number is assigned in the Faculty Compensation module to designate the overload payment. If the same position number and suffix are used for the overload payment, the overload compensation is added to the regular assignment pay under one position, potentially making identification of these payments difficult and also causing benefit costs to be incorrectly calculated against these additional dollars. It is recommended that one position number and one suffix be used for the regular contact, and a unique position number and suffix be used for the overload.

Part-Time Course-Based Faculty

Conditions can exist for part-time faculty members that affect how position numbers and suffixes are assigned and paid. A faculty member may have some or all of the following payment conditions:

- a three week course,
- a course that runs for the entire length of the term,
- an online course that is associated with a two month time span,
- a non-instructional assignment that is to charged to another area, or
- a course that runs for a part-of-term.

If these payment conditions exist within Banner Student assignments for a faculty member, each of these assignments must be associated with a unique position number/suffix combination. This is because the Faculty Compensation module is creating job assignments and calculating when they should be paid. In the above list of conditions, each assignment is paid at a different time and has different start and end dates on the faculty member's job assignments.

If a faculty member's assignments are only operating for one condition, such as two courses running for the entire length of the term that are charged to the same department,

the same position number/suffix combination can be used. This is because the payments are added together and are paid and charged for the entire length of the term.

 **Warning**

When the same position number and suffix combination is used for each faculty assignment in Banner Student, it can result in underpayment or overpayment in the Faculty Compensation module of Banner Human Resources. ■

Rolling Distribution Information

The Roll Labor Distribution parameter in the Term Roll Report (SSRROLL) is used to roll the labor distribution FOAPAL information from SSACLBD/SSRCLBD for the section/CRN to the new term. This FOAPAL is validated using the end date of the part-of-term for the CRN. If no part-of-term exists, the FOAPAL is validated using the end date from STVTERM, to ensure that the FOAPAL elements are valid until that date.

 **Note**

Banner Finance requires a timestamp. A midnight timestamp will be associated with the end date when the date is submitted for validation. ■

If all elements are successfully rolled, the process will display the Section Rolled message in the output. If any element of the FOAPAL is invalid, an error message will be printed on the output file, and the entire FOAPAL string will not be rolled. Other details associated with the CRN, such as instructors, links, fees, attributes, and so on, will still be rolled. If an error is encountered on a class with split distributions, none of the FOAPAL records will be rolled, because this could cause an unbalanced labor distribution.

The following errors may be printed on the report output for invalid FOAPAL elements.

Message	Cause	Action
ERROR Chart of Accounts is inactive. Schedule Job Labor Distribution not rolled.	The Chart of Accounts Status Indicator for this Chart of Accounts code is not active.	Enter an active Chart of Accounts code on the Schedule Labor Distribution Form (SSACLBD).
ERROR Chart of Accounts code is terminated. Schedule Job Labor Distribution not rolled.	The Chart of Accounts is no longer in effect in Banner Finance.	Enter an active Chart of Accounts code that has not passed its termination date on the Chart of Accounts Code Maintenance Form (FTMCOAS).

Message	Cause	Action
ERROR Account Index is inactive. Schedule Job Labor Distribution not rolled.	The Account Index Status Indicator for this account index code is not active.	Enter an active account index on the Schedule Labor Distribution Form (SSACLBD).
ERROR Account Index is terminated. Schedule Job Labor Distribution not rolled.	This account index is no longer in effect in Banner Finance.	Enter an account index that has not passed its termination date on the Account Index Code Maintenance Form (FTMACCI).
ERROR Fund is inactive. Schedule Job Labor Distribution not rolled.	The Fund Status Indicator for this fund code is not active.	Enter an active fund code on the Schedule Labor Distribution Form (SSACLBD).
ERROR Fund is terminated. Schedule Job Labor Distribution not rolled.	This fund is no longer in effect in Banner Finance.	Enter a fund that has not passed its termination date on the Fund Code Maintenance Form (FTMFUND).
ERROR Fund is not defined as data entry. Schedule Job Labor Distribution not rolled.	This fund is not defined to be used for data entry in Banner Finance.	Enter a fund defined for data entry in Banner Finance.
ERROR Organization is inactive. Schedule Job Labor Distribution not rolled.	The Organization Status Indicator for this organization code is not active.	Enter an active organization code on the Schedule Labor Distribution Form (SSACLBD).
ERROR Organization is terminated. Schedule Job Labor Distribution not rolled.	This organization is no longer in effect in Banner Finance.	Enter an organization that has not passed its termination date on the Organization Code Maintenance Form (FTMORGN).
ERROR Organization is not defined as data entry. Schedule Job Labor Distribution not rolled.	This organization is not defined to be used for data entry in Banner Finance.	Enter an organization defined for data entry in Banner Finance.
ERROR Account is inactive. Schedule Job Labor Distribution not rolled.	The Account Status Indicator for this account code is not active.	Enter an active account code on the Schedule Labor Distribution Form (SSACLBD).

Message	Cause	Action
ERROR Account XXXXXX is not a labor account. Schedule Job Labor Distribution not rolled.	The account type is not of a labor account and/or the Internal Account Type Code is not set to 60 in Banner Finance.	Enter an account type code with an Internal Account Type Code set to 60 in Banner Finance.
ERROR Account is terminated. Schedule Job Labor Distribution not rolled.	This account is no longer in effect in Banner Finance.	Enter an account that has not passed its termination date on the Account Code Maintenance Form (FTMACCT).
ERROR Account is not defined as data entry. Schedule Job Labor Distribution not rolled.	This account is not defined to be used for data entry in Banner Finance.	Enter an account defined for data entry in Banner Finance.
ERROR Program is inactive. Schedule Job Labor Distribution not rolled.	The Program Status Indicator for this account code is not active.	Enter an active program code on the Schedule Labor Distribution Form (SSACLBD).
ERROR Program is terminated. Schedule Job Labor Distribution not rolled.	This program is no longer in effect in Banner Finance.	Enter a program that has not passed its termination date on the Program Code Maintenance Form (FTMPROG).
ERROR Program is not defined as data entry. Schedule Job Labor Distribution not rolled.	This program is not defined to be used for data entry in Banner Finance.	Enter a program defined for data entry in Banner Finance.
ERROR Activity is inactive. Schedule Job Labor Distribution not rolled.	The Activity Status Indicator for this activity code is not active.	Enter an active activity code on the Schedule Labor Distribution Form (SSACLBD).
ERROR Activity is terminated. Schedule Job Labor Distribution not rolled.	This activity is no longer in effect in Banner Finance.	Enter an activity that has not passed its termination date of the Activity Code Maintenance Form (FTMACTV).

Message	Cause	Action
ERROR Location is inactive. Schedule Job Labor Distribution not rolled.	The Location Status Indicator for this location code is not active.	Enter an active location code on the Schedule Labor Distribution Form (SSACLBD).
ERROR Location is terminated. Schedule Job Labor Distribution not rolled.	This location is no longer in effect in Banner Finance.	Enter a location that has not passed its termination date on the Location Code Maintenance Form (FTMLOCN).
ERROR Invalid Project code. Schedule Job Labor Distribution not rolled.	An invalid project code has been entered in Banner Finance.	Enter a valid project code for this Chart of Accounts in Banner Finance.
ERROR Invalid Cost Type XX. Schedule Job Labor Distribution not rolled.	An invalid cost type code has been entered in Banner Finance.	Enter a valid cost type code for this Chart of Accounts in Banner Finance.

Verify Data for Faculty Load and 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 (PEAFACD) 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 (PEAFACD) 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 (PEAFACD) 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 (PEAFACD) run the script, `perbfacu.sql`. This script is located in the `...payroll\misc` directory of Banner. ■

Set Up Rules for Faculty Compensation Calculations

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).

For 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.

3 Using Faculty Load and Compensation

This chapter describes the workflow sequence for using the Faculty Load and Compensation module.

Key Self-Service Features

Salient features of the Faculty Load and Compensation Self-Service interface include the ability to:

- Calculate course compensation based on individual workloads assigned in Banner Student.
- Download employee and course compensation information to an excel spreadsheet via new Banner processes.
- Attach electronic versions of applicable documents for review during the Acknowledgment process using Banner Document Management.
- Link labor distributions to courses and sections for use in job assignments.
- Extracted and calculated records from Banner Student can be:
 - Listed by organization on the Organization Summary page
 - Alphabetically listed by employee on the Employee Summary page
- Unlock and lock records to prevent overwriting of information.
- The module is robust enough to handle changes in a faculty member's schedule (such as 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 by faculty member can be overridden.
- Unlimited site-specific compensation components with Instructional default rates per component can be defined.
- 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.

Tasks for Faculty Compensation Administrators

To work with the Faculty Load and Compensation module, perform these key steps in the sequence listed below:

1. Extract Compensation Information From Banner Human Resources and Banner Student.
2. Create Faculty Compensation Packages in Employee Self-Service.
3. Upload the Compensation information from Employee Self-Service to Banner Human Resources.

Step 1—Extract Compensation Information from Banner

Run the Faculty Load and Compensation Extract Process (PEPFLAC), specifying the following report parameters. For a detailed description of the process, refer to Chapter 13, “Reports and Processes” of the *Banner Human Resources User Guide*.

The Faculty Load and Compensation Extract Process (PEPFLAC) performs three tasks.

- It extracts faculty assignments from Banner Student.
- It applies compensation calculation rules as defined by your institution in Banner Human Resources on the extracted data.
- It prepares the extracted data for viewing on appropriate the 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. ■

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:

- 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.
- 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. For example, a Fall Term would consist of four pay periods. Consequently, the Factor and Pays will be set to 4.

As each extract is processed, records will need to satisfy the following criteria:

- The Faculty Member must have a non-terminated Employee record in Banner HR.
- Each instructional assignment must contain a valid Contract Type.
- Each non-instructional assignment must contain a Position Number and Suffix.
- When instructional and non-instructional SIAASGN records have a Position Number is not an existing Job Assignment of the employee (in other words, we are creating a new Job Assignment for this employee), the Position must have a valid status of either Active or Frozen.

- In the list of Position/Suffixes for each Faculty Member, a Contract Type identified as Course-based (PTRFLCT) should have a unique Position/Suffix.
- For Instructional SIAASGN records, you must have a Term, College, Campus, Contract Type, and Schedule Type, so a compensation rule can be determined.
- For Non-Instructional SIAASGN records, you must have a Term, College, Contract Type, and Non-Instructional Type, so a compensation rule can be determined.
- When the contract type is set to use Schedule Labor Distributions, a zero must not be used in any of the following fields: credit hours, contact hours, workload, or headcount. A zero in the field would result in a \$0.00 salary for the course.
- If the job exists, the time sheet organization cannot be overridden on the NBAJOBS detail record. FLAC does not allow for a timeshare override.
- No other NBRJOBS record can be found as of the new effective date to extract from.

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.

Report Parameter**What to Enter?**

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) 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. Based on the run criteria, replaces only the previously extracted data with new extracted information for a specified Term Code.

Note: When processing one or more faculty members under this setting, the extract process will replace all HR Faculty Load and Compensation records with a new computations originated from the Student system, whether the records are locked or unlocked. This is to assure the records with common Position/Suffix numbers are computed correctly.

Add/Delete (A) Compares faculty assignment data in Employee Self-Service with those in Banner Student to make appropriate changes for only those records affected by changes in Banner Student.

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.

For example, adding or deleting course assignments, course information, or schedule information in Banner Student.

Report Parameter	What to Enter?
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, <i>FS</i> - Fall/Spring Contract, <i>S</i> - 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.
Process Individual ID	Indicate if a specific employee ID is to be extracted from Banner. Choices include: <i>Yes (Y)</i> Process an individual employee ID. <i>No (N)</i> Do not process an individual employee ID.
Identification Number	Enter the employee's ID if you indicated <i>Yes</i> 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: <i>Yes (Y)</i> Use population selection <i>No (N)</i> Do not use population selection.
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 <i>Y</i> .
Creator ID	Creator ID for population selection. Enter this parameter only if you set the Use Population Selection parameter to <i>Y</i> .
Application ID	Application ID for population selection. Enter this parameter only if you set the Use Population Selection parameter to <i>Y</i> .

Step 2—Work with Compensation Packages in Employee Self-Service

This section provides detailed descriptions of each Self-Service page, site maps for Faculty Compensation Administrators and Faculty Members, and a list of associated tasks

for Faculty Compensation Administrators and Faculty Members, functionality of Self-Service pages, and corresponding field descriptions.

Faculty Compensation Administrators can use the Self-Service module to create and/or update compensation packages of full-time and part-time faculty members based on their individual assignments, and based on rules defined and set up in Banner Student and Banner Human Resources. For more details, refer to the topic, [“Set Up Rules for Faculty Compensation Calculations” on page 2-18](#) of this handbook.

Employee Self-Service users who will primarily perform administrator activities within this module must be designated as *Faculty Compensation Administrators* in Web Tailor. For more details, refer to the topic, [“Web Tailor Setup for Faculty Load and Compensation” on page 2-1](#) of this handbook.

By default, all other Self-Service users of this module will be regarded as faculty members when their academic assignments have been extracted from the Banner Student module.

Filter Extracted Faculty Members

To work on a select population of faculty members, specify filter criteria on the Filter Selection page.

1. Click **Faculty Load and Compensation** in the Employee menu
2. Click **Faculty Compensation Administration**.

Displays the Filter Selection page.

3. Select the **Extract Term** from the pull-down list and click **Go**.

The pull-down lists of the **Term**, **Part of Term**, **Campus**, and **COA and Organization** fields get populated with appropriate values based on the extract term selected in Step 3.

Tip

It is important that you click **Go**. Otherwise the pull-down lists may show values *not* associated with the expected extract term. ■

4. Choose one or more values for **Part of Term**, **Campus**, **Term**, and **COA and Organization**.

Tip

Use CTRL+ Click to select multiple values in each list. ■

5. (Optional) Select the **Include Subordinate Organizations** check box to include subordinate organizations within the organizations chosen in Step 4.
6. (Optional) Select the **Include Non-Instructional Assignment** check box.

Otherwise the filter process will include and display only instructional assignments for each faculty member.

7. (Optional) From the pull-down list, select the **Number of Employees per Page** to be displayed by the result. Choices include:
 - 25
 - 50
 - 100
8. Select one of the following buttons to view the results of the filter criteria:
 - Click **Organization Summary** to view the results on the Organization Summary page,
OR
 - Click **Employee Summary** to view the results on the Employee Summary page,
OR
 - Click **Employee Filter** to search for a specific faculty member within the extracted term.

Restart Selected Employees

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:

1. Access the Employee Summary page or Organization Summary page.
2. 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 than the course assignment load in Self-Service.

If it indicates *Yes*, select the **Restart** check box for all such faculty members.

If it indicates *No*, for *all* faculty members, proceed to [“Download Employee Data to a Spread Sheet” on page 3-9.](#)

3. Click **Jump to Bottom** or scroll down to the bottom of the page.
4. Click **Restart Selected Employees**.

The Filter Selection page is displayed. You will be notified if any errors were created during the on-line extract.

 **Note**

When processing one or more faculty members under this setting, the extract process will replace all HR Faculty Load and Compensation records with a new computations originated from the Student system, whether the records are locked or unlocked. This is to assure the records with common Position/Suffix numbers are computed correctly. ■

Download Employee Data to a Spread Sheet

1. From the Employee Summary page or the Organization Summary page, scroll down to the bottom of the page and click **Download Employee Data**.


The File Download window is displayed.

2. Click **Save** and rename the resulting .csv file into an appropriate folder on your local drive.
3. Review and proceed to work on the extracted information using Microsoft Excel.

 **Note**

You will have to manually key in information on the relevant Self-Service page after you finalize data on the excel spread sheet. ■

Unlock Employee Status Records

1. Access the Employee Summary page or the Organization Summary page.
2. Click  **Lock** for an employee. The Employee Status Summary page is displayed.

OR

Click the **Name** of the employee whose status record you wish to unlock. The Course Compensation View page is displayed.

3. Click **Employee Status Summary** at the bottom of the Course Compensation View page.

The Employee Status Summary page is displayed.

4. Select a **Term** from the pull-down list and click **Go**.

All employee status records associated with the selected term are displayed.

5. Select the **Lock Status**, *locked* from the pull-down list.


All records with a locked status for the employee are displayed.

6. (Optional) From the pull-down list, select the Number of Employees per Page to be displayed by the result. Choices include:
 - 25
 - 50
 - 100
7. Select the **Change Lock** check box of individual records

OR

Scroll down to the bottom of the page and click **Select All Locked**. The **Change Lock** check box of *all* locked records is selected.
8. Click **Save** to unlock all records associated with the employee.

Lock Employee Status Records

1. Access the Employee Summary page or the Organization Summary page.
2. Click  **Lock** for an employee. The Employee Status Summary page is displayed.

OR

Click the **Name** of the employee whose status record you wish to unlock. The Course Compensation View page is displayed.
3. Click **Employee Status Summary** at the bottom of the Course Compensation View page.

The Employee Status Summary page is displayed.
4. Select a **Term** from the pull-down list and click **Go**.

All employee status records associated with the selected term are displayed.
5. Select the **Lock Status**, *unlocked* from the pull-down list.

All records with an unlocked status for the employee are displayed.
6. (Optional) From the pull-down list, select the Number of Employees per Page to be displayed by the result. Choices include:
 - 25
 - 50
 - 100

7. Select the **Change Lock** check box of individual records

OR

Scroll down to the bottom of the page and click **Select All Unlocked**. The **Change Lock** check box of *all* unlocked records is selected.

8. Click **Save** to lock all records associated with the employee.

Calculate Salary Compensation for Instructional Assignments

Calculate salary compensation for instructional assignments as follows:

1. Access the Salary Compensation View tab on the Compensation View page.
2. Enter a **New Annual Salary** for the term.
3. In the *Instructional Summary Table*, review the faculty member's instructional assignments. Specify the following information that may be adjusted for each assignment:
 - 3.1. Review and enter the **Proposed Work Load**.
 - 3.2. Review and enter the **Proposed Credit Hours**.
 - 3.3. Review and enter the **Proposed Contact Hours**.
 - 3.4. Review and enter the **Proposed Headcount**.
4. (Optional) Transfer instructional assignments to the Instructional Overload Table to designate additional compensation for an Overload job assignment as follows:
 - 4.1. Select the **Move to Overload** check box for an instructional assignment.
 - 4.2. (Required) Enter, or search and select a new **Position** and **Suffix** or an **Existing Job** to which the overload assignment is to be transferred.
 - 4.3. Click **Move to Overload**.
 - 4.4. Go to Step 5.
5. Now, in the Instructional Overload table specify balance the following information for overload assignments:
 - 5.1. Enter the **Rate** for the overload instructional assignment.
 - 5.2. Select a **Calculation Method** from the pull-down list.

- 5.3. Enter the **Work Load, Credit Hours, Contact Hours, and Head Count** for the overload instructional assignment to balance the Overload records to the initial extract load.

 **Note**

When moving a course or part of a course to the Overload section, the entire page should still balance in terms of Workload, Credit Hours, Contact Hours and Headcount. The Current column amount in the main table should equal the sum of the Proposed columns (the Proposed column on the main table added to the Proposed column on the Overload table).

For example: If a course has 3.00 Credit Hours and only 1.00 Credit Hour is being moved to the Overload table, the user must input 2.00 Credit Hours in the main table.


If the Current and Proposed values do not balance, you will receive a warning message that the totals do not match. ■

6. Enter confidential comments as required.
7. Click **Save**.

Calculate Salary Compensation for Non-Instructional Assignments

Calculate salary compensation for non-instructional assignments as follows:

1. Access the Salary Compensation View tab on the Compensation View page.
2. Enter a **New Annual Salary** for the term.
3. In the *Non-Instructional* Summary Table, specify the following information for each non-instructional assignment:
 - 3.1. Review and enter the **Proposed Work Load**.
 - 3.2. Review and enter the **Proposed Contact Hours**.
4. (Optional) Transfer non-instructional assignments as overload assignments to designate additional compensation for an Overload job assignment as follows:
 - 4.1. Select the **Move to Overload** check box for each instructional assignment.
 - 4.2. (Required) Associate a **Position** and **Suffix** with the overload assignment:

4.2.1. Click  **Search** adjacent to **Position**, to search and select a new Position for the overload assignment on the New Position Selection page.

OR

4.2.2. Click **Existing Job** to associate the overload assignment with an existing job of the faculty member on the Job Selection page is displayed.

4.3. Click **Move to Overload**.

The non-instructional assignment is now classified as an overload assignment.

4.4. Now, in the Non-Instructional Overload Table, create the following information for non-instructional overload assignments:

4.4.1. Enter the **Rate** for the non-instructional overload assignment.

4.4.2. Select a **Calculation Method** from the pull-down list.

4.4.3. Enter the **Work Load**, and **Contact Hours** for the overload instructional assignment.

4.5. Balance the values for the transferred assignment in the *Non-Instructional Summary Table*.

5. (Optional) Remove overload assignments as follows:

5.1. Select the **Remove Overload** check box for any assignment in the following sections on the Self-Service page:

- In the Instructional Overload Table to remove an instructional overload assignment

OR

- In the Non-Instructional Overload Table to remove a non-instructional overload assignment.

5.2. Click **Remove Overload Job**.

6. Enter confidential comments as required.

7. Click **Save**.

Calculate Course Compensation for Non-instructional Assignments

Calculate course compensation for faculty members on the Course Compensation view page. Here, you can specify remuneration for non-instructional assignments only within the Non-Instructional Summary area. For each non-instructional assignment:

1. Select the Faculty Level from the pull-down list, if available.
The corresponding **Rate** for the faculty level defaults accordingly.
2. (Optional) Enter a **Rate** to override the default.
3. Select a **Calculation Method** from the pull-down list to calculate course compensation for the non-instructional assignment.
4. (Optional) Enter confidential comments as required.
5. Click **Save**.

Calculate Course Compensation for Instructional Assignments

To specify course compensation for instructional assignments

1. Access the Course Compensation View page.
 - 1.1. Ensure that the **Position Lock Status** of the record is *Unlocked*.
 - 1.2. Select a **Subject and Course** in the Instructional Summary Table to calculate its compensation.
2. The Course Calculation page is displayed.
 - 2.1. In the Schedule Type Table of the Course Calculation page:
 - 2.1.1. Select the **Faculty Level** from the pull-down list, if appropriate.
 - 2.1.2. The corresponding **Rate** for the faculty level defaults accordingly.
 - 2.1.3. (Optional) Enter a **Rate** to override the default value.
 - 2.1.4. Select a **Calculation Method** from the pull-down list to calculate course compensation for the instructional assignment.
 - 2.1.5. (Optional) Click on the **Work Load** value of the instructional assignment to access the Components for the Calculation of the Workload window. This window displays the formula and values used to derive the work load value from Banner Student.

- 2.2.** (Optional) In the Incremental Table, enter any additional compensation that will be paid in addition to the base instructional rate:
- 2.2.1.** Select the **Incremental Type** code from the pull-down list for the instructional assignment.
 - 2.2.2.** The corresponding **Rate** for the Incremental level defaults accordingly.
 - 2.2.3.** (Optional) Enter a **Rate** to override the default value.
 - 2.2.4.** (Optional) Enter the **Percentage** value, only if the Calculation Method (below) is to be set to *Percentage*.
 - 2.2.5.** Select a **Calculation Method** from the pull-down list to calculate the incremental course compensation for the instructional assignment, if appropriate.
 - 2.2.6.** Enter the Incremental **Work Load** for the instructional assignment, if appropriate.
 - 2.2.7.** Enter the Incremental **Credit Hours** for the instructional assignment, if appropriate.
 - 2.2.8.** Enter the Incremental **Contact Hours** for the instructional assignment, if appropriate.
 - 2.2.9.** Enter the Incremental **Head Count** for the instructional assignment, if appropriate.
- 2.3.** Click **Save**.

Change Account Distribution, Job Earnings, and Job Details

To change Job Details, Job Earnings, and the associated Account Distribution information:

- 1.** Access the Course Compensation View or the Salary Compensation View tabs
- 2.** Ensure that the **Position Lock Status** of the record is *Unlocked*. Otherwise, proceed to first [“Unlock Employee Status Records”](#) as described on page [3-9](#).
- 3.** Click on the **Position and Suffix** associated with the assignment.

The Job Assignment page is displayed.

- 4.** Select the Job Details tab to change any of the following information:
 - **Job Type** - Primary, Secondary or Overload
 - The Job **Begin Date, Effective Date, Personnel Date, End Date, Job Title, Appointment Percent, or Hours of Pay**.

- Salary Table information
- **Assign Salary, Factor, Pays, Annual Salary, and Deferred Pay Code**

 **Note**

When the **Deferred Pay** Code is changed, the **Factor** and **Pays** must be recomputed. ■

5. Click **Save** to save all changes made to Job Details.
6. Select the Job Earnings Tab to add or remove Earnings codes.
 - 6.1. To add an Earnings code:
 - 6.1.1. Select the **Earnings** code from the pull-down list.
 - 6.1.2. For each Earnings code enter the following:
 - **Hours or Units Per Pay.**
 - **Deemed Hours** if applicable.
 - **Special Rate** if applicable.
 - **Shift** associated with the Earnings code.
 - **End Date** if applicable.
 - 6.2. To remove an Earnings code, select the **Remove** check box of the corresponding record.
7. Click **Save and Add New Rows** to save all changes made to Earnings codes.
If you add more Earnings codes, four new blank rows will be added when you save.
8. Select the Account Distribution Tab to add or remove FOAPAL values.
 - 8.1. To add a FOAPAL distribution:
 - 8.1.1. Search and select, or enter values for each FOAPAL element.
 - 8.1.2. (Optional) Enter an Index code and click **Validate or Default Index** to validate the entered values or default the index values.
 - 8.1.3. Enter the **Project** and **Cost** codes associated with the distribution if applicable.
 - 8.1.4. Specify the **Percent** associated with the account distribution. If you have more than one FOAPAL distribution, ensure that the grand **Total** of all these records sum up to 100%.
 - 8.1.5. Go to Step 9.

- 8.2. To remove a FOAPAL distribution, select the **Remove** check box of the corresponding record.

9. Click **Save and Submit**.

The Faculty Load and Compensation module of Employee Self-Service is a Web interface developed for two types of Self-Service users-Faculty Compensation Administrators and Faculty Members.

Step 3—Upload Compensation Information to Banner

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.

Prerequisite

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.

Run the Faculty Compensation Upload Process (PEPFCAP) specifying the following report parameters. For a detailed description of the process, refer to Chapter 13, “Reports and Processes” of the *Banner Human Resources User Guide*.


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: <i>Edit (E)</i> 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. <i>Update (U)</i> 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.

Report Parameter	What to Enter?
Suppress Warnings	Indicate if process should suppress NBAJOBS warning messages. Choices include: <i>Yes (Y)</i> Yes, suppress warning messages. <i>No (N)</i> 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: <i>Yes (Y)</i> Yes, process only acknowledged records. <i>No (N)</i> No, process all records.

Tasks for Faculty Members

Review and Acknowledge Compensation


To review and acknowledge compensation:

1. Log in to Employee Self-Service
2. Select the Employee menu.
3. Select Faculty Load and Compensation menu option.
4. Select the Compensation and Acknowledgement menu option.
The Compensation and Acknowledgement page is displayed.
5. Select a **Term** code from the pull-down list.
6. Click **Go**.
7. Review your compensation information for instructional and non-instructional assignments.
8. Select the **Faculty Acknowledgement** check box if you are in agreement with the compensation details.
9. (Optional) Click  **Details** adjacent to the **Subject and Course** to view course details on the Course Information window.

10. (Optional) Click on the **Work Load** value to review the formula and values used in the calculation of your work load.
11. (Optional) Enter comments as required, and click **Save Comment**.

Review Contract Information

To review your contract information:

1. Log in to Employee Self-Service.
2. Select the Employee menu.
3. Select Faculty Load and Compensation menu option.
4. Select the Compensation and Acknowledgment menu option.
The Compensation and Acknowledgment page is displayed.
5. Click  **Notes** adjacent to **Contract Notes**.
6. Review contract information on the Contract Notes page.
7. Click **Compensation and Acknowledgment** at the bottom of the page to return back to the Compensation and Acknowledgment page.

Download Compensation Data

To download the compensation information displayed on the acknowledgement page:

1. Log in to Employee Self-Service.
2. Select the Employee menu.
3. Select Faculty Load and Compensation menu option.
4. Select the Compensation and Acknowledgment menu option.
The Compensation and Acknowledgment page is displayed.
5. Click **Download Compensation Data**.
6. The File Download window displays a `.csv` file.

7. Save the .csv file to your local drive.
8. Review Compensation in an Microsoft Excel spreadsheet.





4 Field Reference Information

This section of the release guide describes page functionality and provides detailed field descriptions of each Self-Service page in the Faculty Load and Compensation module.

Faculty Compensation Administration

Faculty Compensation Administrators access the following Self-Service pages to perform their administrative tasks:

- [“Filter Selection \(bwpkflac.P ChooseFilters\)” on page 4-2](#)
- [“Organization Summary \(bwpkflsm.P DispOrgnSummary\)” on page 4-4](#)
- [“Employee Summary \(bwpkflsm.P DispEmpSummary\)” on page 4-10](#)
- [“Salary Compensation View \(bwpkfcac.P SalaryCompensation\)” on page 4-18](#)
- [“Course Compensation View \(bwpkfcac.P CrseCompensation\)” on page 4-35](#)
- [“Compensation View—Comments Tab \(bwpkfcmt.P DispCommentsAdmin and bwpkfcmt.P DispComments\)” on page 4-42](#)
- [“Compensation View—Errors Tab \(bwpkfcmt.P DispErrors\)” on page 4-44](#)
- [“Course Calculation \(bwpkfcac.P CrseCalculationDetl\)” on page 4-45](#)
- [“Job Assignment \(bwpkfjob.P DispJobDetl\)” on page 4-53](#)
- [“Job Selection \(bwpkfcac.P ChooseJob\)” on page 4-66](#)
- [“New Position Selection \(bwpkepaf.P ChoosePosition\)” on page 4-68](#)
- [“Employee Filter \(bwpkflac.P ChooseEmpFilters\)” on page 4-70](#)
- [“Search Results \(bwpkflac.P DispEmpSearchResults\)” on page 4-72](#)

Filter Selection (bwpkflac.P_ChooseFilters)

Access the Filter Selection page to refine the search criteria and locate information extracted by the Faculty Load and Compensation Extract Process (PEPFLAC).

This Self-Service page can only be accessed by faculty administrators. Faculty administrators can enter search criteria to work on course and compensation information related to all or a subset of the extracted faculty members.

Filter Selection

Select desired Term from the drop-down list and select "Go". Enter filter criteria to show data extracted for the Term. To select multiple items in filter lists, use Ctrl or Shift key while selecting. When finished with selecting filter criteria, select one of the buttons at the bottom of the page to move to the next page.

* - Indicates a required field.

Extract Term: * 200751 - Spring 2007 Go

Part of Term: All
1 - Full Term

Campus: All
DWN - Downtown
M - Main

College: All
AS - College of Arts & Sciences
HK - School of Hard Knocks

COA and Organization: All
B-01, President
B-11, Vice President Academic Affairs

Include Subordinate Organizations:

Include Non-Instructional Assignment:

Number of Employees per Page: 25

Organization Summary

Employee Summary

Employee Filter

Information Text

The information text provides instructions for using this Self-Service page. You can customize the text using Web Tailor. The delivered text is:

Select desired Term from the drop-down list and select Go. Enter filter criteria to show data extracted for the Term. To select multiple items in filter lists, use Ctrl or Shift key while selecting. When finished with selecting filter criteria, select one of the buttons at the bottom of the page to move to the next page.

Web Page Fields

Item	Description/Source Information
Extract Term	<p>Displays all extract terms that have been processed by the Faculty Load and Compensation Extract Process (PEPFLAC) in Banner.</p> <p>Select an extract term code from the pull-down list and click Go to populate the subsequent fields with information pertaining to the desired term.</p>
Part of Term	<p>Displays all Part of Term codes included in the extract within a selected term.</p> <p>Select a Part of Term code from the pull-down list to limit the search within the extract. Use the CTRL or SHFT keys to select multiple Part of Term codes.</p>
Campus	<p>Displays all Campus codes included in the extract within the selected term.</p> <p>Select a Campus code from the pull-down list to limit the search within the extract. Use the CTRL or SHFT keys to select multiple campus codes.</p>
College	<p>Displays all College codes included in the extract for the selected term.</p> <p>Select one or more College codes from the pull-down list to limit the search within the extract. Use the CTRL or SHFT keys to select multiple College codes.</p>
COA and Organization	<p>Displays a list of all valid Budget Organizations (code and description) associated with the positions that are assigned on the Faculty Assignment Form (SIAASGN) for the selected term.</p> <p>Specific Organization codes can be accessed based on the user security established on NSASPSC, PSAORGN or PTVORGN for each faculty administrator or faculty member.</p> <p>Select a COA and Organization code from the pull-down list. Use the CTRL or SHFT keys to select multiple codes.</p>
Include Subordinate Organizations	<p>Select this check box to include subordinate organizations within the parent organization in the search criteria.</p>
Include Non-Instructional Assignment	<p>Select this check box to include non-instructional assignments in the search criteria.</p>

Web Page Fields

Item	Description/Source Information
Number of Employees per Page	Select the maximum number of employees to be displayed per page.

Buttons/Icons on This Page

Button/Icon	Action
Go	Updates the pull-down lists of the Part of Term , College , Campus , and COA and Organization fields with valid codes corresponding to the selected Extract Term .
Organization Summary	Goes to the Organization Summary page.
Employee Summary	Goes to the Employee Summary page.
Employee Filter	Goes to the Employee Filter page to search for a specific employee.

Organization Summary (bwpkflsm.P_DisOrgnSummary)

The Organization Summary page displays a summary of course information (instructional and non-instructional assignments) of each faculty member for each term within the requested organization. That is, course information is primarily sorted and displayed by term and Organization code.

Example

If a faculty member John Tillman is teaching two courses in the Spring term of 2008, each associated with a different Organization code, the Organization Summary page displays his course compensation information under the relevant Organization codes for the spring term.

To access the Organization Summary page:

1. Enter search criteria on the Filter Selection page.
2. Click **Organization Summary**.

Organization Summary

Icons are provided to access the Comments, Errors, Acknowledgment and Employee Status Summary pages. Restarting an employee will extract all of their Faculty Load data in the Term regardless of Organization. Past changes for the employee will be overridden. To restart, check the 'Restart' checkbox and select the 'Restart Selected Employees' button at the bottom of the page.

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Chart B for Organization 11004 - Dept of Biological Sciences

Links	Restart	Name	Faculty Assignment Changes	Position Suffix	Contract Type	CRN Session	Subject and Course	Section	Course Load Changes	Compensation	Overload Exists
	<input type="checkbox"/>	Barker, Robert	No	FLAC01-00	FT - Fall, Spring, Summer	41099-01	ASTR 101 - Stars are Everywhere	0	No	40,000.00	
				FLAC01-00	FT - Fall, Spring, Summer	41031-01	ENGL 106 - Basic Academic Writing	000	No		
				FLAC01-00	FT - Fall, Spring, Summer	41032-01	ENGL 107 - World Literary Masterpieces I	000	No		
Job Assignment Compensation Total:										40,000.00	

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Restart Selected Employees

Download Employee Data

Selected Filters

Part of Term Campus College COA and Organization Include Subordinate Organizations Include Non-Instructional Assignment

All All All All Yes Yes

Filter Selection | Employee Summary | Employee Filter

Alternatively, click the appropriate link on the Employee Summary page, Compensation Views page or the Course Calculation page.

Information Text

The information text provides instructions for using this Self-Service page. You can customize the text using Web Tailor. The delivered text is:

Icons are provided to access the Comments, Errors, Compensation Acknowledgment and Employee Status Summary pages. Restarting an employee will extract all of their Faculty Load data in the Term regardless of Organization. Past changes for the employee will be overridden. To restart, check the Restart checkbox and select the Restart Selected Employees button at the bottom of the page.













Web Page Fields

Item Description/Source Information


The course information table is identified by the Term ID and the Budget Organization code associated with the faculty member's job assignment on the Position Budget Form (NBAPBUD).

The following information is displayed for each course to a faculty administrator:


Web Page Fields

Item	Description/Source Information												
Links	<p>Displays the following icons if applicable:</p> <table border="0"> <tr> <td></td> <td>Notes</td> <td>Goes to the Comments tab of the Compensation View page.</td> </tr> <tr> <td></td> <td>Acknowledgement</td> <td>Goes to the Compensation and Acknowledgment page.</td> </tr> <tr> <td></td> <td>Lock</td> <td>Goes to the Employee Status Summary page.</td> </tr> <tr> <td></td> <td>Errors</td> <td>Goes to the Error tab of the Compensation View page.</td> </tr> </table> <p>Click an icon to access the corresponding Self-Service page.</p>		Notes	Goes to the Comments tab of the Compensation View page.		Acknowledgement	Goes to the Compensation and Acknowledgment page.		Lock	Goes to the Employee Status Summary page.		Errors	Goes to the Error tab of the Compensation View page.
	Notes	Goes to the Comments tab of the Compensation View page.											
	Acknowledgement	Goes to the Compensation and Acknowledgment page.											
	Lock	Goes to the Employee Status Summary page.											
	Errors	Goes to the Error tab of the Compensation View page.											
Restart	<p>Select the Restart check box to re-extract a faculty member's record from Banner Student into Employee Self-Service.</p> <p>Restart completely recreates, or refreshes the employee's record. This action results in:</p> <ul style="list-style-type: none"> • New data extracted from Banner Student and Human Resources • No access to previous changes on Self-Service records or to any deletions made by the Restart process • Any work completed on the employee's record in Self-Service will be deleted entirely, with the exception of the previous comments. <p>Use this option if any subsequent changes were made to the faculty member's Banner Student course load, or assignments, since the information was last extracted.</p>												
Name	<p>Displays the faculty member's name as it is in Banner.</p> <p>Click the link on the faculty member's name to access the Compensation View page to make additional changes to the faculty member's compensation record.</p>												

Web Page Fields

Item	Description/Source Information
Faculty Assignment Changes	<p>Indicates if any changes have been made to the faculty member's assignments since the information was last extracted. Choices include:</p> <p><i>Yes</i> Course assignments have been added or deleted for a faculty member.</p> <p> Tip Select the Restart check box and click Restart Selected Employees to synchronize the faculty member's assignments in Banner and Employee Self-Service. ■</p> <p><i>No</i> Course assignments are currently the same in Banner as well as in Employee Self-Service.</p>
Position Suffix	Displays the position and suffix associated with the faculty member's course when extracted from the Faculty Assignment Form (SIAASGN).
Contract Type	<p>Displays the contract type associated with the faculty member for each course.</p> <p>The code and description defaults from the Faculty Contract Type Code Table (STVFCNT).</p>
CRN Session	<p>Displays the Course Reference Number (CRN) of the section the faculty member is to instruct.</p> <p>For instructional assignments, the CRN number is displayed from the Faculty Assignment Form (SIAASGN).</p> <p>For non-instructional assignments, displays a value of <i>NIST</i> and provides details under each course.</p>
Subject and Course	<p>Displays a description of the course corresponding to the CRN session from the Faculty Assignment Form (SIAASGN).</p> <p>If a faculty member is compensated per course, click a Course to access the Course Calculation page.</p>
Section	Displays the Section number, if available, associated with the CRN number and the course description from the Faculty Assignment Form (SIAASGN).

Web Page Fields

Item	Description/Source Information
Course Load Change	<p>Indicates if any changes have been made to the faculty member's work load on an existing assignment in Banner since the last extract. Choices include:</p> <p><i>Yes</i> Course load has changed in Banner. There is a difference in any of the following factors maintained in Banner and in Employee Self-Service: Workload, Credit Hours, Contact Hours, or Headcount.</p> <p> Tip Select the Restart check box and click Restart Selected Employees to synchronize the faculty member's assignments in Banner and Employee Self-Service. ■</p> <p><i>No</i> No changes have been made to the work load information since the information was last extracted from Banner.</p>
Compensation	<p>Compensation information is displayed based on the nature of faculty member's contract type with the institution.</p> <p>For full-time salaried faculty members, compensation is only displayed on the first row of the Position-Suffix along with the affiliated instructional and non-instructional assignments.</p> <p>However, for part-time adjunct faculty members, compensation amounts per course will be displayed on each row.</p> <p>The administrator should assign a unique job number (Position-Suffix) that is given for each course for course-based instructors.</p>
Overload Exists	<p>Indicates if the faculty member has any overload assignments associated with the Position-Suffix (only for salary compensation contracts). Valid values are:</p> <p><i>Yes</i> The faculty member has overload assignments.</p> <p><i>No</i> The faculty member has no overload assignments.</p> <p>To see the overload Position-Suffix and details, click on the faculty member's name to get to the Compensation View. Overload information will be associated with a salaried contract type.</p>
Calculated Compensation Total	<p>Displays the sum of the compensation using data from the Compensation View pages.</p>

Web Page Fields

Item	Description/Source Information
Job Assignment Compensation Total (row)	<p>Displays the sum of the compensation using data from the Job Assignment pages.</p> <p>Note: The faculty administrator may change the Job Assignment page salary without specifying the same change on the Compensation View and Course Calculation pages. Therefore, the Calculated Compensation Total and Job Assignment Compensation Total may be two different amounts. When the data is uploaded to Banner Human Resources, the Job Assignment Compensation will be moved into the Job Record. The summary pages will note any difference between these salary amounts.</p>

Selected Filters: This section displays the filter criteria that were specified on the Filter Selection page. For detailed field descriptions refer to [“Filter Selection \(bwpkflac.P ChooseFilters\)”](#) on page 4-2.

Buttons/Icons on This Page

Button/Icon	Action
Restart Selected Employees	Updates the employees’ records whose Restart check boxes were selected and executes a new extract with information from internet-native Banner.
Download Employee Data	<p>Downloads the employee data from this table to a Microsoft Excel spreadsheet.</p> <p>Note: Click the browser's Back Button to return to the Self-Service page from the spreadsheet view. Otherwise, if you close the browser, your current Self-Service session will end.</p>

Links to Other Web Pages

This Link	Action
Filter Selection	Goes to the Filter Selection page.
Employee Summary	Goes to the Employee Summary page.
Employee Filter	Goes to the Employee Filter page.

Setup Requirements

Item	Description
SIAASGN	Associate each instructional and non-instructional record with a contract type code. Ensure that a Position and Suffix has been provided for each assignment that is to be extracted for compensation.
STVFCNT	Specify contract type codes and descriptions that are to be displayed in the Faculty Load and Compensation module of Employee Self-Service.
NBAPOS/NBAPBUD	The Organization used in this summary of data is taken from the Budget Organization on the Position.

Employee Summary (bwpkflsm.P_DisEmpSummary)

The Employee Summary page provides the faculty administrator a summarized list of all faculties and their compensation data sorted by Employee Name. This Self-Service page is an alternative to the display of faculty member information on the Organization Summary page.

To access the Employee Summary page:

- Enter search criteria on the Filter Selection page and click the **Employee Summary** button.
- OR
- Select the **Employee Summary** link at the bottom of the Organization Summary page.

Employee Summary

Icons are provided to access the Comments, Errors, Acknowledgement and Employee Status Summary pages. Restarting an employee will extract all of their Faculty Load data for the designated Term. Past changes for the employee will be overridden. To restart, check the 'Restart' checkbox and select the 'Restart Selected Employees' button at the bottom of the page.

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Benson, Olivia FLACS0002

Faculty Full time

Restart [Jump To Bottom](#)

Links	COA and Organization	Faculty Assignment Changes	Position Suffix	Contract Type	CRN Session	Subject and Course	Section Course Load Changes	Compensation Overload Exists
	B-11004 - Dept of Biological Sciences	No	FLAC02-00	FT - Fall, Spring, Summer (FLAC)	41001-01	ANAT 100 - Introduction to Anatomy	002 No	27,000.00 Yes
	B-11004 - Dept of Biological Sciences		FLAC02-00	FT - Fall, Spring, Summer (FLAC)	41002-01	ANAT 100 - Introduction to Anatomy	0 No	
	B-11004 - Dept of Biological Sciences		FLAC02-00	FT - Fall, Spring, Summer (FLAC)	41002-02	ANAT 100 - Introduction to Anatomy	0 No	
	B-11004 - Dept of Biological Sciences		FLAC02-00	FT - Fall, Spring, Summer (FLAC)	41003-01	ANAT 100 - Introduction to Anatomy	001 No	
Job Assignment Compensation Total:								27,750.00

Watson, Montana FLACC0038

Faculty Adjunct (FLAC)

Restart [Jump To Bottom](#)

Links	COA and Organization	Faculty Assignment Changes	Position Suffix	Contract Type	CRN Session	Subject and Course	Section Course Load Changes	Compensation Overload Exists
	B-11001 - Arts and Sciences	Yes	FLAC09-00	FA - Fall Only (FLAC Testing)	41045-01	HIST 150 - World History 1700 to Present	0 No	4,650.00
	B-11001 - Arts and Sciences		FLAC09-10	FA - Fall Only (FLAC Testing)	41087-01	ART 120 - Still Life Painting 1	05 No	4,650.00
	B-11001 - Arts and Sciences		FLAC09-11	FA - Fall Only (FLAC Testing)	41088-01	ART 120 - Still Life Painting 1	06 No	4,650.00
Calculated Compensation Total:								13,950.00
Job Assignment Compensation Total:								13,950.00

West, Austin D. 555666555

Instructor

Restart [Jump To Bottom](#)

Links	COA and Organization	Faculty Assignment Changes	Position Suffix	Contract Type	CRN Session	Subject and Course	Section Course Load Changes	Compensation Overload Exists
	B-11001 - Arts and Sciences	No	F11001-00	FS - Fall/Spring Contract	41049-01	LAW 800 - Civil Procedure	1 No	0.00
Job Assignment Compensation Total:								0.00

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[Restart Selected Employees](#)

[Download Employee Data](#)

Selected Filters

Part of Term Campus College COA and Organization Include Subordinate Organizations Include Non-Instructional Assignment

All All All All Yes Yes





[Filter Selection](#) | [Organization Summary](#) | [Employee Filter](#)

Information Text


The information text provides instructions for using this Self-Service page. You can customize the text using Web Tailor. The delivered text is:

Icons are provided to access the Comments, Errors, Acknowledgement and Employee Status Summary pages. Restarting an employee will extract all of their Faculty Load data for the designated Term. Past changes for the employee will be overridden. To restart, check the Restart checkbox and select the Restart Selected Employees button at the bottom of the page.



Web Page Fields

Item	Description/Source Information
Restart	<p>Select the Restart check box to re-extract a faculty member's record from Banner Student into Employee Self-Service.</p> <p>Restart completely recreates, or refreshes the employee's record. This action results in:</p> <ul style="list-style-type: none"> • New data extracted from Banner Student and Banner Human Resources • No access to previous changes on Self-Service records or to any deletions made by the Restart process • Any work completed on the employee's record in Self-Service will be deleted entirely, with the exception of the previous comments. <p>Use this option if any subsequent changes were made to the faculty member's Banner Student course load, or assignments, since the information was last extracted.</p>
Links	<p>Displays the following icons if applicable:</p> <div style="display: flex; align-items: flex-start; margin-bottom: 10px;"> <div style="margin-right: 10px;"></div> <div>Note - Goes to the Comments tab of the Compensation View page.</div> </div> <div style="display: flex; align-items: flex-start; margin-bottom: 10px;"> <div style="margin-right: 10px;"></div> <div>Acknowledgement - Goes to the Compensation and Acknowledgement page.</div> </div> <div style="display: flex; align-items: flex-start; margin-bottom: 10px;"> <div style="margin-right: 10px;"></div> <div>Locks - Goes to the Employee Status Summary page.</div> </div> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"></div> <div>Errors - Goes to the Error tab of the Compensation View page.</div> </div> <p>Click an icon to access the corresponding Self-Service page.</p>
COA and Organization	<p>Displays the COA and Budget Organization associated with the faculty member's job assignment. This information is drawn from the Position Budget Form (NBAPBUD) or, if the job assignment currently exists for the faculty member, this information is drawn from the Employee Jobs Form (NBAJOBS) in Banner.</p>

Web Page Fields

Item	Description/Source Information
Faculty Assignment Changes	<p>Indicates if any changes have been made to the faculty member's assignments since the information was last extracted. Choices include:</p> <p><i>Yes</i> Course assignments have been added or deleted for a faculty member.</p> <p> Tip Select the Restart check box and click Restart Selected Employees to synchronize the faculty member's assignments in Banner and Employee Self-Service. ■</p> <p><i>No</i> Course assignments are the same in Banner as well as in Self-Service.</p>
Position Suffix	Displays the Position and Suffix associated with the faculty member's course when extracted from the Faculty Assignment Form (SIAASGN).
Contract Type	<p>Displays the faculty member's contract type associated with the course.</p> <p>The code and description defaults from the Faculty Contract Type Code Table (STVFCNT).</p>
CRN Session	<p>Displays the Course Reference Number (CRN) of the section the faculty member is to instruct.</p> <p>For instructional assignments, the CRN number is displayed from the Faculty Assignment Form (SIAASGN).</p> <p>For non-instructional assignments, displays a value of <i>NIST</i> (non-instructional), and provides details in the Course and Subject.</p>





Web Page Fields

Item	Description/Source Information
Subject and Course	<p>Displays a description of the course corresponding to the CRN session.</p> <p>For non-instructional assignments (NIST), displays information from the Faculty Assignment Form (SIAASGN).</p> <p>For course-compensated faculty members this field is a link to the Course Calculation page.</p> <p>For salary-based faculty members, this field is for display only. Click the Employee link to access the Salary Compensation View page.</p> <p> Tip No active course links are displayed for full-time faculty. This is a visual cue to distinguish full-time faculty from adjunct faculty. ■</p>
Section	<p>Displays the Section number, if available, associated with the CRN number and the course description from the Faculty Assignment Form (SIAASGN).</p>
Course Load Change	<p>Indicates if any changes have been made to the faculty member's course work load in Banner since the last extract. Choices include:</p> <p><i>Yes</i> Course work load has changed in Banner. There is a difference in any of the factors maintained in Banner and Employee Self-Service: Workload, Credit Hours, Contact Hours, and Headcount</p> <p> Tip Select the Restart check box for an employee and click Restart Selected Employees to synchronize the faculty member's assignments in Banner and Employee Self-Service. ■</p> <p><i>No</i> No changes made to the course work load information since the information was last extracted from Banner.</p>

Web Page Fields

Item	Description/Source Information
Compensation	<p>Compensation information is displayed based on the nature of faculty member's contract type with the institution.</p> <p>For full-time salaried faculty members compensation is only displayed on the first row of the Position Suffix. Click the employee name link to access the Compensation View page for more details.</p> <p>For part-time adjunct faculty members, compensation amounts per course will be displayed on each row. Click on a specific Subject and Course link to access the Course Calculation page.</p>
Overload Exists	<p>Indicates if the faculty member has any overload assignments associated with a Position-Suffix. Valid values are:</p> <p><i>Yes</i> The faculty member has overload assignments.</p> <p><i>No</i> The faculty member has no overload assignments.</p>
Calculated Compensation Total (row)	<p>Displays the sum of the compensation using data from the Compensation View pages.</p>
Job Assignment Compensation Total (row)	<p>Displays the total compensation using data from the Job assignment pages.</p> <p>Note: The faculty administrator may change the Job Assignment page salary without specifying the same change on the Compensation View and Course Calculation pages. Therefore, the Calculated Compensation Total and Job Assignment Compensation Total may be two different amounts. When the data is uploaded to Banner Human Resources, the Job Assignment Compensation will be moved into the Job Record. The summary pages will note any difference between these salary amounts.</p>

Buttons/Icons on This Page

Button/Icon	Action
 Acknowledgement	Goes to the Compensation and Acknowledgement page.
 Errors	Goes to the Errors tab of the Compensation View page.
 Notes	Goes to the Comments tab of the Compensation View page.
 Lock	Goes to the Employee Status Summary page.
Restart Selected Employees	Updates the employee's records whose Restart check boxes were selected, with information from internet-native Banner.
Download Employee Data	Downloads the employee's data from this table to a Microsoft Excel spreadsheet.
Previous	Goes to the previous page.
Next	Goes to the next page.

Links to Other Web Pages

This Link	Action
Filter Selection	Goes to the Filter Selection page.
Organization Summary	Goes to the Organization Summary page.
Employee Filter	Goes to the Employee Filter page.

Setup Requirements

Item	Description
SIAASGN	Associate each instructional and non-instructional record with a contract type code. Ensure that a Position and Suffix has been provided for each assignment that is to be extracted for compensation.

Setup Requirements

Item	Description
STVFCNT	Specify contract type codes and descriptions that are to be displayed in the Faculty Load and Compensation module of Employee Self-Service.
NBAPOSN/NBAPBUD	The Organization used in this summary of data is taken from the Budget Organization on the Position.

Compensation View (bwpkfcsl.P_DiscompensationView)

The Compensation View page enables Faculty Compensation Administrators work with compensation details such as the amounts per instructional, non-instructional, and overload assignments of each faculty member. This Self-Service page captures the key purpose and functionality of the faculty load and compensation module. To access the Compensation View page:

- Select **Employee Name** link on the Organization Summary page.
OR
- Select the **Employee Name** link on the Employee Summary page.
OR
- Select the **Salary Compensation View** link on the Job Assignment page.

The content of the Compensation View page depends on the faculty member's contract type with your institution (full-time or part-time) accordingly. The two main compensation views (tabs) that display on this page for each faculty member depends on their contract type:

- The Salary Compensation View—displayed to work with compensation packages of full-time salaried faculty
OR
- The Course Compensation View—displayed to work with compensation packages of part-time faculty that are paid on an assignment basis.
- Comments—displayed to enter confidential comments.
- Errors—displayed to view errors and warning messages.

Each tab is described in detail on the following pages.

Information Text

The information text provides instructions for using this Self-Service page. Each tab has its own information text. For more details, see the information text for a specific tab.

Salary Compensation View (bwpkfcsl.P_SalaryCompensation)

The Salary Compensation View tab/page is displayed when appropriately defined by the institution. It is designed to be used for faculty members who are assigned full-time, salary-based contract types.

This Self-Service page is available in two modes:

- Update-when the faculty member's position status is unlocked.
- Review-when the faculty member's position status is locked.

In the *Update* mode, Faculty Compensation Administrators can perform the following tasks:

- Balance workload, credit hours, contact hours, and headcount of each assignment. Any changes made to these fields will not be uploaded to Banner Student.
- Reassign instructional and non-instructional assignments (in full or in part) to an overload assignment as required.
- Search or assign an appropriate Position Suffix to an overload assignment.
- Change annual salary amount.
- Enter confidential comments.

In the *Review* mode, faculty administrators can only review the entered information in each case listed above.




Tip

To revert to the Update mode, unlock the position on the Employee Status Summary page. ■

Compensation-related information is displayed in the following tables:

- Salary Table
- Instructional Summary
- Non-Instructional Summary
- Overload
- Comments

Compensation View

 Enter Proposed Job Salary. Select the icon in front of each Subject and Course listing to access the Course Information Window. Any Comments made will not be seen by the employee.





Name and ID: Olivia Benson, FLACS0002
Term: 200741 - Fall 2006


Salary Compensation View Comments

Contract Type: FT - Fall, Spring, Summer
 FLAC02 - 00, Faculty Full time , Unlocked
COA - Organization: B - 11004 Dept of Biological Sciences

	Current	New
Annual Salary	26,700.00	<input type="text" value="27,000.00"/>
Salary Group	2006	2006
Table	FA	FA
Grade	01	01
Step	0	0

Instructional Summary

CRN-Session	Subject and Course	Section	Work Load		Credit Hours		Contact Hours		HeadCount		Responsibility Percent	Move To Overload
			Current	Proposed	Current	Proposed	Current	Proposed	Current	Proposed		
41001 - 01	 ANAT 100 - Introduction to Anatomy	002	1.000	<input type="text" value="0.500"/>	1.000	<input type="text" value="1.000"/>	1.00	<input type="text" value="1.00"/>	2	<input type="text" value="2"/>	100	<input type="checkbox"/>
41002 - 01	 ANAT 100 - Introduction to Anatomy	0	2.000	<input type="text" value="2.000"/>	2.000	<input type="text" value="2.000"/>	2.00	<input type="text" value="2.00"/>	3	<input type="text" value="3"/>	100	<input type="checkbox"/>
41002 - 02	 ANAT 100 - Introduction to Anatomy	0	1.000	<input type="text" value="1.000"/>	1.000	<input type="text" value="1.000"/>	1.00	<input type="text" value="1.00"/>	3	<input type="text" value="3"/>	100	<input type="checkbox"/>
41003 - 01	 ANAT 100 - Introduction to Anatomy	001	2.000	<input type="text" value="2.000"/>	2.000	<input type="text" value="2.000"/>	2.00	<input type="text" value="2.00"/>	1	<input type="text" value="1"/>	100	<input type="checkbox"/>
Total:			6.000	5.500	6.000	6.000	6.00	6.00	9	9		

 To move information to Overload, check the appropriate Move To Overload checkbox and provide a Position and Suffix for the Overload table. Then select the Move to Overload button. Fill in all information in the Overload table, changing the Instructional and Non-Instructional loads on the page as necessary. Then select Save button.

* - Indicates a required field.

Overload

Existing Jobs

Non-Instructional Overload

Type	Rate	Calculation Method	Work Load	Contact Hours	Compensation	Remove Overload
			0.000	0.000	0.00	<input type="checkbox"/>

Enter Comment

Organization Summary
 Filter Selection | Employee Status Summary

Information Text

The information text provides instructions for using this Self-Service page. You can customize the text using Web Tailor. The delivered text is:

Enter Proposed Job Salary. Select the icon in front of each Subject and Course listing to access the Course Information Window. Any Comments made will not be seen by the employee.

In the Overload Section of this Self-Service page, the following text has been delivered:

To move information to Overload, check the appropriate Move To Overload checkbox and provide a Position and Suffix for the Overload table. Then select the Move to Overload button. Fill in all information in the Overload table, changing the Instructional and Non-Instructional loads on the page as necessary. Then select the Save button.

Web Page Fields

Item	Description/Source Information
Name and ID	Displays the faculty member's full-name and Banner ID.
Term	Displays the term selected in the Filter Selection page.
Contract Type	Displays the faculty member's Contract Type code and description. The contract code is imported from the Faculty Assignment form (SIAASGN) and the descriptions default from the Faculty Contract Code Validation Form (STVFCNT).
Job Assignment Number and Description (untitled)	Displays the faculty member's job assignment. It consists of the following components: Position, Suffix, and Description. Click on the Job Assignment link to access the Job Assignment page. For each job assignment, the Salary Compensation View page displays instructional assignments, non-instructional assignments, or both for full-time faculty members.
Status	Indicates whether the Position-Suffix is locked for editing purposes on the Employee Status Summary page. Choices include: <i>Locked</i> Position is locked for changes. <i>Unlocked</i> Position is unlocked.
COA - Organization	Displays the chart of accounts and organization associated with the position.

Salary Table Section—This table displays the current and new salary levels (if available) of the faculty member. The following salary-related information is displayed:

Web Page Fields

Item	Description/Source Information
Annual Salary	<p>If the faculty member holds this job assignment at the time of the extract, its current annual salary will display in the Current column.</p> <p>A blank Current column implies that this job assignment was not active at the time of the extract or did not exist for the faculty member at the time of the extract.</p> <p>In the New column, establish the new annual amount for the contract. This amount will be updated to the Job Assignment record and will be used to determine the pay period rate.</p> <p>You may specify a new annual (contract) salary in the New column.</p>

The following information is for display only. To enter new information for any of the following fields, click on the **Job Assignment** link and specify the changes on the Job Assignment page.

Salary Group	<p>If the faculty member holds the job assignment at the time of the extract, its current salary group will display in the Current column.</p> <p>A blank Current column implies that this job assignment was not active at the time of the extract or did not exist for the faculty member at the time of the extract.</p> <p>In the New column, a salary group will appear if the job assignment is active for the employee. In this case the same salary group is used. If the job assignment is not active or does not exist for the faculty member, the salary group in the New column will come from the Position record. (NBAPOSN).</p> <p>This field may not be updated on this page.</p>
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Web Page Fields

Item	Description/Source Information
Table	<p>If the faculty member holds the job assignment at the time of the extract, its current salary table will display in the Current column.</p> <p>A blank Current column implies that the job assignment was not active at the time of the extract or did not exist for the faculty member at the time of the extract.</p> <p>In the New column, a salary table will appear if the job assignment is active for the employee. In this case the same salary table is used. If the job assignment is not active or does not exist for the faculty member, the salary table in the New column will come from the Position record. (NBAPOSN).</p> <p>This field may not be updated on this page.</p>
Grade	<p>If the faculty member holds this job assignment at the time of the extract, its current salary grade will display in the Current column.</p> <p>A blank Current column suggests to the user that this job assignment was not active at the time of the extract or did not exist for the faculty member at the time of the extract.</p> <p>In the New column, a salary grade will appear if the job assignment is active for the employee. In this case the same salary grade is used. If the job assignment is not active or does not exist for the faculty member, the salary grade in the New column will come from the Position record. (NBAPOSN), if present.</p> <p>This field may not be updated on this page.</p>

Web Page Fields


Item	Description/Source Information
Step	<p>If the faculty member holds this job assignment at the time of the extract, its current salary step will display in the Current column.</p> <p>A blank Current column implies that the job assignment was not active at the time of the extract or did not exist for the faculty member at the time of the extract.</p> <p>In the New column, a salary step will appear if the job assignment is active for the employee. In this case the same salary step is used. If the job assignment is not active or does not exist for this faculty member, the salary step in the New column will be zero.</p> <p>Additionally, if the Position record has a step that is non-zero, this step will be displayed in this column.</p> <p>This field may not be updated on this page.</p>

Instructional Summary Section—This section provides a summary of all instructional assignments of a full-time faculty member.

CRN-Session Displays the Subject, Course Number, and description associated with the CRN-Session number.

The following course information is displayed for each CRN-Session combination from the Faculty Assignment Form (SIASSGN).

Subject and Course Displays the subject, associated course and its description of the instructional assignment.

Click  **Details** to view course details such as **Part of Term**, **Campus**, and **College** in the Course Information window.

Section Displays the section number associated with the CRN, Session and Course from the Faculty Assignment Form (SIAASGN).



Web Page Fields

Item	Description/Source Information
Current Work Load	<p>Displays the faculty member's current work load for the instructional assignment.</p> <p>This value is drawn from the original extract by the Faculty Load and Compensation Extract Process (PEPFLAC).</p> <p>Click the Current Workload value to view the calculated workload extracted from the Student system in the Components for the Calculation of Workload Window (bwpkfcals.P_DisWorkload).</p>
Proposed Work Load	<p>This value will default to the Current Work Load. Change the faculty member's Proposed Work Load for the instructional assignment, if appropriate.</p> <p>Changing this field will not change the corresponding field in Banner Student. This field should only be changed if the CRN is selected for Overload and you need to balance the proper work load between the parent position and the overload position.</p>
Current Credit Hours	<p>Displays the faculty member's current credit hours associated with the instructional assignment.</p> <p>This value is drawn from the original extract by the Faculty Load and Compensation Extract Process (PEPFLAC)</p>
Proposed Credit Hours	<p>This value will default to the Current Credit Hours. Change the faculty member's Proposed Credit Hours for the instructional assignment if appropriate.</p> <p>Changing this field will not change the corresponding field in Banner Student. This field should only be changed if the CRN is selected for Overload and you need to balance the proper credit hours between the parent position and the overload position.</p>

Web Page Fields

Item	Description/Source Information
Current Contact Hours	<p>Displays the faculty member's current contact hours for the instructional assignment.</p> <p>Weekly Contact Hours are taken from the Meeting Time block of SIAASGN and multiplied by the specified rate. The Percentage of Responsibility is already included in this calculation by virtue of the Banner Student System computation and will not be prorated again.</p> <p>Section Weekly Contact Hours Equation: (Number of Days in a Meeting Period Week * Number of Minutes per Meeting Period) / Duration factor = Meeting Period Weekly Contact Hours.</p> <p>This value is drawn from the original extract by the Faculty Load and Compensation Extract Process (PEPFLAC).</p>
Proposed Contact Hours	<p>This value will default to the Current Contact Hours. Change the faculty member's Proposed Contact Hours for the instructional assignment, if appropriate.</p> <p>Changing this field will not change the corresponding field in Banner Student. This field should only be changed if the CRN is selected for Overload and you need to balance the proper credit hours between the parent position and the overload position.</p>
Current Headcount	<p>Displays the faculty member's current head count associated with the instructional assignment.</p> <p>This value is drawn from the original extract by the Faculty Load and Compensation Extract Process (PEPFLAC).</p>
Proposed Headcount	<p>This value will default to the Current Headcount. Change the faculty member's Proposed Headcount for the instructional assignment.</p> <p>Changing this field will not change the corresponding field in Banner Student. This field should only be changed if the CRN is selected for Overload and you need to balance the proper credit hours between the parent position and the overload position.</p>

Web Page Fields



Item	Description/Source Information
Responsibility Percent	<p>Displays the faculty member's degree of responsibility with regard to the CRN-Session for the term as a quantifiable percent value.</p> <p>This value is drawn from the Faculty Assignment Form (SIAASGN).</p>
Move to Overload	<p>Select this check box to identify instructional assignments to be transferred or partially transferred as an overload.</p> <p>To transfer a work assignment to the Overload section:</p> <ol style="list-style-type: none">1. Select the Move to Overload check box for each affected assignment.2. Scroll down to the Overload section of the page.3. Enter a Position and Suffix for the overload assignment <p>OR</p> <p>Click  Search and select a new Position from the New Position page to include an overload assignment for the faculty member.</p> <ol style="list-style-type: none">4. Scroll down and click Move to Overload.5. The work assignment(s) is transferred to the Instructional Overload section of the Self-Service page.6. Click Save. <p> Tip</p> <p>Ensure that you also balance the work load, credit hours, contact hours, and head count appropriately for each assignment. ■</p>
Total (Row)	<p>Displays the instructional totals for Work Load, Credit Hours, Contact Hours and Headcount.</p>

Non-Instructional Summary Section—This section provides a summary of all non-instructional assignments of a full-time faculty member.

Web Page Fields


Item	Description/Source Information
Type	<p>Displays the non-instructional code and description for each assignment.</p> <p>Values for this field are drawn from the Faculty Assignment Form (SIASSGN).</p>
College	<p>Displays the associated College code and description associated with each non-instructional assignment type.</p> <p>Values for this field are drawn from the Faculty Assignment Form (SIASSGN).</p>
Department	<p>Displays the department associated with each non-instructional assignment type.</p> <p>Values for this field are drawn from the Faculty Assignment Form (SIASSGN).</p>
Current Work Load	<p>Displays the faculty member's current work load for the non-instructional assignment.</p> <p>Values for this field are drawn from the Faculty Assignment Form (SIASSGN).</p>
Proposed Work Load	<p>This value will default to the Current Work Load. Change the faculty member's proposed work load for the non-instructional assignment if appropriate.</p> <p>Changing this field will not change the corresponding field in Banner Student. This field should only be changed if the CRN is selected for Overload and you need to balance the proper work load between the parent position and the overload position.</p>
Current Contact Hours	<p>Displays the faculty member's current contact hours for the non-instructional assignment.</p> <p>Values for this field are drawn from the Faculty Assignment Form (SIASSGN).</p>

Web Page Fields


Item	Description/Source Information
Proposed Contact Hours	<p>This value will default to the Current Contact Hours. Change the faculty member's proposed contact hours for the non-instructional assignment, if appropriate.</p> <p>Changing this field will not change the corresponding field in Banner Student. This field should only be changed if the CRN is selected for Overload and you need to balance the proper contact hours between the parent position and the overload position.</p>
Move to Overload	<p>Select this check box to identify non-instructional assignments to be transferred or partially transferred as an overload.</p> <p>To transfer a work assignment to the Overload section:</p> <ol style="list-style-type: none">1. Select the Move to Overload check box for each assignment.2. Scroll down to the Overload section of the page and enter a position and suffix for the overload assignment <p>OR</p> <p>click  Search to select a new Position on the New Position page to assign the overload assignment for the faculty member.</p> <ol style="list-style-type: none">3. Scroll down and click Move to Overload.4. The assignment(s) is transferred to the Non-Instructional Overload section of the Self-Service page.5. Click Save. <p> Tip</p> <p>Ensure that you also balance the work load, and contact hours appropriately for each assignment. ■</p>

Overload Section—This section provides a summary of all overload assignments (instructional as well as non-instructional) of a faculty member.

Web Page Fields

Item	Description/Source Information
Position (Suffix, Description)	<p>Enter a new position or click  Search to search and select a new position from the New Position page to include an overload assignment for the faculty member.</p> <p>The field displays the associated suffix and description of the position.</p>
Existing Jobs	<p>Click this link to review all other job assignments of the faculty member on the Job Selection page.</p> <p>This would be used in place of entering a new position or searching for a position from the New Position Selection list.</p>

Instructional Overload Section—This section provides a summary of all instructional overload assignments of the faculty member. The following information is displayed:

CRN-Session	Displays the Course Reference Number and the Session Number of the faculty member's assignment moved to Overload.
Subject and Course	<p>Displays the subject, course and description from the Faculty Assignment Form (SIAASGN).</p> <p>Click  Details to view additional details such as: Part of Term, Campus, and College in the Course Information window. (bwpkfact.P_DispCrseInfoWindow).</p>
Section	Displays the section number associated with the CRN, Session and Course from the Faculty Assignment Form (SIAASGN).
Rate	<p>Enter the Compensation Rate used for each overload instructional assignment.</p> <p>The total compensation for a course is calculated as:</p> <p>Total Course Compensation = Rate x Calculation Method.</p>

Web Page Fields

Item	Description/Source Information	
Calculation Method		Select a compensation calculation method from the pull-down list. Choices include the following and can be found on Faculty Assignment Form (SIAASGN):
	<i>Credit Hours</i>	Credit Hours is taken from the Faculty Assignment Form (SIAASGN), multiplied times the percentage of responsibility and the specified rate.
	<i>Contact Hours</i>	Weekly Contact Hours is taken from the Meeting Time block of SIAASGN and multiplied times the specified rate. The Percentage of Responsibility is already included in this calculation by virtue of the Student System computation and will not be prorated again.
	<i>Generated Credits</i>	The Generated Credit Hours calculates compensation as Credit Hours, times Headcount, and times Percentage of Responsibility. This figure is pre-determined in Banner Student, and is calculated against a base rate from this rule form.
Calculation Method (cont.)	<i>Head Count</i>	The student head count for the course, taken at the time of extract, multiplied times the specified rate
	<i>Work load</i>	The Override (Adjusted) Workload from SIAASGN is used if available. If this value is null, then Workload will be used. The selected value is multiplied times Percentage of Responsibility and calculated against the specified rate.
	<i>Flat Rate</i>	Flat amounts are calculated directly, without regard to the three factors indicated above.

Enter appropriate values in the following four fields to determine the faculty member's faculty contract load.

Web Page Fields

Item	Description/Source Information
Work Load	<p>When the position status is <i>Unlocked</i>, (Update mode), enter the faculty member's work load associated with the overload instructional assignment.</p> <p>When the position status is <i>Locked</i>, (Review mode), no update can occur.</p>
Credit Hours	<p>When the position status is <i>Unlocked</i>, (Update mode), enter the faculty member's credit hours associated with the overload instructional assignment.</p> <p>When the position status is <i>Locked</i>, (Review mode), no update can occur.</p>
Contact Hours	<p>When the position status is <i>Unlocked</i>, (Update mode), enter the faculty member's weekly contact hours associated with the overload instructional assignment.</p> <p>When the position status is <i>Locked</i>, (Review mode), no update can occur.</p>
Headcount	<p>When the position status is <i>Unlocked</i>, (Update mode), enter the faculty member's head count associated with the overload instructional assignment.</p> <p>When the position status is <i>Locked</i>, (Review mode), no update can occur.</p>
Responsibility Percent	<p>Displays the faculty member's degree of responsibility with regard to the CRN-Session for the term as a quantifiable percent value.</p> <p>This value is drawn from the Faculty Assignment Form (SIAASGN).</p>
Compensation	<p>The compensation of the overload instructional assignment. It is calculated as:</p> <p>Compensation = Rate x Calculation Method</p> <p>For flat amount compensation, the value is identical to the rate.</p>

Web Page Fields

Item	Description/Source Information
Remove Overload	<p>Select this check box to remove an instructional assignment from the Overload Instructional Section.</p> <p>To remove courses from the Overload section:</p> <ol style="list-style-type: none"> 1. Select the Remove Overload check box for each assignment. 2. Scroll down and click Remove Overload Job. 3. Click Save. <p>Note: If the assignment being removed is the only assignment in the Overload section, then removing this assignment will also remove the Overload Position-Suffix.</p>
Totals (row)	<p>Instructional overload totals for Work Load, Credit Hours, Contact Hours, Head Count, and Compensation.</p> <p>Non-Instructional Overload—This section provides a summary of all assigned non-instructional overload assignments of the faculty member. The following information is displayed:</p>
Type	<p>Displays the non-instructional code and description selected for the overload assignment.</p> <p>Values for this field are drawn from the Faculty Assignment Form (SIASSGN).</p>
Rate	<p>Enter the compensation rate of the faculty member for each overload non-instructional assignment.</p> <p>The total compensation for a course is calculated as:</p> <p>Total Course Compensation = rate x work load</p>


Web Page Fields

Item	Description/Source Information
Calculation Method	<p>Select one of the calculation methods of compensation from the pull-down list:</p> <p><i>Contact Hours</i> Weekly Contact Hours is taken from the Meeting. Time block of SIAASGN and multiplied times the specified rate. The Percentage of Responsibility is already included in this calculation by virtue of the Student System computation and will not be prorated again</p> <p><i>Work load</i> The Override (Adjusted) Workload from SIAASGN if available. If this value is null, then Workload is used instead. The selected value is multiplied times Percentage of Responsibility and calculated against the specified rate.</p> <p><i>Flat Rate</i> Flat amounts are calculated directly, disregarding the three factors indicated above</p>

Enter appropriate values in the following two fields to determine the faculty member's faculty contract load.


Work Load	Enter the faculty member's work load associated with the overload non-instructional assignment.
Contact Hours	<p>Enter the faculty member's contact hours associated with the overload non-instructional assignment.</p> <p>Weekly Contact Hours are taken from the Meeting Time block of SIAASGN and multiplied by the specified rate.</p>
Compensation	Displays the compensation amount for the overload non-instructional assignment.

Web Page Fields

Item	Description/Source Information
Remove Overload	<p>Select this check box to de-classify the job assignment as an overload.</p> <p>To remove courses from the Overload section:</p> <ol style="list-style-type: none"> 1. Select the Remove Overload check box for each assignment. 2. Scroll down and click Remove Overload Job. 3. The work assignment(s) is transferred back to the Non-Instructional Overload section of the Self-Service page. 4. Click Save. <p> Tip Ensure that you also balance the work load, credit hours, contact hours, and head count appropriately for each assignment. ■</p>

Comments Section—Enter confidential comments regarding the faculty member’s compensation package. Comments entered here cannot be viewed by faculty members.

Buttons/Icons on This Page

Button/Icon	Action
 Details	Displays the Course Information window (bwpkfact.P_DispcrseInfoWindow).
Move to Overload	Moves course assignments to the Overload section of the Self-Service page, if their Move to Overload check box has been selected and a valid Position-Suffix resides in the Overload Position field.
Save	Saves any changes made to the compensation information.
Remove Overload Job	Removes all instructional assignments, non-instructional assignments, and clears the Position-Suffix from the overload section of the Self-Service page. The numerical balances, that is, Work Load, Credit Hours, Contact Hours, Headcount, will be reset throughout the page.

Links to Other Web Pages

This Link	Action
Employee Summary	Goes to the Employee Summary page.
Filter Selection	Goes to the Filter Selection page.
Employee Status Summary	Goes to the Employee Status Summary page.

Setup Requirements

Item	Description
PTRFLCT	Set up the Compensation View for each contract type within a term.
STVFCNT	Enter a Description for each Contract Type code.

Course Compensation View (bwpkfcsl.P_CrseCompensation)

The Course Compensation View tab/page is designed to be used for faculty members who are assigned part-time adjunct contract types.



Tip

Active course links are displayed for part-time faculty. If set up as designed, this is a visual cue to distinguish adjunct faculty from full-time faculty. ■

The Course Compensation View tab/page displays course-related information for each *contract type* designated for this view.

For example, if a part-time faculty member has two contracts C1 and C2 with an institution, this page displays course compensation information for each contract type.

Select the **Next Contract Type** button to view relevant information associated with Contract C2.

This Self-Service page is available in two modes:

- Update—when the faculty member's position status is unlocked.
- Review—when the faculty member's position status is locked.

In the *Update* mode, faculty administrators can perform the following tasks:

- Identify compensation for specific instructional assignments.

This page serves as a window to each of the assignments. The user may proceed to the Course Calculation page by selecting the Subject and Course link for greater detail and management of compensation for the course.

- Identify and manage compensation for specific non-instructional assignments.

This page allows the faculty administrator to change the Faculty Level, Rate, or the Calculation Method to manage the detail of compensation for the assignment.

- Select the Position and Suffix link to access the Job Assignment page and modify Job Detail information, default earnings code and labor distribution values.
- Enter confidential comments.

In the *Review* mode, faculty administrators can only review the entered information in each case listed above.



Tip

To revert to the *Update* mode, unlock the position on the Employee Status Summary page. ■

The following information is displayed in the Course Compensation view:

- Contract Information
- Instructional Summary
- Non-Instructional Summary
- Overload
- Comments

Compensation View

 Select the icon in front of the Subject and Course link to access the Course Information Window. Select the Subject and Course link to access the Course Calculation Page. Select the Position and Suffix link to access the Job Assignment Page. Non-Instructional Faculty Level, Rate and Calculation Method information may be updated. Any Comments made will not be seen by the employee.

Name and ID: Charlie Ackerly, FLCTF0046



Term: 200731 - Fall 2006

Course Compensation View **Comments**

Contract Type: FA - Fall Only

Total Compensation for this Contract Type: 6,100.00

Instructional Summary

CRN Session	Subject and Course	Position and Suffix	Responsibility Percent	Course Value	Incremental Total Value	Total Compensation	Position Lock Status
47010 - 01	 ENGR 110 - Engineering Analysis	FLCT09 - 00, Faculty Full time	100	500.00	0.00	500.00	Unlocked
47038 - 01	 EDUC 105 - Human Development	FLCT09 - 00, Faculty Full time	100	3,600.00	0.00	3,600.00	Unlocked

Non-Instructional Summary

Type	Position and Suffix	College Department	Faculty Level	Rate	Calculation Method	Work Load	Contact Hours	Total Compensation	Position Lock Status
ADV - Advising	FLCT12 - 00, Faculty Adjunct (FLAC)		None	250.00	Contact Hours	1.00	0.00	0.00	Unlocked
COAH - Coaching Assignment	FLCT12 - 00, Faculty Adjunct (FLAC)		None	500.00	Contact Hours	3.00	3.00	1,500.00	Unlocked
CHR - Department Chairman	FLCT12 - 01, Faculty Adjunct (FLAC)		None	500.00	Flat Rate	3.00	0.00	500.00	Unlocked

Enter Comment

Save

Employee Summary
Filter Selection | Employee Status Summary

Information Text

The information text provides instructions for using this Self-Service page. You can customize the text using Web Tailor. The delivered text is:

Select the icon in front of the Subject and Course link to access the Course Information Window. Select the Subject and Course link to access the Course Calculation Page. Select the Position and Suffix link to access the Job Assignment Page. Non-Instructional Faculty Level, Rate and Calculation Method information may be updated. Any Comments made will not be seen by the employee.

Web Page Fields

Item	Description/Source Information
Name and ID	Displays the faculty member's full name and Banner ID.
Term	Displays the term selected in the Filter Selection page.
Contract Type	<p>Displays the faculty member's Contract Type code and description.</p> <p>The Contract Type code defaults from the Faculty Assignment Form (SIASSGN), and the description defaults from the Faculty Contract Code Validation Form (STVFCNT).</p>
Total Compensation for this Contract Type	Displays the total compensation associated with the contract type.
<p>Instructional Summary Section—This section provides a summary of all instructional assignments of the adjunct faculty member for a particular Contract Type.</p>	
CRN-Session	Displays the Course Reference Number and the Session Number associated with each instructional assignment.
Subject and Course	<p>Displays the Subject and Course Number, and description associated with the CRN-Session number.</p> <p>In the <i>Update</i> mode, (i.e., Position Lock Status is <i>unlocked</i>), click the Subject and Course link to update compensation details on the Course Calculation page.</p> <p>In the <i>Review</i> mode, (i.e., Position Lock Status is <i>locked</i>), click the Subject and Course link to view the relevant details on the Course Calculation page.</p>
Position and Suffix	<p>In the <i>Update</i> mode, (i.e., Position Lock Status is <i>unlocked</i>), click the Position and Suffix link to update the Job Detail, Default Earning Codes and the Job Labor Distribution on the Job Assignment page.</p> <p>In the <i>Review</i> mode, (i.e., Position Lock Status is <i>locked</i>), click the Position and Suffix link to only view details on the Job Assignment page.</p>
Responsibility Percent	<p>Displays the faculty member's responsibility for the CRN-Session during the term regardless of the page view mode. This is quantified as a percent value.</p> <p>This value is drawn the Faculty Assignment Form (SIAASGN).</p>

Web Page Fields

Item	Description/Source Information
Course Value	<p>The course value is the outcome of the course calculation for a specific CRN on the Course Calculation page.</p> <p>This value is derived from the Schedule Type table on the Course Calculation page.</p>
Incremental Total Value	<p>The total incremental compensation value is the outcome of the incremental calculation for this specific CRN on the Course Calculation page.</p> <p>This amount is derived from the Incremental table on the Course Calculation page.</p>
Total Compensation	The total sum of the Course Value and Incremental Total Value fields.
Position Lock Status	Indicates whether the position that represents the CRN is unlocked or locked. Positions are locked on the Employee Status Summary page.

Non-Instructional Summary Section—This section provides a summary of all non-instructional assignments of a part-time faculty member.

Type	Displays the non-instructional assignment code type and description from the Faculty Assignment Form (SIAASGN).
Position and Suffix	<p>In the <i>update</i> mode, (Position Lock Status is <i>unlocked</i>), click the Position and Suffix link to update the Job Detail, Default Earnings Code, and the Job Labor Distribution on the Job Assignment page.</p> <p>In the <i>review</i> mode, (Position Lock Status is <i>locked</i>), click the Position and Suffix link to only view relevant details on the Job Assignment page.</p>
College	Displays the college code associated with the non-instructional assignment type from the Faculty Assignment Form (SIAASGN).
Department	Displays the department code associated with the non-instructional assignment type from the Faculty Assignment Form (SIAASGN).

Web Page Fields

Item	Description/Source Information
Faculty Level	<p>Select the faculty level of the faculty member from the pull-down list.</p> <p>This value will default, if applicable, from the faculty member's record on the Faculty Tracking form (PEAFACT). Otherwise select another value to override the default.</p> <p>These values are made available to this Non-instructional Type on the Faculty Load and Compensation non-Instructional Rule Table (PTRNIST)</p>
Rate	<p>Enter a rate for the non-instructional assignment. On selecting a Faculty Level, the associated rate from PTRNIST is displayed in this field. If you select <i>None</i> (default) or <i>Base Rate</i>, the associated Base Rate from PTRNIST is displayed.</p> <p>You may override the rate defaulted from PTRNIST. This field will be used in the calculation of the total compensation for the assignment.</p>
Calculation Method	<p>Select a Calculation Method for the compensation of the non-instructional assignment from the pull-down list. These values are displayed from the Faculty Load and Compensation Non-Instructional Rules Table (PTRNIST). Choices include</p> <p><i>Contact Hours</i> Weekly Contact Hours is taken from the Meeting Time block of SIAASGN and multiplied times the specified rate. The Percentage of Responsibility is already included in this calculation by virtue of the Student System computation and will not be prorated again</p> <p><i>Work load</i> The Override (Adjusted) Workload from SIAASGN if available. If this value is null, then Workload is used instead. The selected value is multiplied times Percentage of Responsibility and calculated against the specified rate.</p> <p><i>Flat Rate</i> A flat amount is calculated for the assignment disregarding all other calculation factors.</p>

Web Page Fields

Item	Description/Source Information
Work Load	<p>Displays the work load value of the non-instructional assignment.</p> <p>Values for this field are drawn from the Faculty Assignment Form (SIAASGN).</p>
Contact Hours	<p>Displays the number of weekly contact hours for the non-instructional assignment.</p> <p>Values for this field are drawn from the Faculty Assignment Form (SIAASGN).</p>
Total Compensation	<p>Displays the total compensation of the non-instructional assignment.</p> <p>Total Compensation = Rate x Calculation Method</p>
Position Lock Status	<p>Indicates whether the Position that represents a CRN is <i>Locked</i> or <i>Unlocked</i>. Positions are locked on the Employee Status Summary page. Values include:</p> <p><i>Locked</i> Position is locked on the Position Lock Status Summary page.</p> <p><i>Unlocked</i> Position is unlocked on the Position Lock Status Summary page.</p>
Enter Comment	<p>Enter confidential comments regarding the faculty member's compensation package. Comments entered on this page cannot be seen by the faculty member.</p>

Buttons/Icons on This Page

Button/Icon	Action
<p>Contract Types are displayed in the alphanumeric order by the Contract Type Code.</p> <p>The Contract Type buttons (Next Contract Type and Previous Contract Type) appear only when a faculty member has multiple contracts. When a faculty member has three or more contract types, both buttons may appear where appropriate.</p>	
Next Contract Type	Displays information associated with the next contract type.
Previous Contract Type	Displays information associated with a contract type~ previously viewed.

Buttons/Icons on This Page

Button/Icon	Action
Save	Saves any changes made to course compensation information.

Links to Other Web Pages

This Link	Action
Employee Summary	Goes to the Employee Summary page.
Filter Selection	Goes to the Filter Selection page.
Employee Status Summary	Goes to the Employee Status Summary page.

Setup Requirements


Item	Description
PTRFLCT	Set up the Compensation View for each contract type, dates etc. within a term.
PTRFLAC	Set up rates, faculty level rates, and calculation methods for instructional assignments.
PTRFLIC	Set up incremental compensation codes, rates, and calculation methods for each term.
PTRNIST	Set up rates, faculty level rates, and calculation methods for instructional assignments.
SIASSGN	Set up assignments for each faculty member.
STVFCNT	Enter a Description for each Contract Type code.

Compensation View—Comments Tab (**bwpkfcmnt.P_DispcCommentsAdmin** and **bwpkfcmnt.P_DispcComments**)

Faculty administrators as well as faculty members can enter comments regarding compensation. The Compensation View page, however, only allows comments to be entered by and view by faculty administrators. This page also displays a history of previous comments in the reverse chronological order. The most recent comment is displayed first in the list.

Compensation View

Salary Compensation View **Comments**

 Any Comments entered here will not be seen by the employee. Enter a comment and select the 'Save' button. Comments will be date-stamped and cannot be removed after they are saved. The most recent comment will be displayed at the top of the page.

Name and ID: Olivia Benson, FLACS0002
Term: 200741 - Fall 2006

Previous Comments

Date: 11/26/2007 10:32:04 AM
Made by: Kim Johnson, KJOHNSO
Comments: Added new assignments.

Date: 11/26/2007 10:30:44 AM
Made by: Kim Johnson, KJOHNSO
Comments: Transferred new assignments as overload.

Enter Comment

Filter Selection | Employee Summary

Information Text

The information text provides instructions for using this Self-Service page. You can customize the text using Web Tailor. The delivered text is:

Any Comments entered here will not be seen by the employee. Enter a comment and select the Save button. Comments will be date-stamped and cannot be removed after they are saved. The most recent comment will be displayed at the top of the page.

Web Page Fields

Item	Description/Source Information
Name and ID	Displays the faculty member's full-name and Banner ID.
Term	Displays the Term selected on the Filter Selection page.
Previous Comments	Displays a list of all previous comments. Comments are displayed in chronological order with the most recent being at the top. The following information is displayed for each comment below:
Date	Displays the date of the previous comment.
Made By	Displays the name of the person who made the comment.

Web Page Fields

Item	Description/Source Information
Comments	Displays the comment.
Enter Comment	Enter a new comment in this free-form field.

Buttons/Icons on This Page

Button/Icon	Action
Save	Saves the comment entered on this page.

Links to Other Web Pages

This Link	Action
Filter Selection	Goes to the Filter Selection page.
Employee Summary	Goes to the Employee Summary page.

Compensation View—Errors Tab (bwpkfmt.P_DispErrors)


The Errors tab of the Compensation View page displays a list of errors when faculty calculations are processed.

To correct error messages,

1. Make appropriate changes to Banner Student or Banner Human Resources data, or on the relevant Self-Service page.
2. Return to the Organization Summary page or on the Employee Summary page.
3. Select the **Re-start** check box for those employees whose job assignment information you wish to re-extract from Banner Student and Human Resources.
4. Click **Restart Selected Employees**.
5. Review the extracted information for any remaining errors.

Compensation View

Course Compensation View **Errors**

 All Errors and Warnings are associated with the date they were incurred.

Name and ID: Montana Watson, FLACC0038
Term: 200741 - Fall 2006

Error Type	Message	Date
Error	Annual Salary for Job Detail cannot be changed unless Salary Step is zero. A00002-00	01/23/2008
Error	Annual Salary for Job Detail cannot be changed unless Salary Step is zero. A00002-00	01/23/2008

Filter Selection | Employee Summary

Information Text

The information text provides instructions for using this Self-Service page. You can customize the text using Web Tailor. The delivered text is:

All Errors and Warnings are associated with the date they were incurred.

Web Page Fields

Item	Description/Source Information
Name and ID	Displays the faculty member's full-name and Banner ID.
Term	Displays the Term selected on the Filter Selection page.
Error Type	Indicates whether the message is an Error or a Warning.
Error Message	Displays one or multiple error messages as appropriate.
Date	Displays the date on which the error first appeared.

Links to Other Web Pages

This Link	Action
Filter Selection	Goes to the Filter Selection page.
Employee Summary	Goes to the Employee Summary page.

Course Calculation (bwpkfcsl.P_CrseCalculationDetl)

Faculty administrators access the Course Calculation page to assign compensation for each course allocated to a part-time faculty member.

Based on the Schedule Type (the medium of instruction), the default Rate (including rates associated with a person's Faculty Level) and the Calculation Method are defined on the


Faculty Load and Compensation Instruction Rules Table (PTRFLAC). These, combined with the corresponding values represented in the Calculation Method, create an initial compensation for the course.

Incremental Rates or Percentages can also be applied to a Calculation Method with corresponding values to produce an Incremental Compensation for the course.

Access the Course Calculation page by clicking a **Subject and Course** on any of the following pages:

- Employee Summary page
- Organization Summary page
- Compensation Views page

Course Calculation

 Detailed information on the compensation calculation of a specific course. Schedule Type records may not be updated or removed. Instructional Faculty Level, Rate and Calculation Method information may be updated. Incremental Types may be added, updated or removed. To remove Incremental Type records, select the 'Remove' checkbox and select the 'Save' button.

Name and ID: Charlie Ackerly, FLCTF0046
Term: 200731 - Fall 2006
Contract Type: FA - Fall Only
CRN-Session: 47010-01
Subject-Course: ENGR 110 - Engineering Analysis
Part of Term: 1 - Full Term
Campus: M - Main
College: EN - College of Engineering
Position-Suffix: FLCT09-00, Faculty Full time

Schedule Type	Faculty Level Rate	Calculation Method	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Percent of Session	Compensation
B2 - Lab (FLAC Credit)	None 100.00	Credit Hours	3.000	1.000	1.00	7	100	100	100.00
LE1 - Lecture (FLAC Credit)	None 200.00	Credit Hours	3.000	2.000	2.00	7	100	100	400.00
Total:									500.00

Incremental	Rate	Percentage	Calculation Method	Work Load	Credit Hours	Contact Hours	Head Count	Compensation	Remove
Not Selected			Credit Hours						
Not Selected			Credit Hours						
Not Selected			Credit Hours						
Not Selected			Credit Hours						
Total:									0.00

Save

Employee Summary | Course Compensation View | Compensation and Acknowledgement

Information Text

The information text provides instructions for using this Self-Service page. You can customize the text using Web Tailor. The delivered text is:

Detailed information on the compensation calculation of a specific course. Schedule Type records may not be updated or removed. Instructional Faculty Level, Rate and Calculation Method information may be updated. Incremental Types may be added, updated or removed. To remove Incremental Type records, select the Remove checkbox and select the Save button.

Web Page Fields

Item	Description/Source Information
The following fields are displayed for each course.	
Name and ID	Displays the faculty member's full-name and Banner ID.
Term	Displays the term selected in the Filter Selection page.
Contract Type	Displays the faculty member's Contract Type code and description associated with the course being calculated. The contract code is derived from the Faculty Assignment Form (SIAASGN), and the descriptions default from the Faculty Contract Code Validation Form (STVFCNT).
CRN-Session	Displays the Course Reference Number (CRN) of the section the faculty member is to instruct. For instructional assignments, the CRN number is displayed from the Faculty Assignment Form (SIAASGN).
Subject-Course	Displays a description of the course corresponding to the CRN Session number from the Faculty Assignment Form (SIAASGN).
Part of Term	Displays the Part of Term code and its description that is associated with the course. This information is drawn from the Schedule Form (SSASECT).
Campus	Displays the Campus code and description associated with the course. This information is drawn from the Schedule Form (SSASECT).
College	Displays the College code and description associated with the course and campus.
Position-Suffix	Displays the Position and Suffix associated with the course from the Faculty Assignment Form (SIAASGN).

Web Page Fields

Item	Description/Source Information
<p>Schedule Type Table: Each course is associated with a schedule type. A schedule type indicates the mode of instruction delivery, for example, lectures, laboratory assignments, online classes, etc. Schedule types are assigned to each course on the Basic Course Information Form (SCACRSE) in Banner Student. This table is created using the Schedule Type, the course load information, and the Faculty Load and Compensation Instructional Rules Table (PTRFLAC).</p>	
Schedule Type	<p>Displays the Schedule type associated with the course. This information is drawn from the Basic Course Information Form (SCACRSE) in Banner Student.</p>
Faculty Level	<p>(Optional) Faculty level, if used by an institution, establishes a base rate for the faculty member on certain instructional and non-instructional assignments. It is used in conjunction with assigning a Faculty Level to the faculty member on the Faculty Action Tracking form (PEAFACT). If the Faculty Level is present on PEAFACT and the Faculty Level is used in the rate structure on PTRFLAC, then the associated rate will default to this page instead of the Base Rate from PTRFLAC.</p> <p>You can override the rate. Select the Faculty Level of the faculty member from the pull-down list. Choices include:</p> <p><i>None</i> No rate is associated with a Faculty Level.</p> <p><i>Base Rate</i> The base rate associated with the selected Faculty Level is applied. This information is drawn from the Faculty Load and Compensation Instructional Rates Form (PTRFLAC).</p> <p><i>PTRFLAC Rate</i> Values associated with this Schedule Type on the Faculty Load and Compensation Institutional Rates Form (PTRFLAC).</p>
	<p>Note: Specify additional faculty levels for each Schedule Type on the Faculty Load and Compensation Instructional Rates Form (PTRFLAC) and associate a Faculty Level for each faculty member on the Faculty Tracking Form (PEAFACT) before you run the extract process PEPFLAC, to reduce the manual effort required to establish an initial calculation for each faculty member.</p>

Web Page Fields

Item	Description/Source Information
Rate	<p>The Rate associated with each Schedule Type (used as a base rate) or the rate associated with the combination of Schedule Type and Faculty Level. Either way this is derived, the initial rate is drawn from the Faculty Load and Compensation Instructional Rates Form (PTRFLAC).</p> <p>Override the default rate if required.</p>
Calculation Method	<p>Select a compensation calculation method from the pull-down list. Choices include:</p> <p><i>Credit Hours</i> Credit Hours will be taken from the Faculty Assignment Form (SIAASGN), multiplied times the Percentage of Responsibility and the specified rate.</p> <p><i>Contact Hours</i> Weekly Contact Hours will be taken from the meeting time block on the Faculty Assignment Form (SIAASGN) and multiplied times the specified rate. The Percentage of Responsibility is already included in this calculation by virtue of the Student System computation and will not be prorated again.</p> <p><i>Generated Credits</i> Generated Credit Hours allow for compensation to be determined on the basis of Credit Hours, times Headcount, and times Percentage of Responsibility. This figure is pre-determined in Banner Student and will calculate against a base rate from this rule form.</p> <p><i>Head Count</i> The student headcount for the course, taken at the time of extract, is multiplied times the specified rate.</p> <p><i>Work load</i> The Override (Adjusted) Workload from SIAASGN will be used if present. If this value is null, then Workload will be used. The selected value is multiplied times Percentage of Responsibility and calculated against the specified rate.</p> <p><i>Flat Rate</i> Flat Amounts are calculated directly, without regard to the three factors indicated above.</p>

Web Page Fields

Item	Description/Source Information
Work Load	The faculty member's work load associated with the course assignment.
Credit Hours	The faculty member's credit hours associated with the course assignment.
Contact Hours	The faculty member's contact hours associated with the course assignment.
Headcount	The course or section enrollment associated with the course assignment.
Responsibility Percent	Displays the faculty member's degree of responsibility with regard to the CRN-Session for the term as a quantifiable percent value. This value is drawn from the Faculty Assignment Form (SIAASGN).
Percent of Session	The percent of this session that the faculty member is responsible for.
Compensation	Displays the compensation for the course. It is calculated as: Course Compensation = Rate x Calculation Method If the <i>Flat Amount</i> Calculation Method is used, the value is identical to the rate.

Incremental Type Table: Specify the following information if incremental compensation is awarded for a course in addition to the base compensation.



Tip

To add new incremental values, click **Save** to keep the values and ensure four blank incremental rows for continued input. ■

Incremental	Select an Incremental Type code from the pull-down list. The values are extracted from the Faculty Load Incremental Compensation Rules Form (PTRFLIC) in Banner Human Resources. Each Incremental Type is associated with a Rate or Percentage, and a Calculation Method on the Faculty Load Incremental Compensation Rules Form (PTRFLIC). These values default from PTRFLIC to this page
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Web Page Fields

Item	Description/Source Information
Rate	<p>Displays the rate associated with the selected incremental type. Enter a new rate if required.</p> <p>A rate is required if the Calculation Method is: <i>Credit Hours</i>, <i>Contact Hours</i>, <i>Generated Credits</i>, <i>Headcount</i>, <i>Work Load</i>, and <i>Flat Rate</i>.</p>
Percentage	<p>Displays the percentage rate associated with the selected Incremental Type. This percent will be applied in addition to the calculation of the assignment.</p> <p>A percentage is required only if the Calculation Method is <i>Percentage</i></p>
Calculation Method	<p>Select a compensation calculation method for calculating incremental compensation from the pull-down list. Choices include:</p> <p><i>Credit Hours</i> Credit Hours will be taken from the Faculty Assignment Form (SIAASGN), multiplied times the Percentage of Responsibility and the specified rate.</p> <p><i>Contact Hours</i> Weekly Contact Hours will be taken from the meeting time block on the Faculty Assignment Form (SIAASGN) and multiplied times the specified rate. The Percentage of Responsibility is already included in this calculation by virtue of the Student System computation and will not be prorated again.</p> <p><i>Generated Credits</i> Generated Credit Hours allow for compensation to be determined on the basis of Credit Hours, times Headcount, and times Percentage of Responsibility. This figure is pre-determined in Banner Student and will calculate against a base rate from this rule form.</p> <p><i>Head Count</i> The student headcount for the course, taken at the time of extract, is multiplied times the specified rate.</p>

Web Page Fields

Item	Description/Source Information	
Calculation Method (cont.)	<i>Work Load</i>	The Override (Adjusted) Workload from SIAASGN will be used if present. If this value is null, then Workload will be used. The selected value is multiplied times Percentage of Responsibility and calculated against the specified rate.
	<i>Flat Rate</i>	Flat Amounts are calculated directly, without regard to the three factors indicated above.
	<i>Percentage of Course</i>	The specified Percent will be used to calculate the increment based upon the total value of the course.

Enter appropriate values in the following four fields to determine the faculty member's *incremental* compensation for a single course. It is only necessary to fill in the appropriate field being used by the **Calculation Method**.

Work Load	Enter the faculty member's work load associated with this increment.
Credit Hours	Enter the faculty member's credit hours associated with this increment.
Contact Hours	Enter the faculty member's contact hours associated with this increment.
Head Count	Enter the faculty member's head count associated with this increment.
Compensation	Displays the total calculated incremental compensation for the course.
Remove	Select this check box to remove an incremental row from this table. Save .
Total (row)	The total of all incremental compensation for the course.

Buttons/Icons on This Page

Button/Icon	Action
Save	Saves changes made to this Self-Service page.

Links to Other Web Pages

This Link	Action
Employee Summary	Goes to the Employee Summary page.
Organization Summary	Goes to the Organization Summary page.
Course Compensation View	Goes to the Course Compensation View page.
Compensation and Acknowledgement	Goes to the Compensation and Acknowledgement page.

Setup Requirements

Item	Description
PTRFLCT	Set up the Compensation View for each contract type, dates etc. within a term.
PTRFLAC	Set up rates, faculty level rates, and calculation methods for instructional assignments.
PTRFLIC	Set up incremental compensation codes, rates, and calculation methods for each term.
PTRNIST	Set up rates, faculty level rates, and calculation methods for instructional assignments.
SIASSGN	Set up assignments for each faculty member.
STVFCNT	Enter a Description for each Contract Type code.

Job Assignment (bwpkfjob.P_DisJobDetI)

Access the Job Assignment page to specify Job Detail, Default Earnings Codes, and Job Labor Distribution for each job assignment (instructional, non-instructional, and overload) by selecting the **Position-Suffix** link from any of the following pages:

- Salary Compensation View
- Course Compensation View

Information Text

The information text provides instructions for using this Self-Service page. You can customize the text using Web Tailor. The delivered text is:

For faculty whose courses are calculated individually, changing the Annual Salary field will not change the Course Compensation View or Course Calculation pages. For faculty who are salaried and do not have their courses calculated individually, changing the Annual Salary field will change the Salary Compensation View page.

The Job Assignment page consists of three tabs:


- Job Detail (default tab)
- Default Earnings and
- Account Distribution

Select the relevant tab to access the corresponding Self-Service page. The following pages describe page and field descriptions of each tab.

Job Detail

The Job Detail tab is the default open tab on the Job Assignment page. Access the Job Detail tab to change and/or confirm job detail information associated with the job assignment.

Job Assignment

 For faculty whose courses are calculated individually, changing the Annual Salary field will not change the Course Compensation View or Course Calculation pages. For faculty who are salaried and do not have their courses calculated individually, changing the Annual Salary field will change the Salary Compensation View page.

Name and ID: Charlie Ackerly, FLCTF0046
Term: 200731 - Fall 2006
Position and Suffix: FLCT09-00, Faculty Full time
Position Lock Status: Unlocked
Acknowledged on:

Job Detail | Job Earnings | Account Distribution

* - indicates a required field.

Job Type: *	Primary
Begin Date: * (MM/DD/YYYY)	09/15/2006
Effective Date: * (MM/DD/YYYY)	09/15/2006
Personnel Date: * (MM/DD/YYYY)	09/15/2006
End Date: (MM/DD/YYYY)	01/14/2007
Change Reason:	00001 - Anniversary
Title:	Faculty Full time
Job FTE:	1.000
Appointment Percent: *	100.00
Hours Per Day:	1.00
Salary Group: *	2006
Salary Table: *	FA
Salary Grade: *	02
Salary Step: *	0
Regular Rate:	512.500000
Hours Per Pay:	2.00
Assign Salary: *	1,025.00

Factor:*

Pays:*

Annual Salary:*

Deferred Pay:

Pay ID: MK - Kim's Monthly

Course Compensation View

Information Text

The information text provides instructions for using this Self-Service page. You can customize the text using Web Tailor.

For faculty whose courses are calculated individually, changing the Annual Salary field will not change the Course Compensation View or Course Calculation pages. For faculty who are salaried and do not have their courses calculated individually, changing the Annual Salary field will change the Salary Compensation View page.

Web Page Fields

Item	Description/Source Information
The following five fields are common to all three tabs of the Job Assignment page.	
Name and ID	Displays the faculty member's full-name and Banner ID.
Term	Displays the term selected in the Filter Selection page.
Position and Suffix	Displays the Position, Suffix, and Title associated with the faculty member's course when extracted from the Faculty Assignment Form (SIAASGN).
Position Lock Status	Displays the lock status of the position. Choices include: <i>Locked</i> Fields are display only. <i>Unlocked</i> Fields can be updated.
Acknowledged On	Displays a date if the faculty member has acknowledged the compensation for the job assignment, if available.

If the **Position Lock Status** is *Unlocked*, the following fields can be updated. Initially, all fields are populated with values from relevant fields drawn by the Extract Process (PEPFLAC).

If the **Position Lock Status** is *Locked*, all fields are for display only.

Web Page Fields

Item	Description/Source Information
Job Type	<p>(Required) Select the Job Type of the job assignment from the pull-down list. This field may not be available for updates depending on whether the job currently exists for the employee. If so, the Job Type would already be established and this field would be display-only. Choices include:</p> <ul style="list-style-type: none"> • <i>Primary</i> • <i>Secondary</i> • <i>Overload</i>
Begin Date	<p>(Required) Specify the Job Begin Date in MM/DD/YYYY format.</p> <p>When this job represents course-based compensation, this date is established by taking the beginning date of the course, and using the Payroll Calendar Table (PTRCALN) to find the Payroll Begin Date on or after the course begin date.</p> <p>The Faculty Contract Type Control Rules (PTRFLCT) can also affect the Begin Date. If the Update Job Effective Date is left blank, the above rule applies. If the date is populated, the extract process, PEPFLAC, will use this date directly on the job assignment.(see the Note below for End Date).</p> <p>This field may not be available for updates depending on whether the job exists for the employee. If so, the Job Begin Date will be for display only.</p>
Effective Date	<p>(Required) Specify the Effective Date in MM/DD/YYYY format.</p> <p>The initial date is drawn by the extract process from the Faculty Load Contract Type Control Rules Form (PTRFLCT).</p>
Personnel Date	<p>(Required) Specify the Personnel Date of the job assignment in MM/DD/YYYY format.</p> <p>This date defaults from the Effective Date.</p>
End Date	<p>(Optional) Specify the End Date of the job assignment. This date corresponds to the end date of the course.</p> <p>When a job represents course-based compensation, this date is established by taking the End Date of the course, using the Payroll Calendar Table (PTRCALN) to find the next Payroll End Date.</p>

Web Page Fields

Item	Description/Source Information
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Note: In the Faculty Load and Compensation Module, figuring begin and end dates for part-time faculty job records contains the following logic:

Dates Used: If a course has specific Start and End dates associated with it, they will be considered. If they are not present, the **Part of Term** dates will be used. If they are not present, the Term dates will be used.

Generating Job Detail Begin and End Dates: Job Begin and End Dates are carefully selected so that the faculty member will be paid a consistent amount over the proper number of payments. Therefore, using the Start and End dates (as determined above), the Job Begin Date will be the first Payroll Begin Date on PTRCALN that is either on or follows the chosen Start Date. (See the next paragraph for the exception to this). The Job End Date will be the first Payroll End Date on PTRCALN that is either on or follows the chosen End Date.

The Faculty Contract Type Control Rules (PTRFLCT) can also affect the **Begin Date**. If the **Update Job Effective Date** is left blank, the above rule applies. If the date is populated, the PEPFLAC extract process will use this date directly on the job assignment. This allows an institution to post an effective date that is before the Term or the course begins.

An Open Learning class where part of term dates do not exist, the job begin and end date logic will derive the job begin date from the earliest learner registration start date, and use the duration units to determine the job end.

Note: To determine the **Begin Date** and Effective Date of the Job Assignment, use the **Learner Registration Start Date** to create the temporary job effective date, if **Update Effective Date** on the Faculty Contract Type Control Rules form (PTRFLCT) is null. From the Pay Calendar, the process will find the first Pay Period Start Date that is greater than the temporary job effective date. If the Pay Period Start Date is greater (later) than the temporary Job Effective Date, then it becomes the new Job Effective Date for the Job Assignment.

To determine the temporary job end date, derive this temporary job end date for Open Learning classes by calculating the duration of the section in conjunction with the learner start date.

From the Pay Calendar, the process will find the first Pay Period End Date that is greater than the temporary job end date. This Pay Period End Date becomes the new **Job End Date** for the job assignment.

Exception: One exception to this rule is if the Course (or Part of Term or Term) starts and ends within one pay period. In this case the Job Begin and End dates will surround the course start and end date so that the faculty member will be paid on the first pay after the end of the course. In order to make this happen, the Job Begin Date will be before the course start date.


Web Page Fields

Item	Description/Source Information
<p>Note: For Part-Time Faculty Members: It is recommended that a unique job number (Position-Suffix) is given for each course. If this is unavoidable and multiple courses are assigned to the same Position-Suffix, the extract process will attempt to spread even payroll amounts over the proper pay periods. This will involve the same logic as above using the earliest Course Start Date and the latest Course End Date.</p> <p>Because this situation is a variation to the design of the Faculty Load and Compensation module, it is essential that Faculty Compensation Administrators verify proper Job Begin and End Dates when this situation occurs.</p>	
Change Reason	Displays the default Change Reason Code selected via the extract process, PEPFLAC.
Title	<p>The job title defaults from the existing job record or from the Position Title for new job assignments.</p> <p>Override the default and enter an alternate title description.</p>
Job FTE	<p>(Optional) For an existing job assignment, the value defaults from the job record. For new job assignments, defaults the lesser of 1 or the FTE value for the position on the Position Definition Form (NBAPOSN).</p> <p>Enter an alternate value to override the defaults.</p>
Appointment Percent	<p>(Required) Displays the appointment percent associated with the job assignment.</p> <p>The percent value defaults from the job record for existing job assignments. For new job assignments, the value defaults from the position record.</p> <p>Enter an alternate value to override the defaults.</p>
Hours per Day	<p>(Optional) Displays the number of total number of hours per pay period associated with the job assignment.</p> <p>The value defaults from the job record for existing job assignments. For new job assignments, the value defaults from the position record.</p> <p>Enter an alternate value to override the defaults.</p>

Web Page Fields

Item	Description/Source Information
<p>The following four fields display the salary structure associated with the job assignment. As is Banner, the Salary Group, Table, Grade, and Step must all be defined together in the Salary/Rate Structure Rules Table (NTRSALA). For existing job assignments, the values are drawn from the job record. For new job assignments, the values are drawn from the Position Definition Form (NBAPOSN). To modify the salary structure:</p> <ol style="list-style-type: none"> 1. For each salary-related field, click Search to select valid salary alternatives. 2. Click Save at the bottom of the page. 	
Salary Group	(Required) Displays the Salary Group code associated with the job assignment.
Salary Table	(Required) Displays the Salary Table code associated with the job assignment.
Salary Grade	(Required) Displays the Salary Grade code associated with the job assignment.
Salary Step	(Required) Displays the Salary Step code associated with the job assignment. Note: Salary Step codes cannot be used for course-based calculations, because each individual academic assignment is individually computed, and will not be equivalent to a defined Step value.
Regular Rate	Displays the regular rate of the job assignment. This value is calculated using the formula: $\text{Assign Salary} / \text{Hours Per Pay}$
Hours Per Pay	Displays the Total Hours per pay period.
Assign Salary	The amount paid for the job each pay period. It is calculated using the formula: $\text{Annual Salary} / \text{Factor}$
Factor	Displays the number of pays to complete the full payment of the faculty assignment.
Pays	Displays the number of pay periods associated with the job assignment

Web Page Fields

Item	Description/Source Information
Annual Salary	<p>Displays the annual salary of the job assignment.</p> <p>For full-time salaried faculty members, the annual salary is drawn from the New Annual Salary or the Current Annual Salary in the Salary Compensation View tab of the Compensation View page.</p> <p>For overload assignments, the annual salary is the total of the Overload compensation in the Salary Compensation View tab of the Compensation View page.</p> <p>For part-time course compensated faculty members, the annual salary is the sum of the total compensation amounts in the Instructional Summary table and the Non-Instructional Summary table.</p>
Deferred Pay	<p>Displays the deferred pay associated with the job assignment.</p> <p> Tip Associate the job with a valid Deferred Pay Code defined on the Deferred Pay Period Rule Table (PTRDFPR). ■</p> <p>Note: It is recommended that you set up Deferred Pay for only salaried faculty members. When the Defer Pay code changes, the job will be recomputed.</p>
Pay ID	Displays the Pay ID associated with the job assignment.

Buttons/Icons on This Page

Button/Icon	Action
Save	Saves the changes made to the job detail information.

Links to Other Web Pages

This Link	Action
Salary Compensation View	Goes to the Salary Compensation View page for full-time salaried faculty members.
Course Compensation View	Goes to the Course Compensation View page for part-time faculty members.

Job Earnings (bwpkfjob.P_DispatchJobEarnings)

Select the Job Earnings tab on the Job Assignment page to set up default earning codes for each job assignment.

For existing job assignments, values default from the employee's job record. For new job assignments, values default from the Employee Class Rules Form (PTRECLS) if the Employee Class is eligible for default earnings.

Override the defaults and enter alternate information as required on this Self-Service page. The following page is displayed when the **Position Lock Status** is *Unlocked*.

Job Assignment

i Update applicable fields. The Earnings End Date should not be prior to the Earnings Effective Date. To remove a Default Earnings record, select the Remove checkbox and select the Save and Add New Rows button.

Name and ID: Robert Barker, FLACS0200
Term: 200751 - Spring 2007
Position and Suffix: FLAC01-00, Faculty Full time
Position Lock Status: Unlocked
Acknowledged on:

Job Detail | **Job Earnings** | **Account Distribution**

* - indicates a required field.

Effective Date	Earnings*	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift*	End Date MM/DD/YYYY	Remove
01/01/2008	REG, Regular Pay	167.00			1		<input type="checkbox"/>
	VAC, Vacation Pay	120.00					
	Not Selected						
	Not Selected						
	Not Selected						

Information Text

The information text provides instructions for using this Self-Service page. You can customize the text using Web Tailor. If the **Position Lock Status** is *Unlocked*, the delivered text is:

Update applicable fields. The Earnings End Date should not be prior to the Earnings Effective Date. To remove a Default Earnings record, select the Remove checkbox and select the Save and Add New Rows button.

Web Page Fields

Item	Description/Source Information
	The following five fields are common to all three tabs of the Job Assignment page.
Name and ID	Displays the faculty member's full-name and Banner ID.
Term	Displays the term selected in the Filter Selection page.

Web Page Fields

Item	Description/Source Information
Position and Suffix	Displays this Job Assignment's Position, Suffix and Title associated with the faculty member's course when extracted from the Faculty Assignment Form (SIAASGN).
Position Lock Status	<p>Displays the lock status of the position.</p> <p>If the status is <i>Unlocked</i>, data can be entered in all the fields.</p> <p>If the status is <i>Locked</i>, all fields are for display only.</p>
Acknowledged on	Displays a date if the faculty member has acknowledged the compensation for the job assignment, if available.
Effective Date	Displays the start date of the default earning code.
Earnings	<p>Earnings will default if the faculty member has an existing job. They will also default if the job's associated Employee Class is called. Otherwise, no records are populated.</p> <p>Select earn codes associated with the job assignment from the pull-down list. The list values are limited to the eligible earnings listed on the Employee Class form (PTRECLS).</p>
Hours or Units Per Pay	<p>If earnings come from an existing job, the hours also transfer to this record.</p> <p>If the earnings default because the job is new and the Employee Class calls for default earnings, then the Hours Per Pay default from the Employee Class.</p> <p>Enter the number of hours or units of default earnings on the faculty member's time sheet.</p>
Deemed Hours	(Optional) Number of reportable hours for Canadian Employment Insurance.
Special Rate	(Optional) Enter the special rate paid per hour or unit, only with an Earn Code that has been designated as a Special Rate.

Web Page Fields

Item	Description/Source Information
Shift	<p>(Required) Enter the shift code for each earnings code.</p> <p>If earnings come from an existing job, the shift will also transfer to this record.</p> <p>If the earnings default because the job is new and the Employee Class calls for default earnings, then the Shift defaults from the Employee Classes Work Schedule or, the Shift defaults to <i>1</i>.</p>
End Date	<p>(Optional) Enter the end date for the earnings code. This must be specified as the day following the termination of the Earnings.</p>
Remove	<p>Select this check box to remove an earn code for a job assignment. To remove a Job Earnings record:</p> <ol style="list-style-type: none"> 1. Select the Remove check box 2. Click Save and Add New Rows.

Buttons/Icons on This Page

Button/Icon	Action
Save and Add New Rows	Saves data entered or updated in this tab.


Links to Other Web Pages

This Link	Action
Salary Compensation View	Goes to the Salary Compensation View page for full-time salaried faculty members.
Course Compensation View	Goes to the Course Compensation View for part-time faculty members.

Account Distribution (bwpkfjob.P_DisJobAcctDistr)

Select the Account Distribution Tab to add, change or remove FOAPAL values associated with job assignments. When the **Position Lock Status** is *Unlocked*, new or existing FOAPAL values can be entered or modified. When the **Position Lock Status** is *Locked*, all fields are for display only.

Job Assignment

 Update applicable fields. To remove a labor record, select the 'Remove' checkbox and select the 'Save and Submit' button.

Name and ID: Charlie Ackerly, FLCTF0046
Term: 200731 - Fall 2006
Position and Suffix: FLCT09-00, Faculty Full time
Position Lock Status: Unlocked
Acknowledged on:

Job Detail | **Job Earnings** | **Account Distribution**

Effective Date: 09/15/2006

COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Remove	
B	CAFE	3100	126011	5710	90				90.00	<input type="checkbox"/>	
B	CAFE	3100	126011	5710	90				5.00	<input type="checkbox"/>	
B	BOOK	3100	12604	5900	90	100			4.00	<input type="checkbox"/>	
B	CAFE	3100	126011	5710	90	100			1.00	<input type="checkbox"/>	
										<input type="checkbox"/>	
										<input type="checkbox"/>	
										<input type="checkbox"/>	
										<input type="checkbox"/>	
										<input type="checkbox"/>	
									Total:	100.00	

Course Compensation View

Information Text


The information text provides instructions for using this Self-Service page. You can customize the text using Web Tailor. If the **Position Lock Status** is *Unlocked*, the delivered text is:

Update applicable fields. To remove a labor record, select the Remove checkbox and select the Save and Submit button.

Web Page Fields

Item	Description/Source Information
The following five fields are common to all three tabs of the Job Assignment page.	
Name and ID	Displays the faculty member's full-name and Banner ID.
Term	Displays the term selected in the Filter Selection page.
Position and Suffix	Displays the job assignment's Position, Suffix, and Title associated with the faculty member's course when extracted from the Faculty Assignment Form (SIAASGN).


Web Page Fields

Item	Description/Source Information
Position Lock Status	<p>Displays the lock status of the position.</p> <p>If the status is <i>Unlocked</i>, data can be entered in all the fields listed below.</p> <p>If the status is <i>Locked</i>, all fields are for display only.</p>
Acknowledged on	Displays a date if the faculty member has acknowledged the compensation for the job assignment, if available.
Effective Date	This will always be the same date as the Effective Date on the Job Detail record.
COA	Displays the position chart of accounts code.
Index	Index code associated with the Job Assignment and FOAPAL.
	<p> Tip</p> <p>When using an Index Code on a new distribution record, click Validate or Default Index to retrieve all of the Index components. ■</p>
Fund	The fund code associated with the Job Assignment salary expense.
Organization	Position Budget Organization Code associated with the Job Assignment salary expense.
Account	The Account Number associated with the Job Assignment salary expense.
Program	The Program code associated with the Job Assignment salary expense.
Activity	The Activity code associated with the Job Assignment salary expense.
Project	The Project code within the Finance Cost Accounting module associated with the Job Assignment salary expense.
Cost	The cost associated with the Job Assignment salary expense.
Percent	The percentage of this record (row) towards the 100% needed to validate the page.

Web Page Fields

Item	Description/Source Information
Remove	Select this check box and click Save and Submit to remove a row of FOAPAL values.
Total (row)	The total percentage of all labor distributions for this contract value. This must equal 100 percent.

Buttons/Icons on This Page

Button/Icon	Action
 Search	Returns a Valid Values window with eligible values for selection. Each field of the FOAPAL has this icon.
Validate or Default Index	Validates the entered account distribution values or resets the FOAPAL values to their default.
Save and Submit	Saves and submits the changes to the database.

Links to Other Web Pages

This Link	Action
Salary Compensation View	Goes the Salary Compensation View page for full-time salaried faculty members.
Course Compensation View	Goes the Course Compensation View page for part-time salaried faculty members.

Job Selection (bwpkfcfcal.P_ChooseJob)

The Job Selection page lists all job assignments for a faculty member held currently or in the past, as of a specific query date. It is used when the Faculty Compensation Administrator is moving course information to Overload. Therefore, it is available only for faculty members with contract types that require the Salary Compensation View.

This allows the faculty administrator to re-use a previous job assignment when creating a current overload assignment for a faculty member.

To access this page, select **Existing Jobs** in the Overload section on the Salary Compensation View page. If a faculty member has held no previous job assignments, this link will not be displayed.

Job Selection

Enter a Query Date and select Go. Select the Job link under the 'Number and Title'.

Name and ID: Josiah Leigh Bartlett, FLCTF0001

Query Date: MM/DD/YYYY* 02/05/2008

Existing Jobs

Number and Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status
FLCT01-00 Faculty Full time		11001, Arts and Sciences	07/01/2005		08/14/2005	Active

Salary Compensation View

[Return to Faculty Load and Compensation Menu](#)

Example

Access the Job Selection page to check if you can re-use a previous job assignment and create a current overload assignment for a faculty member.

Information Text

The information text provides instructions for using this Self-Service page. You can customize the text using Web Tailor. The delivered text is:

Enter a Query Date and select Go. Select the Job link under the Number and Title.

Web Page Fields

Item	Description/Source Information
Name and ID	Displays the faculty member's full-name and Banner ID.
Query Date	(Required) The current date is the default date. To repopulate the table, enter a new query date in MM/DD/YYYY format. The Existing Jobs table displays a list of all job assignments held prior to the date entered.

Existing Jobs Table: The following information is displayed for each job assignment.

Number and Title	The Position Number, Suffix, and Description. Click the link on the appropriate position number to move this Position-Suffix to the Overload table on the Salary Compensation View page.
Time Sheet Organization	Displays the time sheet organization code associated with the existing job.
Start Date	Displays the start date of the job assignment.
End Date	Displays the end date of the job assignment if available.
Last Paid Date	Displays the last paid date for the job assignment.

Web Page Fields

Item	Description/Source Information
Status	Displays the current job status of the job assignment.

Buttons/Icons on This Page

Button/Icon	Action
Go	Displays all job assignments of a faculty member as of the entered query date.

Links to Other Web Pages

This Link	Action
Salary Compensation View	Goes to the Salary Compensation View page for full-time salaried faculty members.
Return to Faculty Load and Compensation Menu	Displays the Faculty Load and Compensation main menu.


New Position Selection (bwpkepaf.P_ChoosePosition)

The New Position Selection page lists all available positions that meet the user's security criteria. This feature is used when the faculty administrator is moving course information to Overload; therefore, it is available only for faculty members with contract types that require the Salary Compensation View.

This allows the Faculty Compensation Administrator to obtain a new active position for the faculty member when creating a current overload assignment for a faculty member.

To access the New Position Selection page, click **Search** adjacent to the **Position** in the Overload section of the Salary Compensation View.

New Position Selection

 Enter search criteria and select Go. Then select the link under Position to select it.

Search Criteria

Position Number:

Employee Class:

COA:

Budget Organization:

Salary Compensation View
[Return to Faculty Load and Compensation Menu](#)

Information Text

The information text provides instructions for using this Self-Service page. You can customize the text using Web Tailor. The delivered text is:

Enter search criteria and select Go. Then select the link under Position to select it.

Web Page Fields

Item	Description/Source Information
Search Criteria:	Enter the search criteria to identify a subset of position IDs. Use the percent (%) sign to conduct a wild card search.
Position Number	Enter the position number if available. For example, PA%, or ADMIN01.
Employee Class	Select the employee class from a list of values. Use the CTRL + SHFT key to make multiple choices. This will filter positions using the Employee Class on the Position Definition form (NBAPOSN).
COA	Select the Chart of Accounts code from a predefined list of values. Use the CTRL + SHFT key to make multiple choices. This will filter positions using the COA on the Position Definition form (NBAPOSN).
Budget Organization	Select the Budget Organization codes from a list of values. Use the CTRL + SHFT key to make multiple choices. This will filter positions using the Organization from the Salary Budget tab on the Position Budget form (NBAPBUD).

Search Results: The following information is displayed as the outcome of a search.

Web Page Fields

Item	Description/Source Information
Position	Displays all position numbers that match the search criteria.
Title	Displays the title of each position number.
Employee Class	Displays the Employee Class associated with each position number.
COA	Displays the Chart of Accounts code (COA) for each position number.
Budget Organization	Displays the Budget Organization code associated with each position number.
Begin Date	Displays the Begin Date of each position number.
End Date	Displays the End Date of each position number, if available.

Buttons/Icons on This Page

Button/Icon	Action
Go	Enter search criteria and click Go to view search results.

Links to Other Web Pages

This Link	Action
Salary Compensation View	Goes to the Salary Compensation View page for all full-time salaried faculty members.
Return to Faculty Load and Compensation Menu	Goes the Faculty Load and Compensation main menu.

Employee Filter (bwpkflac.P_ChooseEmpFilters)


Use the Employee Filter page to search for a specific employee in a selected filter term. Access this page by selecting **Employee Filter** from the Filter Selection page.

You can search for an employee by their Last name and/or First name, or Banner ID. Conduct a wild card search using the percent (%) sign.

Example

Enter *TAM%*, *ID120%* in the relevant search fields.

Employee Filter

 Enter the Last name and/or First Name of the employee - or - Enter an ID. Use the percent sign as a wildcard. For example, "Tay%" in the Last Name field will retrieve employees with last names that start with "Tay".

Last Name:

First Name:

ID:

Number of Records per Page:



Main Filter Selection

Information Text

The information text provides instructions for using this Self-Service page. You can customize the text using Web Tailor. The delivered text is:

Enter the Last name and/or First Name of the employee - or - Enter an ID. Use the percent sign as a wildcard. For example, Tay% in the Last Name field will retrieve employees with last names that start with Tay.

Web Page Fields

Item	Description/Source Information
Last Name	Specify the last name of the employee. For example, SMITH, SMI%, or %MIT%.
First Name	Specify the first name of the employee. For example, AMELIA, AME%, or %MEL%.
ID	Enter the Banner ID of the employee. For example, AS1045, AS10%, or %S10%
Number of Records per Page	Select the number of records that are to be displayed on the Search Results page from the pull-down list. Choices include: <ul style="list-style-type: none">• 25 (default)• 50• 100

Buttons/Icons on This Page

Button/Icon	Action
Go	<p>If there are multiple results to the search, the Search Results page will be displayed listing only those employees who matched the search criteria specified on the Employee Filter page. This page will be used to selected the desired faculty member and move the user to the Employee Summary page with the faculty member's information.</p> <p>If there is only one result to the search, then the Employee Summary page will be displayed with the faculty member's information.</p>

Links to Other Web Pages

This Link	Action
Main Filter Selection	Goes to the Filter Selection page.

Search Results (bwpkflac.P_DisEmpSearchResults)

The Search Results page is displayed if there are multiple results from the Employee Filter page. Select the desired faculty member from an alphabetical list of names.

Information Text

The information text provides instructions for using this Self-Service page. You can customize the text using Web Tailor. The delivered text is:

Select an employee to access the Employee Summary Page containing their information.

Web Page Fields

Item	Description/Source Information
Name	Displays the faculty member by last name, first name, middle initial.
ID	Displays the Banner ID of the faculty member.

Links to Other Web Pages


This Link	Action
Employee Filter	Goes to the Employee Filter page.

Summary View of Locked and Unlocked Status

Select the *Summary View of Locked and Unlocked Status* menu option to access the Employee Status Summary page.




Tip

The Employee Status Summary page for an individual can also be accessed by clicking  **Lock** on any of the Summary pages. ■

A faculty member may have multiple job assignments during a single Term. Therefore, Faculty Administrators must be able individual job assignments locking must be done by the job, not by the faculty member. Only locked jobs can be uploaded to Banner Human Resources.

Employee Status Summary (bwpkflsm.P_DisplLockSummary)

Access the Employee Status Summary page by clicking  **Lock** on any of the summary pages, or by selecting the Summary View of Locked and Unlocked Status menu option.

Employee Status Summary

Select Term and Status to list on this page and select the Go button. Once list appears, reorder the page using the ascending and descending checkboxes or use the Select buttons at the bottom of the page. When all checks are complete, select the Save button. Applied records may not be selected. Selecting the Name link will access the employee's Compensation View.

Term: * 200741 - Fall 2006 (FLAC Func Testing) Go

Lock Status: All Unlocked Locked

Number of Employees per Page: 25 50 100

1 - 25 of 31 Next ☺
[Jump To Bottom](#)

Fall 2006 (FLAC Func Testing)

Change Lock	Lock Status	Name	ID	Job	Total Compensation	Overload Exists
<input type="checkbox"/>	Locked	Abrahams, Erik	FLACC0039	FLAC10-00 Faculty Adjunct (FLAC)	0.00	
<input type="checkbox"/>	Locked	Abrahams, Erik	FLACC0039	FLAC10-02 Faculty Adjunct (FLAC)	8,400.00	
	Locked	Barnes, Kelly M.	FLACC0052	FLAC10-03 Faculty Adjunct (FLAC)	1,530.00	
	Locked	Barnes, Kelly M.	FLACC0052	FLAC10-02 Faculty Adjunct (FLAC)	600.00	

Information Text

The information text provides instructions for using this Self-Service page. You can customize the text using Web Tailor. The delivered text is:

Select Term and Status to list on this page and select the Go button. Once list appears, reorder the page using the ascending and descending arrows. Change employee status by selecting individual Change Lock checkboxes or use the Select buttons at the bottom of the page. When all checks are complete, select the Save button. Applied records may not be selected. Selecting the Name link will access the employee's Compensation View.

Web Page Fields

Item	Description/Source Information
Extract Term	Displays all terms that have been extracted by the Faculty Load and Compensation Extract Process (PEPFLAC) in Banner. Prior to selecting the Go button, select a Lock Status (next field).

Web Page Fields

Item	Description/Source Information
Number of Employee per Page	<p>Select the number of employees that are to be displayed on the Search Results page from the pull-down list. Choices include:</p> <ul style="list-style-type: none"> • 25 (default) • 50 • 100
Lock Status	<p>Select a specific Lock Status from the pull-down list. Based on the selection, employee records with the selected lock status will be displayed on this page. Choices include:</p> <p><i>All</i> Displays both locked as well as unlocked records. This is the default set up.</p> <p><i>Unlocked</i> Displays all unlocked records.</p> <p><i>Locked</i> Displays all locked records.</p>
Change Lock	Select this check box to change the lock status of a employee record.
Lock Status	Displays the current lock status of the employee's job assignment record in the Faculty Load and Compensation module.
Name	Displays the last name and first name of each employee. Click this link to access the Compensation View page.
ID	Displays the Banner ID of each employee.
Job	Displays the Position and Suffix of the employee's job assignment.
Total Compensation	Displays the total compensation for the job assignment as seen on the Compensation View page.
Overload Exists	Indicates if an overload assignment exists for the job.
Organization	Displays the organization associated with the job assignment.
	<p>Note: Locking a job with an Overload attached to it will also lock the Overload job. The same principle happens when unlocking.</p>

Web Page Fields

Item	Description/Source Information
Date Acknowledged	Displays the date on which the faculty member acknowledged the compensation and assignments associated with this job.
Applied	Indicates if the job assignment has been applied to the Banner Human Resources database by the Faculty Compensation Apply Process (PEPFCAP). If so, <i>Yes</i> is displayed in this field.





Tip

Only locked records can be applied to the database. Therefore, it is important that you first lock all necessary records and then run the Faculty Compensation Apply Process (PEPFCAP) to enforce permanent changes to the database. ■

Note: The **Change Lock** check box is not displayed if a job has been applied to the database. You cannot unlock an applied record. Any records that need to be changed after the apply process PEPFCAP has been run must be performed manually on SIAASGN and NBAJOBS.

Buttons/Icons on This Page

Button/Icon	Action
Go	Populates the page with appropriate data depending on the Term and Lock Status filters.
 Up	Reorders the results of the filter in ascending or descending order in the relevant columns.
 Down	
Select All Unlocked	Checks off all <i>Unlocked</i> checkboxes. The status will not change until you click Save .
Select All locked	Checks off all <i>Locked</i> checkboxes. The status will not change until you click Save .
Reset	Unchecks all check boxes.
Save	Changes the status of every checked job.

Links to Other Web Pages

This Link	Action
Name	Goes to the chosen faculty member's appropriate Compensation View page.
Employee Summary	Goes to the Employee Summary page.
Organization Summary	Goes to the Organization Summary page.

Compensation and Acknowledgement (bwpkfact.P_DispatchAcknowledge)

The Compensation and Acknowledgment page displays compensation information for faculty members and faculty compensation administrators, regardless of the nature of compensation (salaried or course).

Faculty members can view their compensation information only after a Faculty Compensation Administrator locks the position in Self-Service. This triggers a new Banner Workflow event - JOBCOMPENSATIONLOCK to issue a notification to the faculty member.

Faculty members can view their compensation information only after a Faculty Compensation Administrator locks the position in Self-Service.

Compensation and Acknowledgement

Select desired Term and the Go button. To acknowledge your review of this information, select the checkbox next to Faculty Acknowledgement and then select the Acknowledge Selected Positions button.

To navigate this page: Select the icon next to Contract Notes to view the Contract Notes window. Select the icon under Subject and Course to view the Course Information window. If available, select the Course link to view the Course Calculation Page. Select the link on the Work Load number to view the workload calculation. Insert and view previous comments.

Name and ID: Austin David West, 555666555

Term: * 200741 - Fall 2006

F11001-00 SDE - Faculty Faculty Acknowledgment: Acknowledgment Date:

Organization: 11001, Arts and Sciences

Contract Type: Fall/Spring Contract Contract Note:

Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility	Percent Compensation
41049-01	LAW-800-Law	1	LW		4,000	4,000	4,400	1		100
Job Assignment Compensation:										10,000.00

F11001-02 SDE - Faculty Faculty Acknowledgment: Acknowledgment Date:

Organization: 11001, Arts and Sciences

Contract Type: Fall/Spring Contract Contract Note:

Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility	Percent Compensation
41048-01	ITAL-120-Italian	0	AS		3,000	3,000	3,000	2		100
Job Assignment Compensation:										12,000.00

Comment

Information Text

The information text provides instructions for using this Self-Service page. You can customize the text using Web Tailor. The delivered text is:

Select desired Term and the Go button. To acknowledge your review of this information, select the checkbox next to Faculty Acknowledgement and then select the Acknowledge Selected Positions button.

To navigate this page: Select the icon next to Contract Notes to view the Contract Notes window. Select the icon under Subject and Course to view the Course Information window. If available, select the Course link to view the Course Calculation Page. Select the link on the Work Load number to view the workload calculation. Insert and view previous comments.

Web Page Fields

Item	Description/Source Information
Name and ID	Displays the Name and Banner ID of the faculty member or Faculty Compensation Administrator.
Term	Select a Term code from the pull-down list, and click Go .

The following information is displayed:

Web Page Fields

Item	Description/Source Information
Position Suffix	Displays the Position, Suffix, and Title of the job assignment.
Faculty Acknowledgment	Faculty members must select this check box to indicate their acknowledgment for each job assignment.
Acknowledgment Date	Displays the current date on selecting the Faculty Acknowledgment check box.
Organization	Displays the Organization ID associated with the job assignment.
Contract Type	Displays the Contract Type code and description associated with the job assignment.
Display Documents	<p>Click this link to access the associated contract document stored on the Banner Document Management System.</p> <p>Note: This link is displayed and enabled only if your institution is licensed to use the Banner Document Management System.</p> <p>For more details, refer to Chapter 10, “Integrating Banner Document Management with Self-Service Banner” of the <i>Banner Document Management Installation Guide</i>.</p>
Upload Documents	<p>(Faculty Administrators only) Click this link to upload a contract document into the Banner Document Management System.</p> <p>Note: This link is displayed only your institution is licensed to use the Banner Document Management System.</p> <p>For more details, refer to Chapter 10, “Integrating Banner Document Management with Self-Service Banner” of the <i>Banner Document Management Installation Guide</i>.</p>
Contract Note	<p>Click Contract Notes to access the Contract Note page.</p> <p>The Contract Note page displays verbiage that is common to all faculty members with the same contract Type. This information can be entered in the Faculty Load Contract Type Control Rule table (PTRFLCT), and viewed in Self-Service.</p>

Web Page Fields

Item	Description/Source Information
	<p>The Instructional Table displays the following fields:</p> <ul style="list-style-type: none">• CRN-Session• Subject and Course• Section• College• Department• Work Load• Credit Hours• Contact Hours• Head Count• Responsibility Percent• Compensation <p>For detailed field descriptions, refer to the topic “Salary Compensation View (bwpkfcalsalarycompensation)” on page 4-18.</p> <p>The Non-Instructional Table displays the following fields:</p> <ul style="list-style-type: none">• Subject and Course• Department• Work Load• Contact Hours <p>For detailed field descriptions, refer to the topic “Salary Compensation View (bwpkfcalsalarycompensation)” on page 4-18.</p>
Comment	<p>Enter comments as required.</p> <p>Comments entered by Faculty Compensation Administrators are confidential.</p> <p>Comments entered by faculty members can be viewed by the faculty member and the Faculty Compensation Administrators for feedback.</p>

Buttons/Icons on This Page

Button/Icon	Action
Go	Allows the selected Term to display records for the faculty member.
Notes	Allows the faculty member to view the Contract Notes from PTRFLCT.
Acknowledge Selected Positions	Captures the Acknowledgement indicator and stores that date associated with the acknowledgement.
Save Comment	Saves the comment, User ID, and Date.
Download Compensation Data	Allows the faculty member to load the data from the page to a formatted spreadsheet.

Contract Notes (bwpkfmt.P_DispNetes)

The Contract Notes page displays the information entered in the **Self-Service Comments** block of the Faculty Load Contract Type Control Rule Table (PTRFLCT) in Banner Human Resources.



Tip

Use this page effectively to display contract information common to all employees of a specific contract type. ■

To access this Self-Service page, click  **Contract Notes** on the Compensation and Acknowledgement page.

Contract Notes

Term: 200741 - Fall 2006
Contract Type: Fall/Spring Contract
Notes: Italian Beginners

Compensation and Acknowledgement

Web Page Fields

Item	Description/Source Information
Term	Displays the term selected in the Filter Selection page.
Contract Type	Displays the Contract Type code and description associated with the job assignment.

Web Page Fields

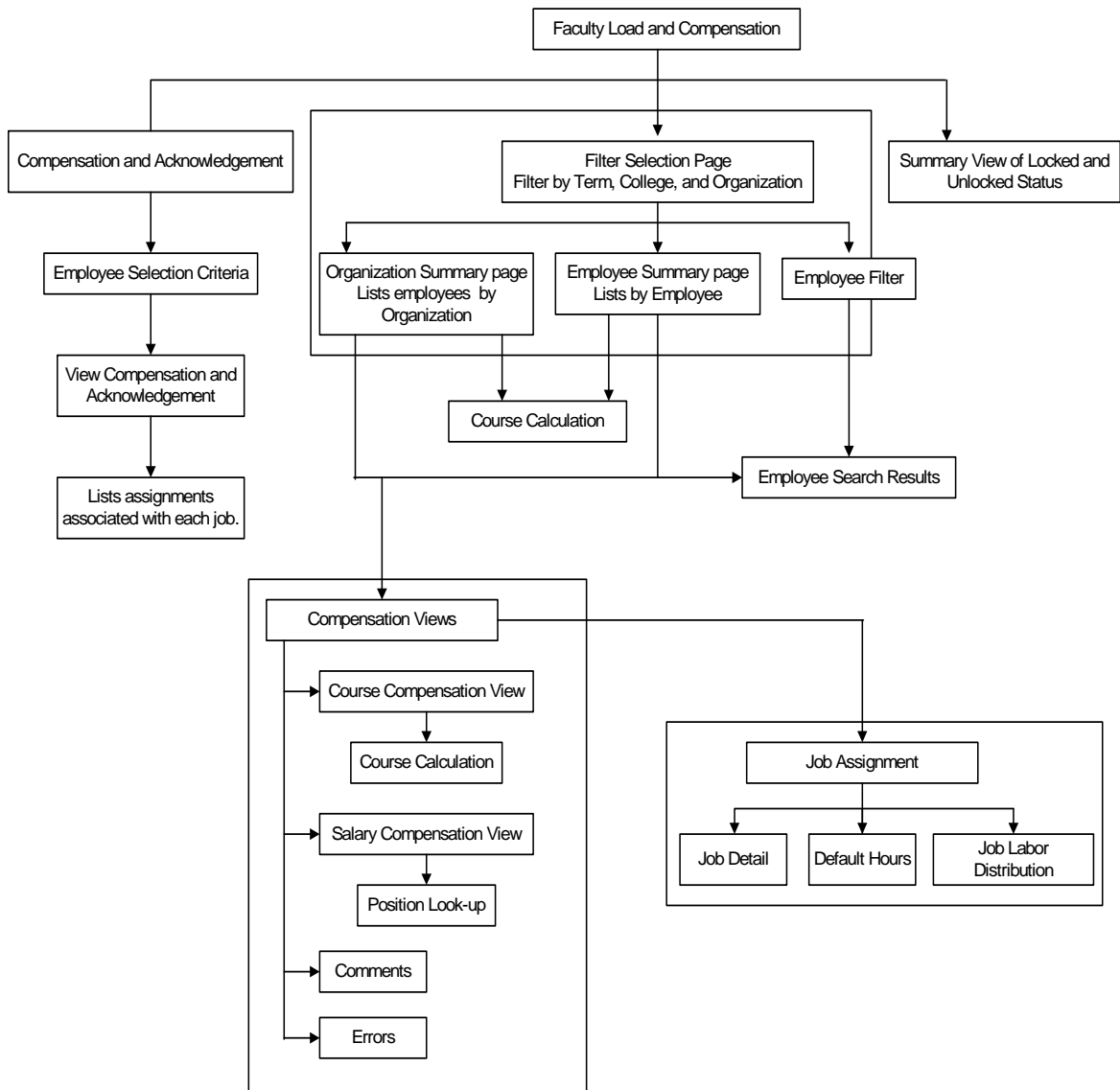
Item	Description/Source Information
Notes	Displays contract information common to all employees of a specific contract type.

Links to Other Web Pages

This Link	Action
Filter Selection	Goes to the Filter Selection page.
Compensation and Acknowledgement	Goes to the Compensation and Acknowledgement page.

A Site Maps

Site Map for Faculty Compensation Administrators



Site Map for Faculty Members

