FLAC Faculty/Employee Acknowledgement Step-By-Step Instructions

Important Notes

Please only acknowledge assignments which appear correct, thereby agreeing to the terms, conditions and compensation of the job.

- If you have any questions about an assignment, contact your supervisor or department chair **before acknowledging**. They will be able to assist you.

- Your acknowledgement cues the system to create a job record, and once created, an assignment cannot be changed in Self-Service Banner Rams.

- If an assignment is entered into the system but not yet ready for your acknowledgement, you will see a message for that assignment stating **"Job is not available for Acknowledgement at this time. Please retry later."** *You are still able to acknowledge your other assignments.* If you have a question about this unavailable assignment, please contact the FLAC Manager within the department.

For full time faculty

- **Courses that are part of your full-time load, grouped under the contract type *Full Time Teaching*, will always appear uncompensated.**

- This is only to show that you are not receiving <u>extra compensation</u> for these assignments in addition to your yearly salary. *Full time assignments also need to be acknowledged.*

- **Course Teaching Overloads and Extra Assignments** (non-instructional not tied directly to a CRN), grant/stipends, and Summer Session courses that are to be paid supplementally will show a compensation amount.

Step-By-Step

1. You will receive an email alerting you that there are assignments awaiting your acknowledgement. You navigate to Self-Service Banner Rams via the hyperlink embedded in the email.

2. This email will be sent from <u>facultyemployment@wssu.edu</u> **please <u>do not respond to this email address</u>**. Contact the supervisor/department chair for any questions or concerns,

prior to acknowledgment.

3. Navigate to Self-Service Banner Rams via hyperlink embedded in the email or the WSSU homepage/Faculty & Staff/ Banner Rams.

    - Enter Banner ID (940XXXXXX) and 6-digit PIN number, then choose Login on the Secure Loginscreen

4. Once logged in, choose the **Employee** tab, and then choose **Faculty Load and Compensation**.

5. Click **Compensation and Acknowledgement**.

6. Review the contract language at the top of the screen. Then **use the drop down to choose the term**

7. for which you have pending assignments and click **Go**.

8. Your assignments will appear below the drop down. **Check the boxes** for the assignments thatyou wish to acknowledge and choose **Acknowledge Selected Positions**.

9. **Dates will appear beside the checked boxes, confirming that the acknowledgement was successful.**