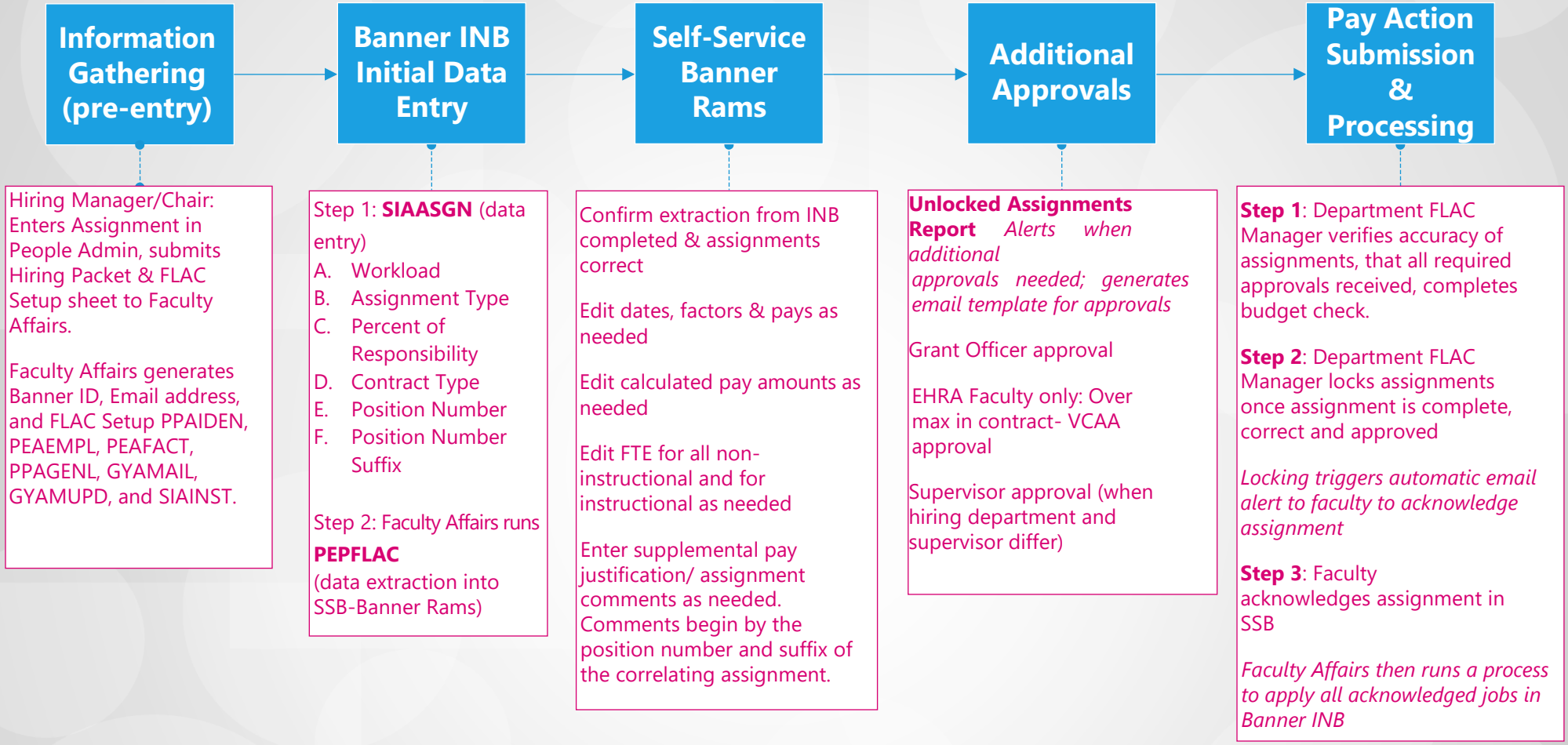
Faculty Load And Compensation (FLAC) Process Map for Department and Faculty Affairs



Before a FLAC assignment can be entered the following must be completed…

- Employee Banner ID created (OFA)- *hiring dept. submits hiring proposal in People Admin, Hiring Packet & FLAC Setup sheet to Faculty Affairs for adjunct faculty hires.*
- Faculty Affairs generates Banner ID, Email address, and FLAC Setup PPAIDEN, PEAEMPL, PEAFACT, PPAGENL, GYAMAIL, GYAMUPD, and SIAINST record created with contract codes.
- Employee WSSU email is active one day after account is created/updated. Department chair receives email of activated/reactivated email accounts.