# Office of Faculty Affairs FLAC Step-By-Step Process

**Step 1: Department - Identify and gathers assignment information, assignment is submitted in People Admin by the Hiring Manager/Chair.**

**Step 2: Department – Submits hiring packet to OFA** (hiring proposal, 3 letters of recommendation, official transcripts, FLAC faculty setup sheet).

  a. Faculty Affairs creates Employee Banner ID.
  b. Faculty Affairs activates Employee in Banner PEAEMPL.
  c. Faculty Affairs creates/updates Banner SIAINST record with contract codes.
  d. Faculty Affairs creates/updates Banner PEAFACT record and Faculty Compensation Level.
  e. Employee WSSU email is created and active in Banner.

**Step 3:  Department - SSASECT - Important notes: Data on SSASECT populates data on SIAASGN**

  a. Schedulers accurately assign workload to instructors, this impacts their salary
  b. 1-3 credit hour courses – workload should match 1-3 hours
  c. 4-99 credit hour courses – workload is set to 3
  d. **Cross listed courses** will have the workload split for each course, but total workload equals 1 course
      1. Example: two 3 credit hour courses cross listed; each course will have an assigned workload of 1.5
      2. Example: three 3 credit hours courses cross listed; each course will have an assigned workload of 1
  *Reminder for cancelled courses:*
      1. *Unlock record in SSB*
      2. *Remove instructor from cancelled course on SSASEC*
      3. *Restart faculty in SSB*
  *Otherwise, a salary will calculate. This will cause an overpayment.*

**Step 4:  Department - SIAASGN** - **Assignment data entry**

  a. Department assigns appropriate Workload, Position Type, Percent of Responsibility, Contract Type, Position Number, Position Number Suffix to each instructional assignment.
  b. Enter working hours in override workload for instructional assignments paid an hourly rate, percent of responsibility less than 100 percent decreases compensation.
  c. Enter non-instructional assignments (next block from instructional page)

**Step 5: Faculty Affairs - Run PEPFLAC** - **Assignment data extraction**

  a. Faculty Affairs runs PEPFLAC each month/term after payroll is finalized, for the current month.
  b. **Department ensures data is entered accurately in SSASECT and SIAASGN. Review SIAASGN assignments before PEPFLAC runs.**
  c. Faculty Affairs uses appropriate parameter set
  d. Updates term codes
  e. *Reminder: assignments cannot cross fiscal years, use Part-of-Term codes for summer term*

**Step 6: Faculty Affairs – Reviews results of extraction process**

  a. Faculty Affairs reviews the PEPFLAC output, corrects or notifies departments of errors.
  b. Faculty Affairs extracts report from SSB and distributes records to departments for review (Summer Term only, Fall and Spring Departments review and edit in SSB).

**Step 7: Department - Reviews Self-Service Banner (SSB) FLAC** - **Adjust assignment information as needed**
   a. Department uses Self-Service Banner, to identify corrections in SIAASGN.
   b. Department navigates to SIAASGN and makes corrections/updates, restarts records in SSB
   c. Department enters justification as required for supplemental assignments in comment section, leading each justification with position and suffix of correlating assignment.
   d. Adjust pro-rated course amounts by changing annual salary in Job Detail tab.
   e. Adjust dates of work for non-instructional assignments as necessary (change End Date only and update Factors & Pays).
   f. Calculate and update FTE for non-instructional assignments.

**Step 8: Department - Run report for authorizations** - <span style="color:red">Step only applies to supplemental assignments and EHRA on grants</span>
   a. Check each assignment for required Senior Associate Provost authorization, required budget/grant officer authorization (if faculty is being paid on a grant fund) and required supervisor authorization (if supervisor differs from hiring official).
   b. Send assignment authorization email to required recipient(s) as per above.
   c. *Not all supplemental assignments require additional authorizations.*

**Step 9: Department FLAC Manager** - **Verifies unit level requirements (e.g. running report for chair/dean to approve workload), final budget check, confirms authorization for all assignments, confirms assignments are correct and justifications have been added as appropriate.**

   a. Department FLAC Manager verifies accuracy of assignments, that all required approvals received, completes budget check.
   b. Department FLAC Manager locks correct and approved assignments.
   c. Locking triggers notification, faculty assignments are ready for faculty to acknowledge.
   d. Departments should review unlocked assignments, to verify all assignments for this period are complete and ready for faculty to acknowledge.

**Step 10: Faculty – Faculty acknowledges assignment in SSB**

   a. Faculty receives an email alerting them that there are pending assignment(s) awaiting their acknowledgement.
   b. Faculty navigate to Self-Service Banner Rams via hyperlink embedded in the email or the WSSU home page/Faculty & Staff/ Banner Rams. Enters their Banner ID (940XXXXXX) and 6-digit PIN number, then select Login on the Secure Login screen.
   c. Once logged in, they will select the **Employee** tab, and then select **Faculty Load and Compensation**.
   d. Faculty will click Compensation and Acknowledgement.
   e. Faculty will review the instructions at the top of the screen. Then **use the drop down to choose the term** for which you have pending assignments and click **Go.**
   f. Faculty member's assignments will appear below the drop down. Faculty review Contract Notes for the term. Faculty will select the **check the box** for the assignments that they wish to acknowledge and choose **Acknowledge Selected Position**
   g. Dates will appear beside the checked boxes, confirming that the acknowledgement is successful

**Important notes:**

   a. <span style="color:red">**Please only acknowledge assignments which appear correct, thereby agreeing to the terms and conditions of the job**</span>
   b. If you have any questions about an assignment, contact your supervisor or department chair before acknowledging. They will be able to assist you.
   c. <span style="color:red">Your acknowledgement cues the system to create a job record, and once completed, you are affirming the assignment is correct.</span>
   d. If an assignment is entered into the system but not yet ready for acknowledgement, faculty will see a message

stating **"Job is not available for Acknowledgement at this time. Please retry later."** *Faculty are still able to acknowledge their other assignments.* If faculty have questions about this unavailable assignment, they should contact the FLAC Manager within the department.

**Full time faculty:**

a. Courses that are part of a faculty member's full-time load, grouped under the contract type *Full Time Teaching*, will always appear uncompensated.
b. This is only to illustrate that faculty <u>are not receiving **extra compensation** for these assignments</u> in addition to their yearly salary. *Full time assignments also need to be acknowledged.*
c. Course Teaching Overloads, Extra Assignments (non-instructional, not tied directly to a CRN), grant/stipends and Summer Session courses that are to be paid supplementally and will display a compensation amount.

**Step 11: Faculty Affairs – Runs PEPFCAP**

a. Faculty Affairs verifies assignments are accepted
b. Faculty Affairs reviews faculty comments and unacknowledged records and follows-up as necessary.
c. Faculty Affairs runs PWPFLIP
d. Faculty Affairs runs **PEPFCAP Initial mode** to apply all acknowledged jobs in Banner INB**,** review output
e. Faculty Affairs runs **PEPFCAP Update mode** to apply all acknowledged jobs in Banner INB**,** review output
f. Faculty Affairs reviews NBAJOBS records
g. Budget/Dean/Summer School office should request reports for their specific needs to review NBAJOBS records

**Step 12: Payroll – Runs**

1. Payroll runs, provides report for Faculty Affairs review.
2. Faculty Affairs reports any errors to Payroll.