



# FLAC Faculty Load And Compensation

Adjunct Course Assignment  
and Payment Process

Radford University

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## Introduction:

**FLAC (Faculty Load and Compensation)** is the Banner module implemented to pay adjunct faculty for credit courses and full-time faculty teaching overload courses. This on-line process eliminates the need to complete Personnel Action Forms (i.e. PR40s) and to enter data into the previous system (MS Access database).

This module merges data from the Banner Student and Banner HR modules and is downloaded creating a Self-Service application where compensation for faculty can be viewed and edited by departments and colleges. Records are locked (approved) before being uploaded back to Banner creating the job records that prompts payment by the Payroll Office.

## FLAC Workflow:

### Within BANNER:

1. Faculty members are assigned to courses in the development of the course catalogue. (SIAASGN)
2. Departments update SIAASGN with: position #, position # suffix and contract type for faculty and courses that should be paid. Deadlines for this are established by Academic Budgets and Administration (ABA).
3. PEPFLAC process is run in Banner by Academic Budgets and Administration to create Self-Service Environment.

### Within Self-Service FLAC:

4. ABA will notify the Office of Sponsored Programs and Grant Management (OSPGM) that the records are ready for their review.
5. OSPGM reviews records to verify budget sufficiency and accuracy of compensation for faculty charged to grants. When review is complete, the OSPGM will notify ABA.
6. ABA will then let the departments know that the records are ready for their review.
7. Departments review Self-Service records for accuracy and modify as necessary.
8. Departments notify Dean's Office once records have been reviewed (may send spreadsheet, department/Dean determines notification process).
9. Dean/Associate Dean reviews spreadsheet or SSB-FLAC to make changes or approve.
10. Dean's lock records. ***Only the Dean's Office should lock records.***
11. Dean's Office sends an email to ABA that their college is complete. A completed spreadsheet should be emailed to the Director for Academic Budgets & Administration.
12. Faculty members receive an email to check SSB to confirm or acknowledge their courses and compensation.
  - a. Deadline will be specified for receipt of all acknowledgements.
13. Adjuncts acknowledge contracts in SSB by date required. *\*Only those adjunct contracts that have been acknowledged will be compensated.*
14. Adjuncts that have not acknowledged their assignments will be contacted.
15. Final review for budget sufficiency and accuracy by ABA.

16. ABA notifies the Office of Human Resources that the records are prepared and ready for processing.

**Within BANNER:**

17. PEPFCAP – process is run in Banner by Human Resources
  - a. Creates NBAJOBS record in Banner.
18. NBAJOBS records are reviewed by Human Resources
19. Payroll Office is notified that records are ready for the payroll process to be run and paychecks generated.

## Banner side of FLAC – Updating SIAASGN

Departments update the Banner form, SIAASGN, each semester, for each faculty member who should be paid as an adjunct or full-time teaching faculty teaching an overload. Only 3 data elements are updated for each course of which a faculty member will be paid.

- Contract Type
- Position Number
- Position Suffix

These 3 elements are to be updated manually. There are two options for entering the data.

### Departmental Assignment Process

1. Go to SIAASGN and enter the *RU ID* for the faculty member and then *the term*. Ctrl/Page Down (Next Block) will bring up the courses that are assigned to the faculty member.
2. On this form enter the *position #*, *position # suffix*, and *the contract type* for each CRN that the faculty member should be compensated for.
  - a. Contract type is:
    - i. **PT** for adjunct faculty.
    - ii. **FP** for full time T&R overloads, Wintermester and Summer Sessions.
  - b. Position number is the department's position which has been assigned. The position number for faculty are a six digit number beginning with A (example: A10000). (Contact ABA if the department does not already have the position numbers)
    - i. Position numbers for Adjunct faculty are assigned and can be found in PeopleAdmin under the Adjunct's position description or by contacting ABA.
    - ii. Position numbers for T&R faculty teaching all Summer Sessions, Wintermester and overloads in Fall and Spring will use position numbers that are college specific.

CHBS - A99960  
CEHD - A99961  
WCHHS - A99963  
COBE - A99964  
CVPA - A99965  
CSAT - A99966  
CGPS - A99967  
CORE - A99968

- c. The suffix will be based on the term and it will be posted on the Provost web site under Resources, under Policy Manuals and Key documents.
  - d. SAVE
3. If an assignment has not been entered for the faculty member you need to enter one here (SIAASGN).
  - a. Enter the *CRN*
  - b. Enter the *session*, if there are more than one and the field does not populate. (Make sure it matches information in SSASECT)
  - c. Enter the *contract type, position # and position suffix*.
  - d. SAVE
4. All assignments must be entered by the deadline provided by ABA.
5. After ABA processes FLAC, ABA will notify departments that the compensation is ready for their review.

### **Situations Requiring Special Attention**

1. Entering Cross-listed courses – only update SIAASGN for one of the courses.
  - a. Example: A faculty is teaching a course as both a graduate and undergraduate course each with its own CRN and the courses will be only compensated as one.
    - i. On SIAASGN, select **one** of the courses to enter the information.
    - ii. The faculty member should only be paid for one course.
2. Full-Time Faculty teaching overload courses.
  - a. Only update SIAASGN for the course designated as overload.
  - b. The faculty member will have compensation for this course added to his regular pay.
3. Distance Education courses with multiple CRNs covering the various sites.
  - a. The faculty member should receive compensation for only one course.
  - b. Select one of the CRNs to enter the contract type, position number (which is **A99957**) and position suffix.
4. Courses that do not run the entire term.
  - a. Courses that begin at the beginning of the semester but end early.
    - i. Enter their information on SIAASGN at the same time as the other courses. Their pay will begin with the first payment and end according to the end date of the job.
    - ii. These records will be available in the web portion for review along with the faculty teaching full semester courses.
5. Faculty members who teach courses in multiple parts of terms.
  - a. All the courses start at the same time
    - i. SIAASGN can be updated for all of the courses at the same time and the suffix will be the same for all of these.

### **Errors and Trouble Shooting SIAASGN**

1. Unable to enter contract type on SIAASGN
  - **\*WARNING\* No records exist to query LOV** – This will come up when you try to enter a contract type for a person who does not have a contract type on SIAINST.

- a. Contact Megan Dixon/Matthew Brunner (Registrar) to check on SIAINST to see if a contract type has been assigned to this person.
- b. If the contract type has not been assigned, the Registrar's office will enter the contract type for you if the adjunct's PEAMPL data is complete. (This is set up during the appointment process.)
2. **\*Error\* Person not an instructor for the term**
  - a. Person has not been assigned to any courses for the selected term.
    - i. Check the term to make sure that is correct.
  - b. If the person is teaching this term, SIAASGN needs to be updated to make that person an instructor which will update SSASECT.
3. **\*Warning\* Position number and suffix not yet assigned to employee**
  - a. This is a warning and will not stop any of the processes from happening.
  - b. Department will need to make sure that the position has been assigned for the employee.
  - c. Indicates that this is the first time that person will be paid from that position.
  - d. If the error message does stop the process contact ABA to have HR set the position # up.
4. **\*ERROR\* Instructor Schedule Conflict**
  - a. This error occurs when a faculty is assigned to two courses during the same time slot.
  - b. Solution, check the "override conflicts" box on SIAASGN for both courses.

**For FLAC to work properly the employee must have:**

1. Person record in Banner – PPAIDEN
  - a. Usually created in HR when the HR Data and Reporting Analyst receives the information that you have hired/appointed a new adjunct.
2. Employee record in Banner – PEAEMPL created by HR.
  - a. Academic Budgets and Administration sends information to HR
    - i. Employee Data Sheet
    - ii. Section I of the I-9
    - iii. Selective Service
    - iv. Criminal Background Check
  - b. The employee completes Section II of the I-9
3. PEAFAC – Faculty compensation level from this Banner form used in pay calculation.
  - a. Academic Budgets and Administration assigns the faculty compensation level.
  - b. Transcript information is recorded on this form.
4. SIAINST – Contract type from this Banner form is used in pay calculation
  - a. PT used for adjunct faculty and full-time teaching overloads

***Errors will occur if any one of the above elements is not in place.***

**Checklist for Reviewing SIAASGN:**

- ✓ Contract type is PT for adjunct faculty. FP for full time T&R overloads, Wintermester and Summer Sessions.
- ✓ Position number is the correct number for your department.
- ✓ SIAASGN was updated for only one of the courses that are cross-listed.

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- ✓ Review faculty members teaching courses for Distance Learning to ensure that **only one CRN** has the contract type, position number and suffix updated. If multiple CRNs are updated, the faculty member could easily be overpaid.
- ✓ The Suffix is correct – Suffix codes are posted on the Provost's website under resources.

## FLAC in Self Service

Academic Budgets and Administration (ABA) runs the process, PEPFLAC, to create the Self-Service environment. It is run according to a schedule developed by Academic Affairs and the Payroll Office. Departments will be notified via email when the records are ready to review in SSB. Only when PEPFLAC has been run will departments see the faculty records in SSB for the current semester.

In the Self-Service environment:

- ❖ Faculty compensations will be checked for accuracy
- ❖ Edits can be made to compensation
- ❖ Records can be locked and unlocked
- ❖ Records can be restarted if appropriate

1. Log into Self Service Banner and from the Employee Menu, select Faculty Load and Compensation.
2. You have 3 Choices:
  - **Compensation & Acknowledgement:** This section is for faculty to view their compensation.
  - **Faculty Compensation Administration:** This section is for departmental and deans level personnel to review and edit compensation for each faculty member. Lock and unlock records.
  - **Summary View of Locked and Unlocked Status:** A quick way to view the records in those statuses.

### Faculty Compensation Administration

- This filter selection screen gives you choices to filter the records you wish to view. Selection choices are by: Term, Part of Term, Campus, College, or Organization code (you will be limited to the organization codes in your security set-up)
- You can then select what view you want:
  - Organization Summary – list of individuals in order by organization code
  - Employee Summary – list of individuals in alphabetical order
    - From there you may select a specific person to view record.
  - Employee Filter – view to a specific person by entering the last name, first name or ID number.

### Departmental SSB Process

1. Once ABA has notified the Departments that SSB is ready for their review, the Departments will go into SSB to view, correct, update and approve. Select:
  - a. The Employee tab
  - b. Faculty Load and Compensation
  - c. Faculty Compensation Administration
  - d. Organization Summary to review compensation for adjuncts. This can be downloaded into an Excel spreadsheet by choosing Download Employee Data.
  - e. The Department can update as needed (i.e. Exceptional pay based on discipline, correction of flat rate, etc.)
    - i. To correct choose Employee Summary
    - ii. Select employee name and it takes you to Compensation View
    - iii. Select the Subject and Course

- iv. Update rate, calculation method or incremental
  - v. SAVE
- f. If changes are made, the Department will need to enter a comment to explain the change. Add your initials and date of change after the comment.
- 2. Department will notify the Dean's Office when all adjunct compensation has been reviewed and is ready for Dean's approval.

### **Dean's Approval Process**

1. The Deans will go into SSB to view, correct, update and approve. Select:
  - g. The Employee tab
  - h. Faculty Load and Compensation
  - i. Faculty Compensation Administration
  - j. Organization Summary to review compensation for adjuncts. This can be downloaded into an Excel spreadsheet by choosing Download Employee Data.
  - k. The Dean can update as needed. ie. Exceptional pay based on discipline, correction of flat rate, etc.
    - i. To correct choose Employee Summary
    - ii. Select employee's name and it takes you to Compensation View
    - iii. Select the Subject and Course
    - iv. Update rate, calculation method or incremental.
    - v. SAVE
  - l. If changes are made the Dean will need to enter a comment to explain the change. Add your initials and date of change after the comment.
  - m. The Dean will lock the records once approved. Select:
    - i. The Employee tab
    - ii. Faculty Load and Compensation
    - iii. Summary View of Locked and Unlocked Status
    - iv. The term and click on Go
    - v. Enter a check mark in the "Change Lock" column
    - vi. SAVE
2. The Dean will notify the office of ABA when all adjunct compensation has been reviewed, records locked and ready for final process.
3. The Dean will send a copy of their Excel spreadsheet to ABA electronically indicating their approval.

### **Restart**

Restart means that the system will go out to Banner and refresh the information for the faculty member. It could bring over additional courses that were added to SIAASGN or an updated rank or compensation value.

**Caution:** Restart refreshes the entire unlocked record in SSB. It will clear out any changes that you have made to the record in the Self-Service environment, such as any rate changes or incremental rates. You will need to update rates again, if you choose to use Restart. \*This action can be taken during review/approvals.



- Clicking on Restart Selected Employee will bring updated information from Banner to the Self-Service environment. Records must be in “**unlocked**” status in order to perform a restart.
- You may want to do this if:
  1. The employee has had additional courses added to their workload;
  2. The compensation for the employee came into the Self-Service environment as 0.00
    - This may have happened because the Campus & Schedule type were not defined on the PTRFLAC table which are maintained by ABA.

### **Error Correction Process**

The following are problem situations that may arise as adjunct faculty payments are processed. The Payroll staff, HR staff and Academic Budgets and Administration have established this set of guidelines for communicating and processing errors.

#### **1. Late “Paperwork”**

- a. Instructor is assigned to teach a course, after Academic Affairs has run PEPFCAP to apply records in Banner.
  - i. If no manual check is requested, the department will update SIAASGN.
  - ii. ABA will run PEPFLAC to pick up “stragglers”. They will be paid over the remaining pay periods.
  - iii. After PEPFLAC has been run again, departments follow the same steps to lock the newly created record.
  - iv. If manual check is requested, the department must submit a request to the University Controller’s office including a justification for the late submission. Proper signatures must be obtained when submitting this type of request.

#### **2. Self-Service record was created, but record did not get locked or applied to Banner.**

- a. If the department does not want a manual check processed for the pay period:
  - i. Correct the problem in FLAC
  - ii. Lock the record
  - iii. The PEPFCAP process will pick up the record for the next pay period and the payment will be paid over the remaining pay periods in the semester.
- b. If manual check is requested, the department must submit a request to the University Controller’s office including a justification for the late submission. Proper signatures must be obtained when submitting the request.

#### **3. Wrong position number assigned to person**

- a. Discovered after records applied to Banner but before a payment is made
  - i. An Email from the department to the Director of ABA must be submitted.
  - ii. ABA will notify Human Resources and provide the corrected position number.
  - iii. The Office of Human Resources will correct the record in Banner HR.
- b. Discovered in Self-Service before the record is locked and applied in Banner
  - i. The Department must correct the SIAASGN record in Banner.
  - ii. In Self-Service restart the employee’s record

#### **4. Error in compensation**

- a. Discovered after records are applied to Banner, but before a payroll is run.
  - i. Department submits an email to the Director of Academic Budgets and Administration indicating the CRN, Discipline, Section, RUID, Employee’s name and the corrected amount for compensation.
  - ii. ABA will submit changes to HR and Payroll.
  - iii. HR will correct the Banner record.

- iv. Payroll will make change in the payroll worksheet and process payment accordingly.

**5. Cancelled class after records are applied to Banner**

- a. Department will submit an email to the Director of ABA notifying that the class has been canceled.
  - i. ABA will submit a change to HR and Payroll indicating that the course is canceled.
  - ii. HR will terminate the jobs record.
  - iii. Payroll will use their existing procedures for recovering over payments.

**6. Change of faculty mid semester**

- a. Department will submit an email to the Director of ABA notifying of the change
- b. ABA will submit change to HR and Payroll.
- c. HR will terminate the original record & create new record
- d. The new faculty member can be processed the usual way:
  - i. Update SIAASGN, update SSB after PEPFLAC is run, review and lock the record.

## **Obtaining Access to the FLAC Processing Forms**

Banner access is required for FLAC processing. You need both Banner access and access to the FLAC module in SSB.

Complete the DoIT Administrative System (Banner) Access Request (URL link provided below):

[http://www.radford.edu/content/dam/departments/administrative/doit/documents/Administrative%20System%20\(Banner\)%20Access%20Request.pdf](http://www.radford.edu/content/dam/departments/administrative/doit/documents/Administrative%20System%20(Banner)%20Access%20Request.pdf)

You will need to request access to the HRFLACSUPPORT Banner security classification. Include in this request all the Organization codes needed including any Grant Organization codes. You will need to obtain the proper signatures. The Director of Identity Management or their designee will send a copy to HR and the Registrar upon receipt.

You will be notified once your access has been granted.