

Banner FLAC

(Faculty Load and Compensation)

Faculty Acknowledgement of Pending Job Assignments

WINSTON-SALEM STATE UNIVERSITY



WSSU

Overview- What is Banner FLAC?

- Banner FLAC bridges the gap between Banner Student and Banner HR modules to deliver a comprehensive path to assigning and compensating faculty workload.
- FLAC replaces Summer School Workflow, a custom-built WSSU application, the system requires substantial manual intervention, with data being manually maintained in multiple systems and lacks technical support.
- All pending assignments require acknowledgment from the faculty member in Self-Service Banner FLAC.
- This acknowledgment serves as the final authorization to create a job record, which will ensure that due compensation is received for these assignments.

1. You will receive an email alerting you that there are pending assignments awaiting your acknowledgment. You can navigate to Self-Service Banner via the hyperlink embedded in the email. Once you have reviewed the assignment information and contract notes, click Faculty Acknowledgement box to accept assignment, then click Acknowledge Selected Positions.

This email will be sent from facultyemployment@wssu.edu- please do not respond to this email address. Forward all questions to the department chair, FLAC Manager/admin in the hiring department.

Name and ID: ██████████, 940 ██████████
 Term: * 202080 - Fall 2020

SH9003-01 Adjunct Faculty Faculty Acknowledgment: Acknowledgment Date:
 Organization: 34000, School of Health Sciences
 Contract Type: Adjunct Hourly Rate Contract Note:

Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
90163-01	NUR-4511-Nursing	01	HS		50.000	5.000	29.030	18	100	1,575.00
Calculated Compensation:										1,575.00
Job Assignment Compensation:										1,575.00

SH9003-02 Adjunct Faculty Faculty Acknowledgment: Acknowledgment Date:
 Organization: 34000, School of Health Sciences
 Contract Type: Adjunct Hourly Rate Contract Note:

Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
90164-01	NUR-4511-Nursing	02	HS		50.000	5.000	29.000	11	100	1,575.00
Calculated Compensation:										1,575.00
Job Assignment Compensation:										1,575.00

Comment

2. Navigate to Self-Service Banner and then to Enter Secure Area Login screen

Banner Self-Service

[Enter Secure Area](#)

Login here to view your personal information.

[Prospective Students](#)

Tell us about yourself and request information about our institution.

[Check Your Admission Status](#)

Check admission status of processed application.

[General Financial Aid](#)

Financial Aid Application and Information Links.

[Class Schedule](#)

View the current schedule of classes.

[Course Catalog](#)

View course information, including course description.

[Alumni and Friends](#)

Links to Alumni related sites.

3. Enter Banner ID (940XXXXXX) and PIN number, then choose Login User Login



Welcome To BANNER RAMS Online

You have been provided with your Banner ID.

You MUST use your Banner ID to access your information in BANNER RAMS Online.

You will not be able to use your SSN in Banner RAMS Online.

You should reset your Banner PIN and enter your confidential question and provide the confidential answer.

Once you change your PIN you are strongly advised to put the number in a very secure place.

NOTE: Your PIN should only be 6 digits in length!

User ID:

PIN:

Login

Forgot PIN?

4. Once logged in chose The Employee Tab and then Choose Faculty Load And Compensation

Personal Information **Employee**

Search

[Time Sheet](#)
[Benefits and Deductions](#)
View your Retirement plans, Health insurance information, Flex spending accounts, Miscellaneous deductions; Beneficiary information.
[Pay Information](#)
View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.
[Tax Forms](#)
View your W-2 Form and W-4 information
[Time Off Current Balances and History](#)
[Leave Reporting - Monthly & Bi-Weekly for Permanent Employees](#)
View Leave Report
[Faculty Load and Compensation](#)

5. Click “Compensation and Acknowledgement”

Personal Information **Faculty Services** **Employee**

Search

Faculty Load and Compensation

[Compensation and Acknowledgement](#) 

6. Review the contract language at the top of the screen. Then use the drop down to choose the term for which you have pending assignments and click Go.

7. Your assignments will appear below the drop down. Check the boxes for the assignments that you wish to acknowledge, thereby agreeing to the terms and conditions of the job, and choose “Acknowledge Selected Positions”

Term: *

SS102A-06 Summer Faculty Faculty Acknowledgment: Acknowledgment Date: 03/18/2021

Organization: 35300, Summer School

Contract Type: Summer 1 Only Contract Note:

Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
30266-01	PSY-2308-Psychology	W1	TC		3.000	3.000	0.000	4	100	5,001.00
Calculated Compensation:										5,001.00
Job Assignment Compensation:										1,333.60

SS102A-07 Summer Faculty Faculty Acknowledgment: Acknowledgment Date: 03/18/2021

Organization: 35300, Summer School

Contract Type: Summer 1 Only Contract Note:

Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
30154-01	PSY-2316-Psychology	WC	TC		1.500	3.000	0.000	1	100	2,500.50
30267-01	PSY-2316-Psychology	W1	TC		1.500	3.000	0.000	15	100	2,500.50
Calculated Compensation:										5,001.00
Job Assignment Compensation:										5,001.00

Click the “Contract Note” to view contract language specific to each “Contract Type”. This is the terms and conditions of the assignment you are affirming assignment and compensation are correct

IMPORTANT NOTE: Please only acknowledge assignments which appear correct. If you have any questions about an assignment, contact an administrator within the hiring department before acknowledging. They will be able to assist you. Your acknowledgement cues the system to create a job record, and once the job record is created, an assignment cannot be changed in Self-Service Banner.

Quick note

- If an assignment is entered into the system but not yet ready for your acknowledgment, you will see a message **“Job is not available for Acknowledgement at this time. Please retry at a later date”**.
- 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 hiring unit.

009310-02 Teaching Special Assign Faculty Acknowledgment: Acknowledgment Date:

Organization: 30120, University College

⚠ Job is not available for Acknowledgement at this time. Please retry at a later date.

Contract Type: Extra Assignment Contract Note: 📄




009325-43 Teaching Special Assign Faculty Acknowledgment: Acknowledgment Date:

Organization: 30120, University College


Contract Type: Overload Contract Note: 📄




Instructional							
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Conta
13295-01	 UNI-201-University College	007	UC		0.000	3.000	


8. Dates will appear beside the checked boxes, confirming the acknowledgment was successful.


Term: *

SS102A-06 Summer Faculty Faculty Acknowledgment: Acknowledgment Date: 03/18/2021 


Organization: 35300, Summer School



Contract Type: Summer 1 Only Contract Note: 

Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
30266-01	 PSY-2308-Psychology	W1	TC		3.000	3.000	0.000	4	100	5,001.00
Calculated Compensation:										5,001.00
Job Assignment Compensation:										1,333.60

SS102A-07 Summer Faculty Faculty Acknowledgment: Acknowledgment Date: 03/18/2021 

Organization: 35300, Summer School

Contract Type: Summer 1 Only Contract Note: 


Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
30154-01	 PSY-2316-Psychology	WC	TC		1.500	3.000	0.000	1	100	2,500.50
30267-01	 PSY-2316-Psychology	W1	TC		1.500	3.000	0.000	15	100	2,500.50
Calculated Compensation:										5,001.00
Job Assignment Compensation:										5,001.00

IMPORTANT NOTE FOR ALL FACULTY

- A benefit of the Banner FLAC system is that it calculates payment based on each college/school's pay rates
- The **Calculated Compensation** on each assignment is an automated calculation within the Banner FLAC system
- The **Job Assignment Compensation** is the actual compensation amount for the assignment


727045-99 Temp Epa/Faculty Faculty Acknowledgment: Acknowledgment Date: 08/21/2017

Organization: 32211, English

Contract Type: Temporary Faculty Teaching Contract Note: 

Non-Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
	PSW - Public Service Workshop			ENGL	500.000					500.00
Calculated Compensation:										500.00
Job Assignment Compensation:										500.00

- In situations where a course is pro-rated based on headcount and/or credit hours, an admin within your unit manually adjusts the pay amount in Self-Service Banner.
- In this situation, the **Calculated Compensation** and **Job Assignment Compensation** will differ, as shown below.
- The **Job Assignment Compensation** is the amount you will be paid for the assignment.

Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
12565-01	 EDL-530-Educational Leadership	001	ED		0.000	3.000	3.000	4	100	3,200.01
Calculated Compensation:										3,200.01
Job Assignment Compensation:										4,000.00

Important Information 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, as shown below. This is only to show that you are not receiving extra compensation for these assignments in addition to your yearly salary. **Full time assignments also need to be acknowledged.**
- Course Teaching Overloads, Extra Assignments (aka non-instructional, not tied directly to a CRN), and Summer Session courses that are to be paid supplementally will show a compensation amount.

Term: * 201810 - Fall 2017

006292-NA Associate Professor Faculty Acknowledgment: Acknowledgment Date:

Organization: ~~32421, Public & International Affairs~~

Contract Type: Full Time Teaching Contract Note:

Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
12233-01	PLS-308-Political Science	001	AS		0.000	3.000	2.500	27	100	
12872-01	PLS-500-Political Science	001	AS		0.000	3.000	2.750	0	100	
Job Assignment Compensation:										0.00

729053-98 Supplemental - Perm Emp Faculty Acknowledgment: Acknowledgment Date:

Organization: ~~32421, Public & International Affairs~~

Contract Type: Extra Assignment Contract Note:

Non-Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
	ANON - Admin Non Instructional			AS	1,500.000					1,500.00
Calculated Compensation:										1,500.00
Job Assignment Compensation:										1,500.00