



Office of Faculty Affairs/ Summer School 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 PEAFAC 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 the sum 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, PositionNumber, Position Number Suffix to each instructional assignment.
- b. Enter working hours in override workload for instructional assignments paid an

hourly rate, percent of responsibility equals 100 percent.

- 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).

Step 7: Self-Service Banner (SSB) FLAC Review - Adjust assignment information as needed

- a. Department identifies and makes necessary corrections in SIAASGN.
- b. Faculty Affairs restarts records in SSB for corrected records
- c. Faculty Affairs enters justification as required for supplemental assignments in comment section, leading each justification with position and suffix of correlating assignment.
- d. Adjust dates of work for non-instructional assignments as necessary (change End Date only and update Factors & Pays).
- e. Calculate and update FTE for non-instructional assignments.

Step 8: Summer School – Registrar's Office

- a. The Summer School office will verify assignments and populated salaries and lock records.
- b. Notification email to faculty to acknowledge their assignments
- c. Faculty will acknowledge assignments.
- d. Faculty Affairs verifies assignments are accepted
- e. Faculty Affairs reviews faculty comments and unacknowledged records and follows-up as necessary.
- f. Summer School will send report of cancelled courses and courses not meeting minimum enrollment.
- g. Summer School office will do a review of the SSB Records after the Census Date.
- h. Summer School will unlock records for cancelled courses or courses not meeting minimum

enrollment.

- i. Summer School will remove instructors from courses on SSASECT as part of their course cancellation process.
- j. Summer School will restart records for faculty with cancelled courses.
- k. Summer School will modify compensation for courses not meeting minimum enrollment and Lock records.

Step 9: Faculty – Faculty acknowledges assignment in SSB

- a. Faculty receives an email alerting them that there are pending assignment(s) awaiting theiracknowledgement.
- 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 selectLogin 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:

Full time faculty:

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

Step 10: Faculty Affairs –

- 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 NBAJOBSrecords

Step 11: Payroll – Runs

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