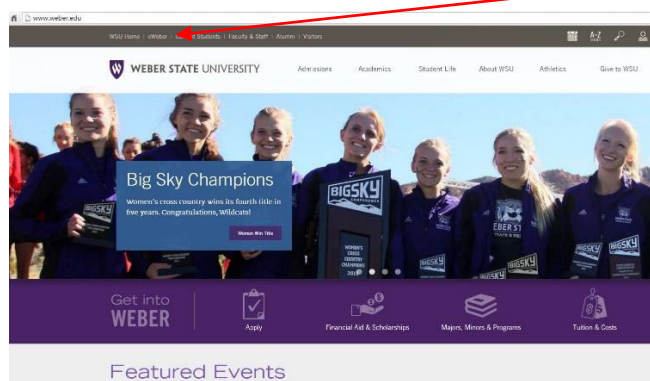
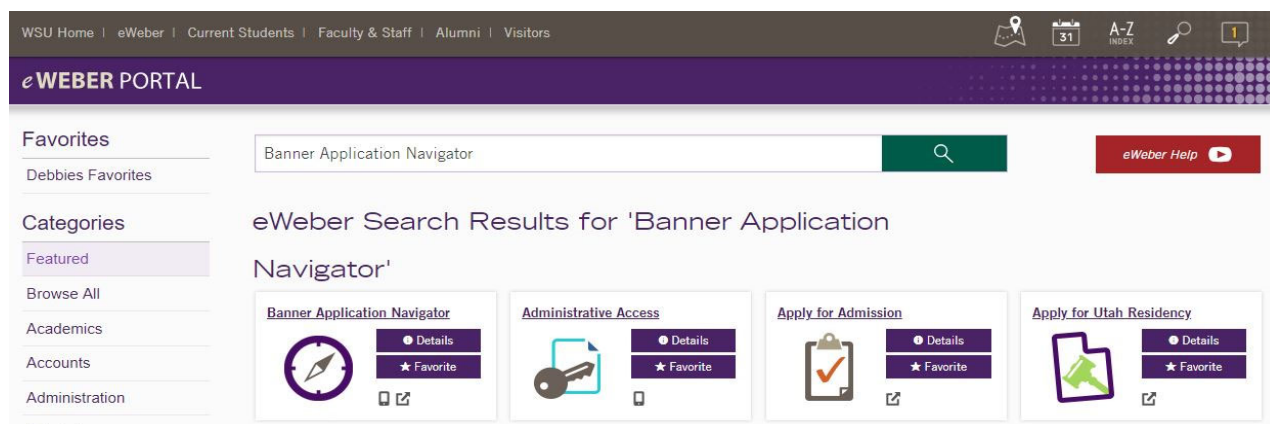


FLAC Guide (Faculty Load and Compensation)

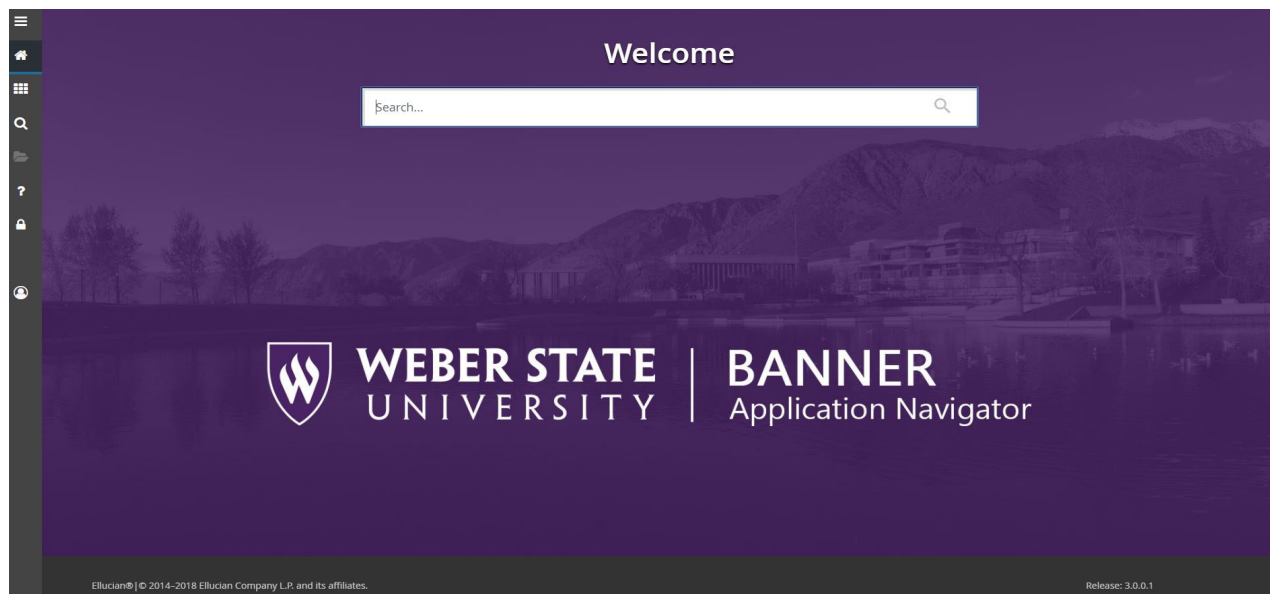
Log into eWeber portal at www.weber.edu and then click on the eWeber word in the top left menu next to WSU Home.



In the search bar, type “Banner Application Navigator” as shown below. Click the search button and this screen will appear. Click anywhere in the Banner Application Navigator app to access it.



To set up a new instructor or update a previous instructor, type in SIAINST or Faculty Advisor Information in the search box and press Enter.



SIAINST – Adjunct Faculty Maintenance

In this SIAINST screen, enter the instructor's W#, and the current numerical term, i.e. 202120 for Fall 2020 if the instructor will begin teaching the following Spring 2021 semester. (Instructors need to be set up prior to the semester in which they are teaching to have access to their course in Canvas and email account.) Once entered, click on the Go button.

Future numerical terms: 202130 – Spring 2021, 202210 – Summer 2021, 202220 – Fall 2021, etc.

Enter the instructor's W#

Enter the current term, i.e. 202130

Click on Go.

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

If the Maintenance button is active (not grayed out) click on it to update this screen so changes can be made as needed. (Note: When activating a new faculty or adjunct, make the Term the current term—in other words, the term just prior to when they will be teaching—so that way they will have access to the course roles before the semester begins.)

Faculty/Advisor Information 9.3.5 (PROD)

ID: W01356986 Wildcat, Waldo Term: 202130

Start Over

From Term: 202130 To Term: 999999

Maintenance

Status: AC Active

Status Date: 12/30/2020

☒ Faculty

☐ Advisor

☐ Override Process Rule Security

Appointment Date:

Override User ID:

Override Activity:

Date:

Category: ADJUNCT Adjunct Faculty

Staff Type: ADJN Adjunct Faculty

Workload Rule:

To activate an instructor, type AC in the Status box. Click the check box next to Faculty. Enter ADJUNCT in the Category box. Enter ADJN in the Staff box or STAF if contract staff employee teaching. Click on SAVE in the bottom right corner.

NOTE: Regular contract faculty should be set to Category FAC and Staff Type left blank.

Retired faculty who still teach should also be set up as ADJUNCT.

Clinical instructors should be set to Category CLINC and Staff Type NON.

Military, Aerospace and Naval Science faculty should be set to Category ROTC and Staff Type INST.

Faculty/Advisor Information 9.3.5 (PROD)

ID: W01356986 Wildcat, Waldo Term: 202130

Start Over

From Term: 202130 To Term: 999999

Maintenance

Status: AC Active

Status Date: 12/30/2020

☒ Faculty

☐ Advisor

☐ Override Process Rule Security

Appointment Date:

Override User ID:

Override Activity:

Date:

Category: ADJUNCT Adjunct Faculty

Staff Type: ADJN Adjunct Faculty

Workload Rule:

***To set an instructor as inactive, select a status of IN and uncheck the Faculty and/or Advisor boxes. Make sure From Term is after the term they last taught.**

SAVE

SIAINST – Adjunct / Faculty Maintenance – Screen 2

To navigate to the second SIAINST screen, click on the down arrow located at the bottom left corner of the screen.



This second SIAINST screen below is where you will add Contract Types as appropriate for the Instructor type, i.e. FL, FO for Faculty and A0, A1 for Adjuncts. Other Contract Types such as CE, GR, OL, and OX can be used for Faculty and/or Adjuncts.

To add contract types, click on **Insert** and a new line will appear so you can add each contract type.

NOTE: If you need to add a contract type and the Maintenance icon is active, click on it and then select Copy Faculty Contract. You can then click on Insert to add a new line for another contract type.

Note: It is important to set the **Default Indicator as A0 or FL**. You then change the selection on SIAASGN.

In the Faculty College and Department section, select College from the drop-down menu, and then choose the appropriate Department. (If a person teaches for more than one department, list each department, but indicate the primary department by checking Home for that department as shown in the example below.)

After choosing the appropriate settings, click on SAVE.



NOTE: HR will set up new regular faculty hires, but if, for some reason, you need to add the contract types for a regular faculty member they are FL with the Default Indicator checked. FO, CE, GR, G1, G2, OL, OX.

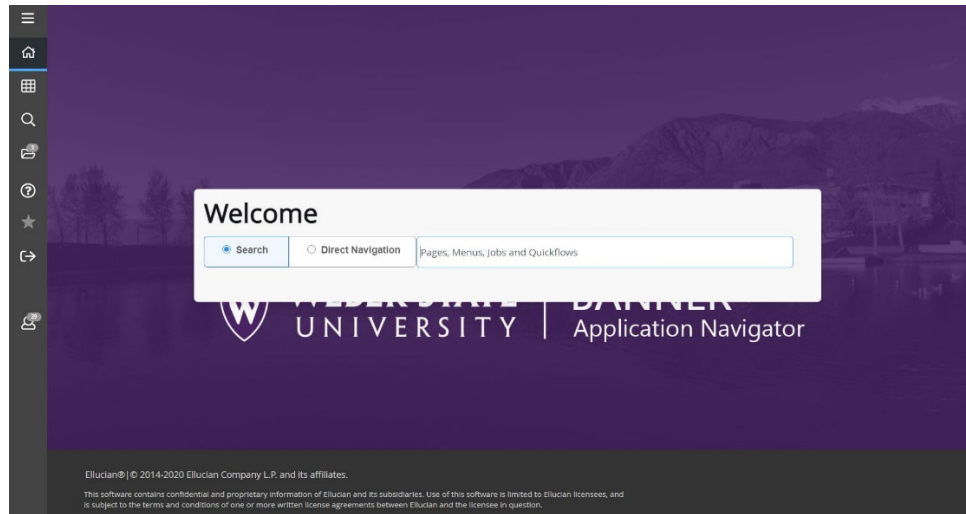
Once the instructor has been set up in SIAINST, he/she can be assigned a CRN in SSASECT.

Click on the X in the upper left-hand corner of the screen to exit out to go back to the Welcome screen.

SSASECT – Assigning a Course Reference Number (CRN)

Before information can be entered into the SIAASGN screen for a job record to be created, an instructor must be assigned a Course Reference Number (CRN). Once an instructor has been set up in SIAINST, he/she is now ready to be assigned a CRN/course in SSASECT.

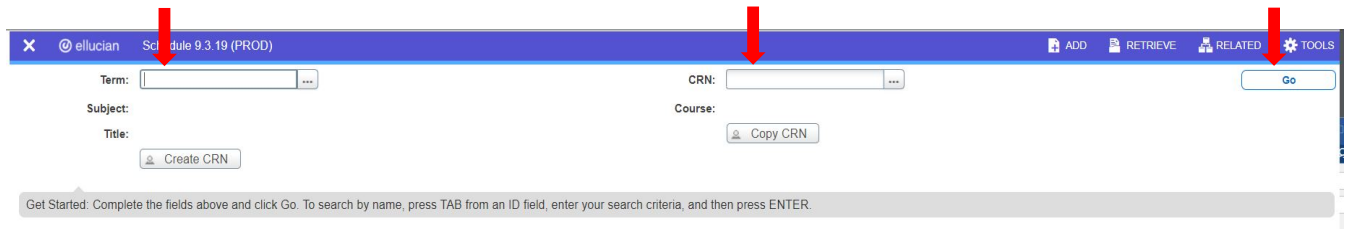
From the Welcome screen, type in SSASECT, then press Enter.



Enter the Term, i.e. 202130

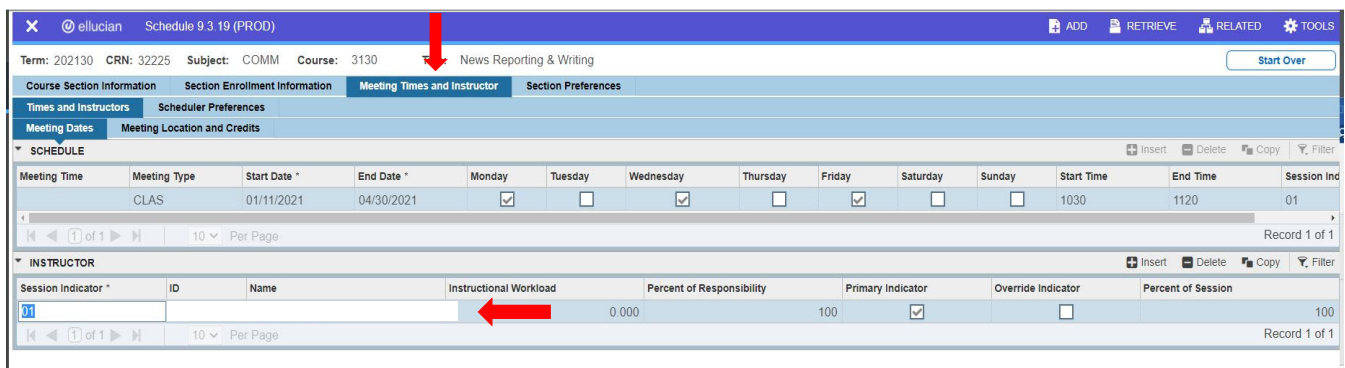
Enter the CRN

Click on Go



Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Click on the Meeting Times and Instructor tab. Click on the Session Indicator field in the Instructor section, then tab once, and enter the W# of the instructor. Tab to enter percent responsibility and check Primary Indicator box. SAVE the changes.



Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Ind
	CLAS	01/11/2021	04/30/2021	☒	☐	☒	☐	☒	☐	☐	1030	1120	01

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01			0.000	100	☒	☐	100

Switching between SSASECT and SIAASGN

When navigating from SSASECT to SIAASGN, you must be in the Meeting Times and Instructor tab and your cursor needs to be on the Instructor line as shown in the image below. Go to RELATED and select Faculty Assignments (SIAASGN) from the drop-down.

NOTE: Once you have switched from one screen to another, use the **X** in the upper left-hand corner to close the screen instead of using the RELATED option to go back. Otherwise, you may start getting strange error messages.

SIAASGN – Faculty Assignments

The SIAASGN screen is where you'll enter the pay coding to ensure an instructor gets paid for teaching a class. Enter the Instructor's W# if it is not already displayed. Enter the Term. Click on Go.

This SIAASGN screen below shows a sample CRN that has been assigned to an instructor. For each CRN that should be paid, there are four required fields that need in them for a job record to be created.

For LEC courses, the Percent Responsibility can be changed to adjust the pay accordingly.

Listed below are the instructions to enter the pay coding in SIAASGN so a job record can be created and the instructor paid.

- 1) **Override Workload** – Enter the number of credit hours to be paid:
 - For course schedule types other than lecture (LEC) such as LAB, LEL, INV, and SUP, in the Override Workload field put the number of hours that should be multiplied by the rate for the pay. Normally, this number is the credit hours of the CRN.
 - **IMPORTANT:** For LEC courses, the Percent Responsibility comes from SSASECT. This percent can be adjusted when you want to pay the instructor less than the credit hours of the CRN. You can change this as needed so the pay calculation for the course comes out correctly.
- 2) **Contract Type** – Change the Contract Type:
 - FO – faculty Overload (\$970 per credit hour)
 - A1 – Adjunct Level 1 (equal to the overload rate)
 - A2 through A4 – Adjunct levels as defined by your college
 - CE – Pay based on the Continuing Education model - \$970 per credit hour for courses with under 28 students or \$35 per student credit hour (credit hours times enrollment) for courses with 28 students and over)
 - GR/G1/G2 – Graduate Rate if different from Overload Rate for your college
 - IV - \$50 per student per CRN attached to Main CRN
 - OL – Online Course (\$35 x credit hours x enrollments)
 - OX – Online Course (for 1 – 9 enrollments = OL pay, 10-27 enr \$970 per credit hour, 28+ enr = OL pay \$35 x crhrs x enr)
- 3) **Position Number** – Select Position Number that corresponds to Org:
 - Enter the letter I followed by your department 5-digit org number
 - If you see a position number that begins with I28, this is a CE org number and they will input the position numbers for courses they are paying for.
- 4) **Position Number Suffix** – Enter the Suffix Number: (for the same person using the same position number, each suffix needs to be different)
 - For Summer 10, 11, 12 ...; for Fall 20, 21, 22 ...; for Spring 30, 31, 32 ...

NOTE: Be sure to SAVE before exiting this SIAASGN screen.

Switching between SIAASGN and SSASECT

When navigating from SIAASGN to SSASECT, you must be on the CRN being assigned, as an instructor may have multiple CRNs. Go to RELATED and select Term Section Details (SSASECT) from the drop-down menu.

The screenshot shows the 'Faculty Assignment 9.3.19 (PROD)' screen. The top navigation bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. The 'RELATED' dropdown menu is open, and 'Term Section Details [SSASECT]' is highlighted with a red circle. Other options in the menu include 'Faculty Information [SIAINST]', 'Faculty Contract Analysis [SIACONA]', 'Workload Term Rules [SIAFLRT]', 'System Data Summary [GUASYST]', 'Course Labor Distribution [SCACLB]', and 'Schedule Labor Distribution [SSACLB]'. The main content area displays details for CRN 33466, including session information, workload (3.000), and contract type (OX).

Additional Banner Tips

Switching between SIAINST and SIAASGN

To get to SIAASGN from the SIAINST screen, click on Related and select Faculty Assignments (SIAASGN).

Faculty/Advisor Information 9.3.5 (PROD)

ADD RETRIEVE RELATED TOOLS

ID: Term: 201820

FACULTY CONTRACT

From Term: 201420 To Term: 201830 Maintenance

Type *	Type Description	Rule	Rule Description
A0	Adjunct - no pay		
A1	Adjunct - level 1		
A2	Adjunct - level 2		
A3	Adjunct - level 3		
A4	Adjunct - level 4		
A5	Adjunct - level 5		
A6	Adjunct - level 6		

Search

- IDs, Names and Addresses [SPAIDEN]
- Bio/Demo Information [SPAPERS]
- Faculty Personnel Info [SIAFPER]
- Faculty Degree Info [SIAFDEG]
- Faculty Assignments [SIAASGN]**
- System Data Summary [GUASYST]

Using an Alternative Index with Faculty Load and Compensation

On occasion, you might want to use an alternative index in FLAC. If so, follow these instructions:

- 1) Specify contract Type (as per SIAASGN instructions)
- 2) Type in I Position Number that corresponds with the Org of the alternate index
- 3) Specify Suffix (as per SIAASGN instructions)
- 4) Click on SAVE.
- 5) While Position Number is selected, choose Schedule Labor Distribution option from RELATED drop-down menu.

Faculty Assignment 9.3.19 (PROD)

ADD RETRIEVE RELATED TOOLS 1

ID: Term: 202130

FACULTY ASSIGNMENT

CRN: 32203

Session: 01

Subject: COMM

Course: 2890

Section: 0

Session Credit: 1.000

Institutional Credit: 1.000

Percentage of * Session: 100

Primary Instructor

Workload: 0.000

Override Workload: 0.000

Calculated Workload: 0.000

Assignment Type: 100

Percent * 100

Responsibility: 2.5

Weekly Contact: 35.83

Total Contact: 35.83

Generated Credits: FTE

Contract Type: FL

Position Number: 1

Position Number: 1

Suffix: 1

Additional Instructors: 1

Override Conflicts

Compensation Extracted

Search

- Term Section Details [SSASECT]
- Faculty Information [SIAINST]
- Faculty Contract Analysis [SIAACONA]
- Workload Term Rules [SIAFLRT]
- System Data Summary [GUASYST]
- Course Labor Distribution [SCACLBDD]**
- Schedule Labor Distribution [SSACLBDD]

- 1) Click down to box under COA and put a W
- 2) Click in box under Index and type in alternate index number
- 3) Press the Tab key and the fund, Organization, and Program will be filled in for you
- 4) Click in the box under Account and type in 62225
- 5) Click in the box under Percent and type in 100
- 6) Click on SAVE, and then X to exit out of screen.

Course Labor Distribution 9.3 (PROD)

ADD RETRIEVE RELATED TOOLS

Subject: COMM Communication Course: 3130 Term: 202130 Course Title: News Reporting & Writing

Start Over

COURSE LABOR DISTRIBUTION

From Term: 202130 To Term: 999999 Maintenance

COA *	Index	Fund	Organization	Account	Activity	Location	Project	Cost	Percent *
W									
Total Perc...									

10 Per Page Record 1 of 1

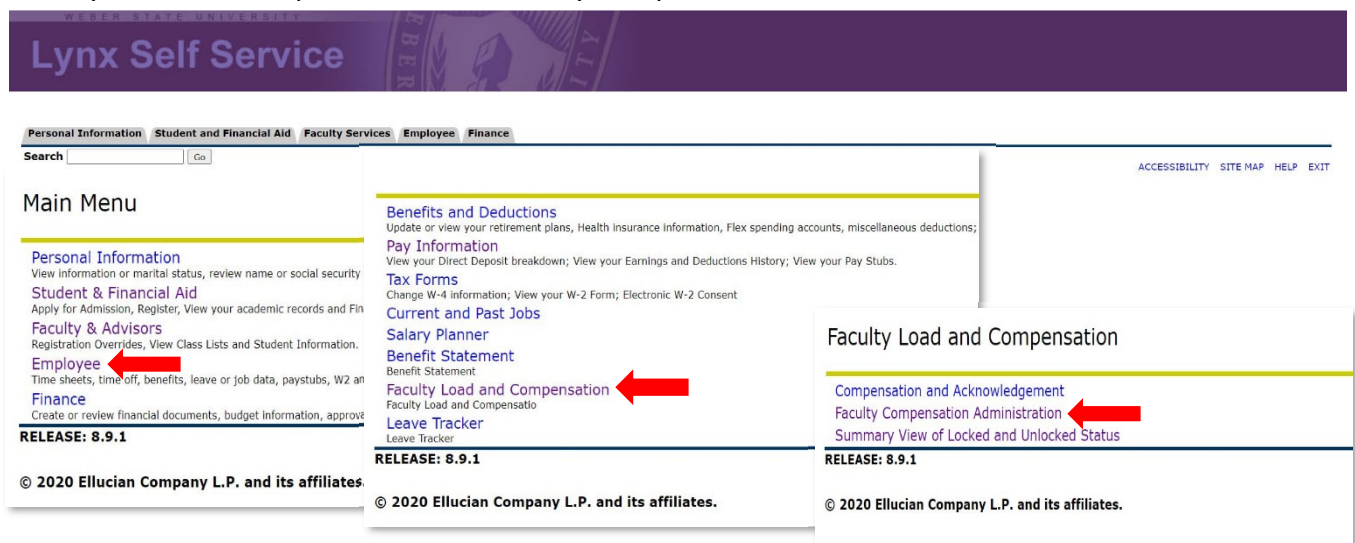
FLAC Process – Part 2

Lynx Self Service Application

Now go back to the eWeber portal to access the Lynx Self Service application. This app is used to review pay records created from SIAASGN. (Consider adding the Lynx Self Service app to your favorites if you haven't already done so.)

Click on the app when you're ready to proceed.

To navigate to the next three screens, click on Employee, Faculty Load and Compensation, and Faculty Compensation Administration.



The Filter Selection screen will default to the current term we're in, but if you want to look at previous terms, you can choose one from the drop-down menu. However, to check current FLAC job records, leave term as is.

Filter Selection

Select desired Term from the drop-down list and select Go. Enter filter criteria to show data extracted for the Term. To select multiple items in filter lists, use Ctrl or Shift key while selecting. buttons at the bottom of the page to move to the next page.

* - indicates a required field.

Extract Term: * 202130 - Spring 2021

Part of Term: All
1 - Full Term
2 - First Half Term

Campus: All
ONL - Online
PDM - Powder Mountain Ski Resort

College: All
1 - Related Curriculum
2 - College of Health Professions

COA and Organization: All
W-1, University
W-20, Provost

Include Subordinate Organizations: ☒

Include Non-Instructional Assignment: ☒

Number of Employees per Page: 25

Organization Summary Employee Summary Employee Filter

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Select Term NOTE: The Filter Selection screen in Lynx Self Service will default to the current term that has been extracted and your specific department access, although you can choose different criteria from the drop-down menus when you want to look at a previous term for historical purposes. For POT 3 job records, select 3 - Second Half Term, and then click on the Go button next to the Extract Term.

Leave other selections at All

Change to 100

Click on Employee Summary

This screen below shows a summary of each instructor's job record listed in alphabetical order, along with their pay amounts in the Compensation column to the far right. These job records display information extracted from the SIAASGN screen in Banner.

Schedule Type	Faculty Level	Rate	Calculation Method	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Percent of Session	Compensation
LEC - Lecture	None	970.00	Credit Hours	4.000	4.000	4.00	4	80	80	3,104.00
										Total:
										3,104.00

Incremental	Rate	Percentage	Calculation Method	Work Load	Credit Hours	Contact Hours	Head Count	Compensation	Remove
Not Selected			Credit Hours						

Employee Summary

Icons are provided to access the Comments, Errors, Acknowledgement and Employee Status Summary pages. Restarting an employee will extract all of their Faculty Load data for the designated Term. Past changes for the employee will be overridden. To restart, check the Restart checkbox and select the Restart Selected Employees button at the bottom of the page.

202130 - Spring 2021

1 - 100 of 452 Next

[Employee Name 1, W#](#)

☐ Restart [Jump To Bottom](#)

Important Note: You may notice this screen shot displays different Subjects as this sample reflects courses paid by Continuing Education, so please note that you will not see any courses CE pays for in your department's Employee Summary.

Links	COA and Organization	Faculty Assignment Changes	Position Suffix	Contract Type	CRN Session	Subject and Course	Section	Course Load Changes	Compensation	Overload Exists
	W-28009 - CE Online Programs	Yes	I28009-30	OX - Online Upper Division	33077-01	MLS 5101 - Applic in Clinical Chem in MLS		No	3,104.00	
Calculated Compensation Total:									3,104.00	
Job Assignment Compensation Total:									3,104.00	

[Employee Name 2, W#](#)

☐ Restart [Jump To Bottom](#)

Links	COA and Organization	Faculty Assignment Changes	Position Suffix	Contract Type	CRN Session	Subject and Course	Section	Course Load Changes	Compensation	Overload Exists
	W-28009 - CE Online Programs	Yes	I28009-30	OX - Online Upper Division	33319-01	MATH 1010 - Intermediate Algebra	0	No	3,880.00	
Calculated Compensation Total:									3,880.00	
Job Assignment Compensation Total:									3,880.00	

To see additional details on an individual job record, click on the active course blue link in the Subject and Course field. The Course Calculation details are shown below.

Course Calculation

Detailed information on the compensation calculation of a specific course. Schedule Type records may not be updated or removed. Instructional Faculty Level, Rate and Calculation Method inform added, updated or removed. To remove Incremental Type records, select the Remove checkbox and select the Save button.

Name and ID: [Employee Name 1, W#](#)

Term: 202130 - Spring 2021

Contract Type: OX - Online Upper Division

CRN-Session: 33077-01

Subject-Course: MLS 5101 - Applic in Clinical Chem in MLS

Part of Term: 1 - Full Term

Campus: ONL - Online

College: 2 - College of Health Professions

Position-Suffix: I28009-30, Adj Inst On Line E & G

Schedule Type	Faculty Level	Rate	Calculation Method	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Percent of Session	Compensation
LEC - Lecture	None	970.00	Credit Hours	4.000	4.000	4.00		80	80	3,104.00
										Total:
										3,104.00

Incremental	Rate	Percentage	Calculation Method	Work Load	Credit Hours	Contact Hours	Head Count	Compensation	Remove
Not Selected			Credit Hours						
Not Selected			Credit Hours						
Not Selected			Credit Hours						
Not Selected			Credit Hours						
Total:								0.00	

Clicking on the Course Compensation View link will display information on Job Detail, Job Earning, and Account Distribution.

[Employee Summary](#) | [Course Compensation View](#) | [Compensation and Acknowledgement](#)

Compensation View

Name and ID: Employee Name 1, W#
Term:

Course Compensation View

Contract Type: OX - Online Upper Division
Total Compensation for this Contract Type: 3,104.00

Instructional Summary

CRN Session	Subject and Course	Position and Suffix	Responsibility Percent	Course Value	Incremental Total Value	Total Compensation	Position Lock Status
33077 - 01	MLS 5101 - Applic in Clinical Chem in MLS	I28009 - 30, Adj Inst On Line E & G	80	3,104.00	0.00	3,104.00	Unlocked

Enter Comment

Clicking on the Position and Suffix will open a page to view Job Detail, Job Earning, and Account Distribution tabs.

Save

Employee Summary
Filter Selection | Employee Status Summary

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Job Assignment

Name and ID: Employee Name 1, W#

Term: 202130 - Spring 2021
Position and Suffix: I28009-30, Adj Inst On Line E & G
Position Lock Status: Unlocked
Acknowledged on:

Job Detail Job Earnings Account Distribution

* - indicates a required field.

Job Title:	Secondary
Begin Date:	01/16/2013
Effective Date:	02/01/2021
Personal Date:	02/01/2021
End Date:	04/30/2021
Change Reason:	FLAC - Faculty Load & Compensation
Title:	Adj Inst On Line E & G
Job FTE:	1.000
Appointment Percent:	100.00
Hours Per Day:	4.00
Salary Group:	2013
Salary Table:	AD
Salary Grade:	00
Salary Step:	0
Regular Rate:	11.936625
Hours Per Pay:	43.34
Assign Salary:	517.33
Factor:	6.0
Pays:	6.0
Annual Salary:	3,104.00
Deferred Pay:	None
Pay ID:	SM - Semi-Monthly

Save

Job Assignment

Update applicable fields. The Earnings End Date should not be prior to the Earnings Effective Date. To remove

Name and ID: Employee Name 1, W#
Term:
Position and Suffix: I28009-30, Adj Inst On Line E & G
Position Lock Status: Unlocked
Acknowledged on:

Job Detail Job Earnings Account Distribution

* - indicates a required field.

Effective Date	Earnings*	Hours or Units Per Pay
02/01/2021	042, Adjunct Pay	43.34
	Not Selected	
	Not Selected	
	Not Selected	
	Not Selected	

Save and Add New Rows

Job Assignment

 Update applicable fields. To remove a labor record, select the Remove checkbox and select the Save and Submit button.

Name and ID: Employee Name 1, W#
Term:
Position and Suffix: I28009-30, Adj Inst On Line E & G
Position Lock Status: Unlocked
Acknowledged on:

Job Detail Job Earnings **Account Distribution**

Effective Date: 02/01/2021

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Remove
W	208200	120100	28009	62225	110					67.00	☐
	220113	181010	28162	62225	110					33.00	☐
									Total:	100.00	

Validate or Default Index Save and Submit

Course Compensation View

RELEASE: 8.12.1.5

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