

Cabrini University FLAC Administrator Guide

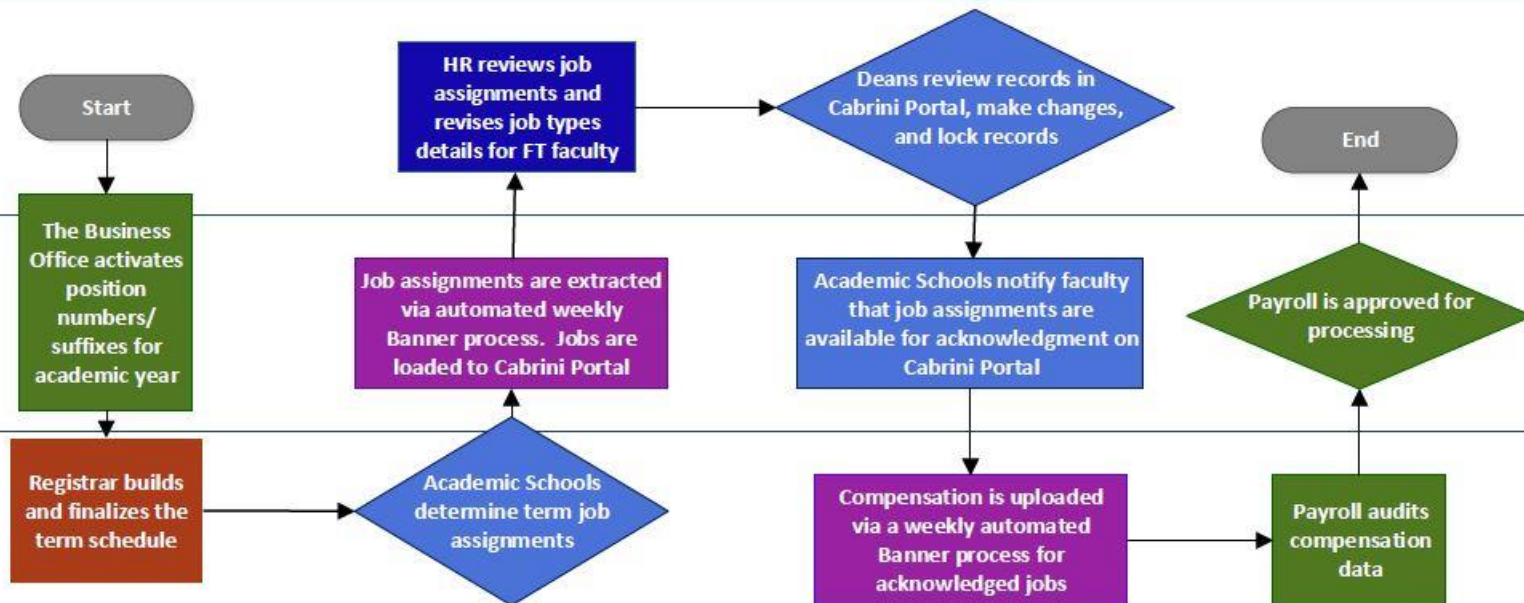
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Revised: 7/19

What is it?

- **FLAC (Faculty Load and Compensation)** is a Banner module implemented by the Institution to process faculty adjunct, overload, and part-time administrative payments.

Faculty Load and Compensation Overview



***Please copy Payroll and HR for all contract change notifications.

Important Terminology

- **Locked/Unlocked**

- Academic area locks the job when it is ready for a faculty member to acknowledge the assignment.

- **Acknowledged**

- Action the faculty member takes to accept the assignment and payment. After acknowledgement, a weekly process will process the payment within Payroll.

- **Applied**

- Records that have been locked, acknowledged and processed for payment.

FLAC Advantages

- Reduces the manual data entry within HR
- Expedites the processing of faculty payments
- Eliminates the need for a paper contract system
- Simplifies the approval process
- Each job generates one payment which makes canceled/reassigned jobs easier to manage in HR

Who uses it?

- ① IRE began the initial pilot in the 2016 academic year.
- ① Presently all academic units use the FLAC system for the overload, adjunct and term based part-time administrative roles at Cabrini University

What is required to begin using FLAC?

Required information in HR Banner (HR Responsibility)

- ⦿ **Employment Information - PEAEMPL**
 - Faculty must have an 'Active' record
- ⦿ **Faculty Action Tracking – PEAFACT**
 - Employee must have a Faculty Compensation Level

What is required to begin using FLAC?

Faculty Data From Banner Student (Academic Area's responsibility)

⦿ **Faculty/Advisor Information – SIAINST** (Entered by IRE)

- Must be in an 'Active' status for the term

⦿ **Assignment Information in SIAASGN** (Entered by the School Assistants):

- Job type (for non-instructional jobs only) must be entered. This will always be the dollar amount of the job
- Department code must be entered (non-instructional jobs only)
- A POSN must be entered for each job (this list will be provided by the Business Office each academic year). The position number will determine where the job gets charged
- A suffix must also be entered to form a unique POSN/Suffix combination for each job (this list will be provided by the Business Office each academic year)
- Enter a valid Contract Type previously assigned to the faculty in SIAINST. AJ = part-time and OV = full time – overload
- Enter assignment type of INST (Instructional jobs only)

SIAINST – required fields

Faculty/Advisor Information SIAINST 9.3.5 (PROD)

ID: ██████████ ██████████ Term: 201820

▼ FACULTY MEMBER BASE DETAILS

From Term 200810 Maintenance To Term 999999

Status *	AC	...	Active	Override User ID			
Status Date *	08/26/2008			Override Activity			
	<input checked="" type="checkbox"/> Faculty			Date			
	<input type="checkbox"/> Advisor			Category	AXLECT	...	Lecture
	<input type="checkbox"/> Override Process Rule Security			Staff Type	PT	...	Part-time
Appointment Date				Workload Rule		...	

SIAINST (Contract Type codes associated with Faculty Member)

Faculty/Advisor Information SIAINST 9.3.5 (PROD)

ID: [REDACTED] Term: 201820

From Term: 201820 Maintenance To Term: 999999

Type	Type Description	Rule	Rule Description	Default Indicator *
AJ	Adjunct			<input checked="" type="checkbox"/>

FACULTY COLLEGE AND DEPARTMENT

From Term: 201510 Maintenance To Term: 999999

Home	College	College Description	Department	Department Description	Percentage
<input checked="" type="checkbox"/>	CC	Cabrini University	3131	Business	

1 of 1 Per Page

SIAASGN- Instructional Assignments

ellucian Faculty Assignment SIAASGN 9.3.8 (PROD) ADD RETRIEVE RELATED TOOLS 1

ID: ██████████ Term: 201820 WARNING* Active faculty workload rules not defined for this term

FACULTY ASSIGNMENT Insert Delete Copy Filter

CRN	21086	<input type="checkbox"/> Override Conflicts	Generated Credits	51.000
Session	01	Workload	FTE	
Subject	BUS	Override Workload	Contract Type	AJ
Course	236	Calculate Workload	<input checked="" type="checkbox"/> Compensation Applied	
Section	A	Assignment Type	Position Number	FJ0002
Session Credit	3.000	Percent *	Position Number	88
Institutional Credit	3.000	Responsibility	Additional Instructors	
Percentage of * Session	100	Weekly Contact		
<input checked="" type="checkbox"/> Primary Instructor		Total Contact		
		<input checked="" type="checkbox"/> Compensation Extracted		

1 of 2 Per Page Record 1 of 2

SIAASGN- Non-Instructional Assignments

ellucian Faculty Assignment SIAASGN 9.3.8 (PROD) ADD RETRIEVE RELATED TOOLS

ID: [REDACTED] m: 201820 Start Over

FACULTY NON-INSTRUCTIONAL ASSIGNMENT Insert Delete Copy Filter

Type	Workload	Weekly Contact	College	Department	TOPS	Contract	FTE	Assignment Type	Position Number	Position Suffix
2300	1.000		CC	3133		OV		INST	E00385	61
500	1.000		CC	3132		OV		INST	E00414	62
750	1.000		CC	3132		OV		INST	E00337	60

1 of 1 10 Per Page Record 1 of 3

Description Non Instructional 2300 Compensation Applied

Compensation Extracted

Next Steps:

- Save all data entry changes in Banner
- The jobs entered will be uploaded to Banner SSB (Cabrini Portal) during the weekly automated job process scheduled for Friday at 3:00pm EST
- Once loaded into the Cabrini Portal the deans will be able to review the jobs posted and lock/unlock as needed