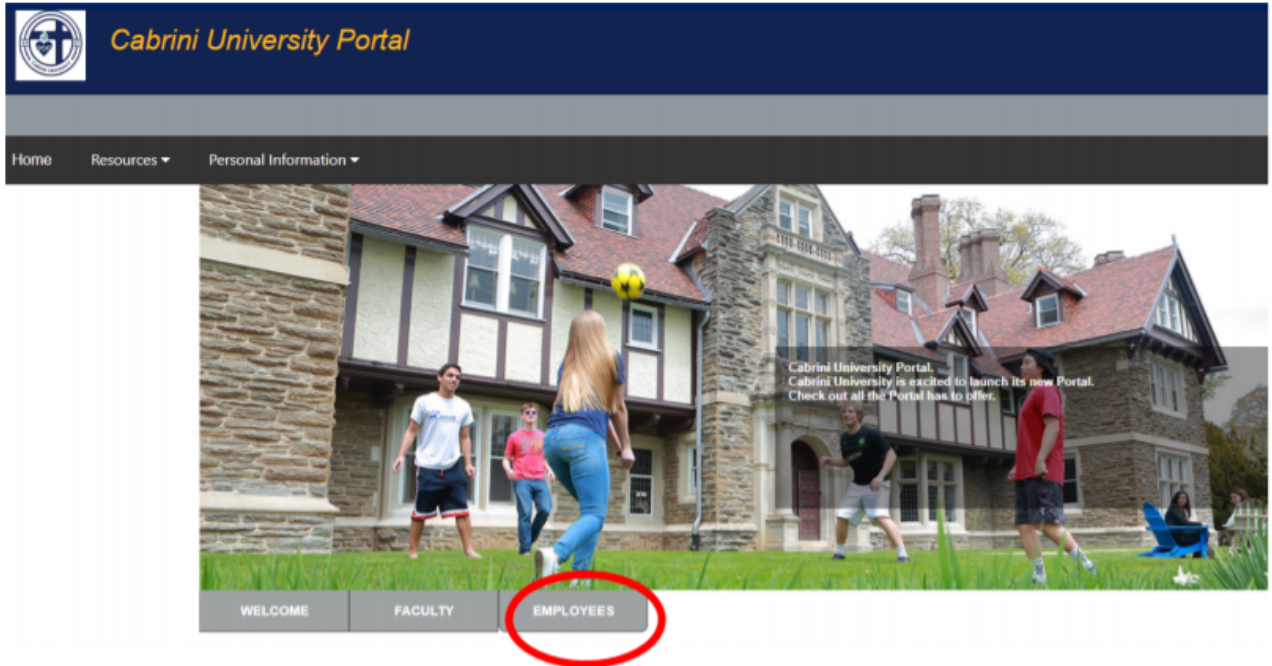




# FLAC

**(Faculty Load and  
Compensation)  
Instructor Guide**

- ❖ To access the FLAC (Faculty Load and Compensation) system go to the [Cabrine Portal](#) select “**Employees**” tab



- ❖ Select “**More BannerWeb Employee Services**”



❖ Select “Faculty Load and Compensation”

The screenshot shows a web application interface with a navigation bar at the top containing three tabs: "Personal Information", "Faculty Services", and "Employee". The "Employee" tab is currently selected and highlighted in blue. Below the navigation bar, there are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main heading is "Employee Main Menu". A disclaimer states: "Every effort has been made by the College to provide accurate, up-to-date information, however, errors can occur. By using the information, the user will be held responsible for errors, omissions in information herein nor shall it be held liable for any special, consequential, or exemplary damages." Below this, a list of menu items is displayed, each with a folder icon:

- [Benefits and Deductions](#)  
Update or view your retirement plans, Health insurance information, Flex spending accounts, miscellaneous deductions; Change your
- [Pay Information](#)  
View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.
- [Tax Forms](#)  
Change W-4 information; View your W-2 Form.
- [Current and Past Jobs](#)
- [Time and Leave Reporting](#)  
Create or approve time sheets, leave reports, and view leave balances and activity
- [Faculty Load and Compensation](#)

The "Faculty Load and Compensation" menu item is circled in red.

**Step 1: "Compensation and Acknowledgement"**

Search  Go

## Faculty Load and Compensation


- Compensation and Acknowledgement
- Faculty Compensation Administration
- Summary View of Locked and Unlocked Status

RELEASE: 8.8.3

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**Step 2: Review Cabrini University's Contract Agreement and then select the "Term" and click "Go"**

## Compensation and Acknowledgement

 By acknowledging the job(s) listed you are agreeing to the following:

As a member of the Faculty at Cabrini University, you will observe policies and procedures and contractual commitments of the University as expressed by the [Mission and Core Values](#) and the [Faculty Handbook](#). Participate as a responsible member of the Cabrini University Faculty as outlined under [Contract Policy and Procedure](#). Recognize that these requirements may be modified from time to time and are applicable as modified. Failure to comply may constitute grounds for adverse action. The University has the discretion to make academic and administrative personnel decisions in the University's best interests consistent with these requirements and its judgments on performance. A minimum enrollment of ten students is required in a course. Failure to meet this requirement will make the job null and void and the course may result in cancellation.

Jobs below will appear on FLAC page but you will not be able to acknowledge them until agreed upon task(s) is completed. They fall under one-time payment structure and are paid out based on [pay calendar](#)

- Dissertation Committee Member (job details agreed upon by evaluator and dissertation chair)
- Core Assessment Reader (job details agreed upon by reader and core coordinator)
- Portfolio Evaluators (job details agreed upon by evaluator and program coordinator at beginning of term)
- Course Developer (job details agreed upon by developer and chair)

Cabrini agrees to abide by applicable laws of the Commonwealth of PA and USA, including laws prohibiting discrimination, harassment, and retaliation.

Name and ID: Kimberly A. Maichrowycz, 10176789

Term: \*  Go

**Step 3:** Review the course and compensation details listed. If the data is accurate then check the “Faculty Acknowledgment box” and click “Acknowledge Selected Positions”

Compensation and Acknowledgement

By acknowledging the job(s) listed you are agreeing to the following:

As a member of the Faculty at Cabrini University, you will observe policies and procedures and contractual commitments of the University as expressed by the [Mission and Core Values](#) and the [Faculty Handbook](#). Participate as a responsible member of the Faculty as outlined under [Contract Policy and Procedure](#). Recognize that these requirements may be modified from time to time and are applicable as modified. Failure to comply may constitute grounds for adverse action. The University has the authority to make and administrative personnel decisions in the University's best interests consistent with these requirements and its judgments on performance. A minimum enrollment of ten students is required in a course. Failure to meet this requirement will result in cancellation of the course.

Jobs below will appear on FLAC page but you will not be able to acknowledge them until agreed upon task(s) is completed. They fall under one-time payment structure and are paid out based on [pay calendar](#)

- Dissertation Committee Member (job details agreed upon by evaluator and dissertation chair)
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- Portfolio Evaluators (job details agreed upon by evaluator and program coordinator at beginning of term)
- Course Developer (job details agreed upon by developer and chair)

Cabrini agrees to abide by applicable laws of the Commonwealth of PA and USA, including laws prohibiting discrimination, harassment, and retaliation.

Name and ID: Kimberly A Maichrowycz, 10176789  
 Term: \* 201830 - Summer Semester 18-19 ▼ Go

FJ0106-80 Adjunct, Principal On Campus  Faculty Acknowledgment:  Acknowledgment Date:

Organization: 3408, Principal  
 Contract Type: Adjunct Contract Note:

Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
30021-01	EDG-501-Master of Education	S1	CC		0.000	3.000	15.000	0	100	3,000.00
<b>Calculated Compensation:</b>										3,000.00
<b>Job Assignment Compensation:</b>										3,000.00


\*\*\*If your job is not listed then it is still in the review process. You can follow up with the School Assistant in your area for more details.

Comment

- ❖ You will know your compensation acknowledgment was processed successfully by the indicators shown below. There is nothing further you need to submit your job data.

## Compensation and Acknowledgement

✓ Your change was saved successfully.

 By acknowledging the course assignment listed below you are agreeing to the following:

As a member of the Faculty at Cabrini University, you will observe policies and procedures of Cabrini University as expressed in the Faculty Handbook.

Plan for and deliver intellectually challenging learning experiences that

- 1) fully utilize scheduled class time,
- 2) continue student learning through relevant assignments/projects/online discussions,
- 3) use assessment rubrics that provide meaningful and timely feedback on all graded work, and
- 4) maintain communication with students outside of class time as needed.

Participate as a responsible member of the Cabrini University Faculty by

- 1) submitting course syllabi prior to the first week of class,
- 2) responding promptly to all University communications (ex. Program Coordinators, Department Chairs, and Cabrini Online),
- 3) participating in program or General Education assessment as appropriate including any delivery of student assessment results,
- 4) submitting any online feedback (i.e., non-attendance, first-year advising and early warning notices when requested to do so).

Each course requires a minimum enrollment of eight students. If the course(s) fails to meet the enrollment requirement details if their course is at risk.

**Name and ID:** Kimberly A Maichrowyc [REDACTED]

**Term:** \* 201810 - Fall Semester 18-19

**FJ0031-50 Adjunct, Success Seminar**  **Faculty Acknowledgment:**  **Acknowledgment Date:** 08/10/2018

**Organization:** 3511, First Year Student Advising

**Contract Type:** Adjunct **Contract Note:**

**Instructional**

# Additional Resources

[FLAC FAQ](#)