Faculty Load & Compensation
Complete User Guide
Contents

Introduction .................................................................................................................................................. 2

Part A: FLAC Load - Instructional Assignments .................................................................................. 6

Instructor Changes (SIAASGN) – ACADEMIC UNIT ........................................................................... 7
  Cross-Listed Courses ............................................................................................................................. 9
  Lecture-Lab Combined Courses (Schedule Type X) .......................................................................... 10
  Cross-Listed Lecture-Lab Combined Courses (Schedule Type X) ...................................................... 11
  Linked Courses .................................................................................................................................... 12

Part B: FLAC Compensation – PC / ET Assignments ......................................................................... 13

Step 1: Employee Record (PEAEMPL) – MYHR ................................................................................. 14

Step 2: PCI Seniority Compensation Level – MYHR & FACULTY RELATIONS ............................... 15

Step 3: Faculty Profile (SIAINST) – FACULTY RELATIONS ................................................................. 17

Step 4: Setting up Instructor Assignments (SIAASGN) – ACADEMIC UNIT ................................. 22
  Cross-Listed Courses.......................................................................................................................... 25
  Lecture-Lab Combined Courses (Schedule Type X) ........................................................................ 26
  Cross-Listed Lecture-Lab Combined Courses (Schedule Type X) .................................................... 27
  Linked Courses ................................................................................................................................... 28
  SIAASGN – Error “ID is invalid” ......................................................................................................... 29

Step 5: PEPFLAC Extraction Process ................................................................................................... 30

Step 6: Reviewing Assignments in Self-Service ................................................................................ 33
  Faculty Compensation Administration Link (Academic Unit) ............................................................ 34
  Faculty Compensation Administration - RESTART ............................................................................ 37
  Faculty Compensation Administration – UPDATE FOAPAL .............................................................. 40
  Faculty Compensation Administration – DOWNLOAD DATA .............................................................. 40
  Faculty Compensation Administration – Initiate Approval Process .................................................. 41

Step 7 – Approve Instructor Assignments ............................................................................................. 44

Step 8 – Instructor Acknowledgement ................................................................................................ 58

Step 9 – PEPFCAP Upload Process ..................................................................................................... 63

FLAC Reports: ........................................................................................................................................ 67

Banner Workflow - Managing Proxies .................................................................................................... 68

Frequently Asked Questions (FAQs) ...................................................................................................... 70

FLAC Cheat Sheet - Academic Admin Unit ............................................................................................ 72
Introduction

Faculty Load and Compensation (FLAC) functionality is designed to automate the compensation calculations for Instructors paid on a course-by-course basis and enable workload to be summarized for full-time, part-time and per course instructors.

The Faculty Load and Compensation (FLAC) module integrates the Banner Student and Banner Human Resource modules, by linking the faculty assignment data in Banner Student with the employee data in Banner HR, using FLAC compensation rules.

*Note: To use FLAC, SSASECT must have “Meeting Dates” and “Meeting Location and Credits” subtabs in the “Meeting Times and Instructors” tab populated.* The Schedule Type from this tab is what determines the Compensation Rule to be used.
Faculty Load and Compensation (FLAC) Overview

A course roll is performed each term by the Registrar’s Office to bring all course sections forward from the prior semester (e.g. Fall 201701 rolled to Fall 201801). Academic Units will receive a Course Audit Report from the Registrar’s Office for review and update for changes required for the upcoming term.

- Academic Units are responsible for Instructor changes on SIAASGN.
- The Registrar’s Office is responsible for course and section changes on SCACRSE and SSASECT.

All faculty assignments must be accurately reflected to ensure accurate workload calculations. This includes the Schedule Type, Assigned Workload and Percent Responsibility. The following guidance is provided to ensure the correct Schedule Type is used:

<table>
<thead>
<tr>
<th>Schedule Type</th>
<th>Represents</th>
<th>Workload</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - Lecture</td>
<td>Regular 3 credit course.</td>
<td>Default 1.000, unless teaching equivalency has been specified.</td>
</tr>
<tr>
<td>K – Seminar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M – DO NOT USE **Distance</td>
<td>Replace with W.</td>
<td></td>
</tr>
<tr>
<td>W – World Wide Web</td>
<td>Regular 3 credit course - online.</td>
<td></td>
</tr>
<tr>
<td>X – Lecture &amp; Lab Combined</td>
<td>Configure meeting times as: Lecture – A (Session 01) Lab – B (Session 2)</td>
<td>Default 1.000, unless teaching equivalency has been specified.</td>
</tr>
<tr>
<td>B - Lab</td>
<td>Lab only session (Linked course only)</td>
<td></td>
</tr>
<tr>
<td>C – Reading Course</td>
<td>Independent study course.</td>
<td>Default 0.000, Apply Teaching Equivalency (Duration of Term)</td>
</tr>
<tr>
<td>I – Personalized System of Instruction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>J – Independent Study Group</td>
<td></td>
<td></td>
</tr>
<tr>
<td>O – Dissertation</td>
<td>Supervision¹</td>
<td>Default 0.000, Apply Teaching Equivalency (Lump sum payment)</td>
</tr>
<tr>
<td>P – Honors Essay/Masters Essay</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G – Graduate Supervision (new)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E – No Activity</td>
<td>Exchange Programs</td>
<td>Default 0.000, No compensation.</td>
</tr>
<tr>
<td>F – Experiential Learning</td>
<td>Internship/Practicum/Mentorship</td>
<td>Default 0.000, Apply Teaching Equivalency</td>
</tr>
<tr>
<td>H – Work Period</td>
<td>Work Term (Students Paid)</td>
<td></td>
</tr>
<tr>
<td>N – Clinical</td>
<td>Nursing Clinical</td>
<td></td>
</tr>
<tr>
<td>Z – Ensemble</td>
<td>Music Ensemble</td>
<td></td>
</tr>
<tr>
<td>S – Studio (Grenfell only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>U – Full-Time Study Course (MI)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

¹ Compensation for Supervision is not currently processed in FLAC. Continue current memo process.

Once full-time faculty and teaching term assignments have been finalized, sections requiring Per Course Instructors must be advertised for a minimum of ten days (per LUMUN collective agreement). These ads must be placed no later than the deadlines outlined by LUMUN but should be placed early enough to have instructors selected and entered into Banner prior to the start of student registration.

Once Academic Units have all instructional assignments entered for the given term, instructional assignment details are reviewed using Employee Self-Service to ensure workload, responsibility and compensation packages for Per Course Instructors and Extra Teaching Assignments are accurate.
Any discrepancies should be communicated to the FLAC Administrator for review and correction of source Banner data.

Once compensation packages are deemed to be accurate by the Academic Unit FLAC Administrator, the record will be locked to initiate the review and multi-level approval process using Banner Workflow. Timeframes have been established to ensure Instructor names are visible for Student Registration and to ensure compensation details are accurate prior to the initial pay period of the semester. **Adherence to these timeframes is imperative:**

### Spring Semester (201703) FLAC Timelines
- Post PCI Ads by February 15
- Complete SIAASGN by March 15
- Student Registration Starts March 26
- FLAC assignments approved by March 31
  - Semester starts May 7
  - First FLAC pay day May 10

### Fall Semester (201801) FLAC Timelines
- Post PCI Ads by June 10
- Complete SIAASGN by June 30
- Student Registration Starts July 10
- FLAC assignments approved by July 15
  - Semester starts September 5
  - First FLAC pay day September 13

### Winter Semester (201802) FLAC Timelines
- Post PCI Ads by October 5
- Complete SIAASGN by October 26
- Student Registration Starts November 5
- FLAC assignments approved by November 9
  - Semester starts January 5
  - First FLAC pay day January 17

Some important things to note:

- Instructor assignments should be populated on SIAASGN prior to the Student Registration process. Please adjust your Per Course Instructor ad postings to allow for the 10 day posting requirement, to enable adherence to FLAC deadlines.

- Approvers are responsible for approving all FLAC instructional and non-instructional assignments in Banner Workflow. Once they are approved, assignments are uploaded for payroll processing.

- Instructor assignments should be approved by the end of week when student registration begins. This will enable the Academic Unit to begin focusing on the following semester Class Schedule Audit forms in accordance with the Registrar’s Office timelines.
**Key Banner Forms**

Faculty Load and Compensation (FLAC) uses the following key forms and processes:

- **Employee form (PEAEMPL)** – used by MyHR to define a person as an active employee in BannerHR.

- **Faculty Action Tracking form (PEFACT)** – used by Faculty Relations to track seniority levels when determining compensation for Per Course Instructors. Initially populated upon hire by MyHR; seniority level maintained by Faculty Relations.

- **Faculty/Advisor Information form (SIAINST)** - used by Faculty Relations to populate the instructor profile for an active instructor which allows the instructor to be assigned instructional and non-instructional assignments.

- **Basic Course Information (SCACRSE)** – used by the Registrar’s Office to maintain the course catalog for a term.

- **Course Section Information (SSASECT)** – used by the Registrar’s Office to maintain course section definitions for a term.

- **Faculty Assignment form (SIAASGN)** – used by an Academic Unit to enter and maintain instructional and non-instructional assignments for a term.
Part A: FLAC Load - Instructional Assignments

Academic Admin Unit

Step 1 – Course Roll
- The Registrar’s Office will perform the semester course roll (e.g. 201701 rolls into 201801). This will carry forward all instructor names.
- The Registrar’s Office will run a script to remove the Per Course and Extra Teaching instructor names (the section details will remain).

Step 2 – Course Audit Reports
- The Registrar’s Office will issue Course Audit Reports to the Academic Units for review and mark-up.
- All section changes will continue to be noted on reports and returned to the Registrar’s Office for processing on SSASECT or SCACRSE.
- Section changes will not be made by the Registrar’s Office until assigned Instructors have been removed from the section by the Academic Unit.
- Instructor changes, due to leaves, retirements and other changes, are also to be processed by the Academic Unit on SIAASGN. **Important:** Always remove the existing Instructor before adding the new Instructor.
- All full-time faculty and teaching term assignments must be populated on SIAASGN to identify the Instructor teaching the course section and to enable load tracking for the academic year.
- SWRSSSR can be run at any time to show the course sections for the current term and Instructor assigned. This should be reviewed for accuracy and completeness.
- Section details must be reviewed to ensure appropriate workloads and schedule types are assigned to ensure the appropriate compensation package and workload will be calculated using FLAC.
Instructor Changes (SIAASGN) – ACADEMIC UNIT

Instructor Deletion:
Instructor name changes may be required on the course roll data coming from the prior term if the full-time faculty member is on leave, has retired, or is teaching different course sections. To delete an existing Instructor name from a section, you will need to have the Instructor ID and the relevant CRN.

Steps:
1. In Banner INB access the Faculty Assignment (SIAASGN) form in the GOTO box.
2. Enter the ID of the faculty member. Enter the Term code (e.g. 201801, 201802, 201803, etc…).
3. Click the Next Block icon.
4. Select the Course Reference Number (CRN) listed on SIAASGN which reflects the CRN requiring deletion.
5. Ensure TCH field has “U” for Unspecified. Update the field to “U” if necessary and click Save icon.
6. Select Record - Remove from the menu and click the Save icon.
7. If there are multiple sessions for the same CRN (e.g. 01, 02), repeat for each CRN-Session Number entry to remove all necessary instructor assignments. Please note: You must remove CRN-02 first, save, and then remove CRN-01, save.
8. Click the Exit icon.

To confirm that CRN selections were removed, use the Roll-back Icon and then Next Block to refresh the listing of Instructional Assignments.

If you encounter difficulties when trying to remove an Instructional Assignment, please check for the following issues:

- Are there any additional instructors? You cannot remove the Primary Instructor if additional instructors exist. Remove the other Instructors first, and then remove the Primary Instructor.
- Is there a lab session? You cannot remove the lecture session (01) until the lab session (02) has been removed. Remove the lab session (02) and save, then remove the lecture session.
- Has the default Contract Type changed? Click on the drop down arrow to see if the contract type on SIAASGN is still showing in the list. If not, update the contract type on SIAASGN.
Instructor Addition:

**Ensure invalid Instructors are removed FIRST, before adding the new Instructor.

Steps:

1. In Banner INB access the Faculty Assignment (SIAASGN) form in the GOTO box.
2. Enter the ID of the faculty member. Enter the Term code (e.g. 201801, 201802, 201803, etc…).
3. Click the Next Block icon.
4. Enter the Course Reference Number (CRN) in the CRN field. Entering the CRN will pull the SSASECT details for Session, Subject, Course, Section, Session Credit, Institutional Credit, Percentage of Session, Primary Instructor, Workload, Percent Responsibility and Contract Type). *F9 will provide a Faculty Course Section Query screen.*
5. If there are multiple sessions for the CRN (e.g. 01, 02), enter the Session Number to populate the remaining fields from SSASECT.
6. Validate the SSASECT details which are automatically populated for accuracy. *If you identify an error, print a screenshot of SIAASGN, note the discrepancy and forward to Cheryl.Whitten@mun.ca for investigation.*
7. Review the default Contract Type for the assignment, there will need to be an alternate selection made for Banked Time, Extra Teaching, No Compensation.
8. The fields required for Faculty Load and Compensation (FLAC) purposes must be populated on SIAASGN. Instructors are assigned CRNs on the SIAASGN form in Banner. These assignments build the Instructor workload for the specified term. The appropriate contract type for all Instructors must be selected, as follows:

<table>
<thead>
<tr>
<th></th>
<th>Permanent Faculty</th>
<th>Teaching Terms</th>
<th>Per Course Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default</td>
<td>FF – Full Time Faculty (Regular Workload)</td>
<td>TT – Teaching Term RT – Regular Teaching Term</td>
<td>PC – Per Course Instructor**</td>
</tr>
</tbody>
</table>

9. Enter the TCH field. Enter “F” for Full Time Faculty; Enter “E” for Extra Teaching; Enter “P” for Per Course Instructor.
10. Click the Save icon.
11. **Do Not Populate** the Position Number or Position Suffix fields – these will automatically populate for PC and ET upon save and exit using a table trigger functionality.
12. Click the Save icon.
13. Continue to enter any additional instructional assignments for the Instructor.
14. Click the Exit icon.

To confirm that CRN selections were added, use the Roll-back Icon and then Next Block to refresh the CRN listing.
While entering assignments on SIAASGN, you must be aware of special situations:

**Cross-Listed Courses**

A cross listed course is one in which the same course, appears under multiple course listings (one instructor, one meeting time and location, with multiple CRNs). Examples can include:

- ANTH 4071 and SOCI 4071
- GEOG 3150 and EASC 3700
- CLAS 3300, CLAS 4370 and CLAS 6320 (aka Piggy Backed Courses)

The Instructor is only entitled to load for one course, however each course has a CRN and must appear on SIAASGN for the Instructor. For FLAC purposes we must ensure two things:

1. The Department of Record shows a **percent responsibility** on SIAASGN of 100%, and all other cross listed course offerings have a percent responsibility of 0% on SIAASGN. This will ensure the Instructor receives load for a single Instructional Assignment.

2. The **Override Conflicts** box should be ticked since both CRNs have the same lecture meeting time. This will allow the Instructor to be listed for both courses.

The configuration of SIAASGN would be as follows:

**Note:** Position Number and Suffix will be blank for faculty load assignments.
Lecture-Lab Combined Courses (Schedule Type X)

A lecture-lab combined course will usually have two or more associated meeting times identified on SSASECT – Meeting Times and Instructor tab:

<table>
<thead>
<tr>
<th>Meeting Time</th>
<th>Class Type</th>
<th>Session</th>
<th>Schedule Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>M W F 11-1150am</td>
<td>Lecture</td>
<td>01</td>
<td>A</td>
</tr>
<tr>
<td>T 2-450pm</td>
<td>Lab</td>
<td>02</td>
<td>B</td>
</tr>
</tbody>
</table>

The Instructor is then assigned to the applicable CRN session(s) (01, 02).

- An Instructor teaching only the Lecture would only be assigned to CRN ######-01 on SIAASGN.
- An Instructor teaching both the Lecture and Lab would be assigned to both CRN ######-01 and CRN ######-02 on SIAASGN.
Cross-Listed Lecture-Lab Combined Courses (Schedule Type X)

If the Lecture-Lab Combined Course is also a cross-listed course, all applicable CRNs must be listed on SIAASGN. Please ensure the combined percent responsibility is appropriately limited to 100% for the lecture (Session 01).

- Where an Instructor is teaching both the Lecture and Lab components, SIAASGN will contain both CRN ####-01 and ####-02.
- Where the Instructor is teaching the Lab components (Session 02), the Instructor name should be assigned to all applicable CRN ####-02. If additional load is earned for each lab session, 100% percent responsibility should be assigned for each CRN ####-02.

- Where the Instructor is not teaching the Lab component (Session 02), the Instructor name should not be assigned to session 02. This will ensure any lab workload is not attributed to the Instructor.
Linked Courses

A linked course has both lecture and lab sections, each having a unique CRN. There can be several combinations:

- One lecture with one lab.
- One lecture with many labs.
- Many lectures with many labs.

The link identifier will ensure each student registering for the course selects both a lecture and a lab slot. Examples can include:

- EASC 1000
- MATH 3000
- STAT 2500

The Instructor compensation will be based on what combination of sections they are teaching. The CRNs for all sections being taught will appear on SIAASGN. For FLAC purposes we must ensure:

1. The Lecture section shows a percent responsibility on SIAASGN of 100%, and all other linked lab offerings have a total percent responsibility of 100% on SIAASGN.
Part B: FLAC Compensation – PC / ET Assignments

FLAC Compensation - Per Course & Extra Teaching, uses the following steps:

<table>
<thead>
<tr>
<th>Process</th>
<th>User Guide Page Ref</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. MyHR create an active employee record for the Instructor (PEAEMPL).</td>
<td>10</td>
</tr>
<tr>
<td>2. Faculty Relations define the Faculty Compensation Level based upon seniority for Per Course Instructors (PEAFACT).</td>
<td>11</td>
</tr>
<tr>
<td>3. Faculty Relations create an active faculty profile (SIAINST).</td>
<td>13</td>
</tr>
<tr>
<td>4. Academic Unit create instructional and non-instructional assignments for a term (SIAASGN).</td>
<td>18</td>
</tr>
<tr>
<td>5. FLAC Administrator runs faculty load and compensation extraction (PEPFLAC) process to create compensation packages in Memorial Self-Service.</td>
<td>24</td>
</tr>
<tr>
<td>6. Academic Unit reviews instructor assignments in Memorial Self-Service for accuracy. Records are locked to kick off the approval workflow.</td>
<td>27</td>
</tr>
<tr>
<td>7. Approval of Instructor assignments – Graduate Studies, Department Head, Dean, and Faculty Relations.</td>
<td>38</td>
</tr>
<tr>
<td>8. Instructor compensation acknowledgment process in Memorial Self-Service.</td>
<td>52</td>
</tr>
<tr>
<td>9. FLAC Administrator runs faculty load and compensation upload (PEPFCAP) process to create job records in NBAJOBS for all assignments which have been approved.</td>
<td>57</td>
</tr>
<tr>
<td>10. Payroll review of job record details prior to payroll processing.</td>
<td></td>
</tr>
</tbody>
</table>
Step 1: Employee Record (PEAEMPL) – MYHR

The Employee (PEAEMPL) form defines a person as an employee in the BannerHR module. An Instructor must have an active employee record in order to be extracted during the Faculty Load and Compensation (FLAC) process.

Steps:
1. Access the Employee (PEAEMPL) form in the GOTO box.
2. Enter the ID of the faculty member.
3. Click the Next Block icon.
4. Click the Employee Class drop down arrow to select the appropriate class from the Employee Class Query (PTQECLS) form. This populates Employee Group, Leave Category, Benefit Category fields.
5. Populate COA as “M” for Memorial University.
7. Update the Service Dates as required using the job effective date as defined by Payroll.
8. Click the Save icon.
9. Click the Exit icon.
Step 2: PCI Seniority Compensation Level – MYHR & FACULTY RELATIONS

There are three possible compensation levels for Per Course Instructors, based on seniority held in the respective Academic Unit. Once an active employee record has been created, MyHR will populate the Faculty Action Tracking (PEFACT) form with the base rate (PC001) faculty compensation level, as new Per Course Instructors are initially placed on probation.

**Faculty Action Tracking**

<table>
<thead>
<tr>
<th>ID:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Status:</td>
<td></td>
</tr>
</tbody>
</table>

**General**

- **Primary Activity:**
- **Original Appointment Begin Date:**
- **Original Appointment End Date:**
- **Birth State or Province:**
- **Institution Credit:**
- **Faculty Compensation Level:**
- **AAUP Member**
- **Terminal Degree**
- **Activity Date:**
- **User ID:**

**MYHR Steps:**

1. Access the Faculty Action Tracking (PEFACT) form in the GOTO box.
2. Enter the ID of the faculty member.
3. Click the Next Block icon.
4. In the General section, enter the Primary Activity as “Instructional”.
5. Enter the Original Appointment Begin Date, as the effective date of the initial appointment.
6. Enter the Faculty Compensation Level as “PC001” – Base Salary level, less than 9 courses.
7. Click the Save icon.
8. Click the Exit icon.
Faculty Relations are responsible for tracking seniority levels for Per Course Instructors. Based on the LUMUN collective agreement Article 12 - Seniority, as follows:

- Seniority shall operate on an Academic Unit basis and is based on the number of courses or equivalents taught within the Academic Unit as a Per Course Instructor.
- A Per Course Instructor is on probation in an Academic Unit until they have taught three courses or equivalent within the Academic Unit as a Per Course Instructor and has taught in at least three semesters within a six year period.
- Once the probationary period has been successfully completed, the Per Course Instructor is added to the seniority list with credit for courses taught during the probationary period.
- A Per Course Instructor on the seniority list who obtains a Teaching Term Appointment with MUNFA shall receive credit for one course per semester as a teaching term appointee.
- A Per Course Instructor shall be removed from the seniority list if:
  - Dismissed for just cause and not reinstated; or
  - Not taught a course as a Per Course Instructor within the last three years. A one year extension request can be granted in exceptional circumstances.

Faculty Relations are responsible for maintaining the faculty compensation level on the Faculty Action Tracking (PEAFACT) form in Banner HR. This will ensure the appropriate compensation level is used in FLAC for Per Course Instructors, based upon the respective seniority level. There are three seniority levels defined for Per Course Instructors, as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount per Course (effective Sept 1, 2015)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC001</td>
<td>Base salary (less than 9 courses)</td>
<td>$5,000</td>
</tr>
<tr>
<td>PC002</td>
<td>Completion of 9 courses or equivalent in an Academic Unit.</td>
<td>$5,175</td>
</tr>
<tr>
<td>PC003</td>
<td>Completion of 18 courses or equivalent in an Academic Unit.</td>
<td>$5,350</td>
</tr>
</tbody>
</table>

**Faculty Relations Steps:**

1. Access the Faculty Action Tracking (PEAFACT) form in the GOTO box.
2. Enter the ID of the faculty member.
3. Click the Next Block icon.
4. In the General section, update the Faculty Compensation Level based on seniority advancements.
5. Click the Save icon.
6. Click the Exit icon.

**Seniority – Multiple Academic Units**

Seniority is tracked on an Academic Unit basis. For those Per Course Instructors teaching in more than one Academic Unit, PEAFACT should be populated based upon the primary Academic Unit. The compensation will need to be manually changed for any additional units.
Step 3: Faculty Profile (SIAINST) – FACULTY RELATIONS

In preparation for student registration each semester, Instructors are assigned to each course section on SIAASGN. In order to assign an Instructor, the Instructor must:

- Be set up as an active employee in the BannerHR system on PEAEMPL (performed by MyHR upon receipt of appropriate forms); and
- Be defined as an active Faculty in the Banner Student system on SIAINST (performed by Faculty Relations upon receipt of appropriate forms).

Once an active employee record exists, Faculty Relations is able to populate the Faculty/Advisor Information (SIAINST) form in Banner Student. This will enable the instructor to be assigned to a course section, using either SIAASGN or SSASECT. This form defines the eligible Contract Type(s) for the instructor which is used for FLAC purposes (PC – Per Course Instructor; ET – Extra Teaching; GF – PCI Distance Grandfather Clause).

The SIAINST form requires the ID of the Instructor and the applicable term to be entered.
Faculty Load and Compensation User Guide

Steps:

1. Access the Faculty Information (SIAINST) form in the GOTO box.
2. Enter the ID of the faculty member.
3. Enter the Term code (e.g. 201703, 201801, 201802, etc…).
4. Click the Next Block icon.
5. In the Faculty Member Base Details section, click on the Maintenance icon, to update “From Term” with the current term selected above. This will allow changes to be made. “To Term” can remain as 999999.
6. Click the Status drop down arrow and select “Active”.
7. Click the Faculty check box to identify your new faculty member.
8. Click the Category drop down arrow and select the appropriate code from the Faculty Category Validation (STVFCTG) form, as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full Professor</td>
<td></td>
<td>Associate Professor</td>
</tr>
<tr>
<td></td>
<td>Assistant Professor</td>
<td></td>
<td>Lecturer</td>
</tr>
<tr>
<td></td>
<td>Per Course Instructor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. Click the Staff Type drop down arrow and select the appropriate code from the Faculty Staff Type Validation (STVFSTP) form, as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>RF</td>
<td>Regular Full Time</td>
<td>Permanent Faculty Positions</td>
</tr>
<tr>
<td>RP</td>
<td>Regular Part Time</td>
<td>Term Appointments (regularly renewed)</td>
</tr>
<tr>
<td>CF</td>
<td>Contractual Full Time</td>
<td>Term Appointments (regularly renewed)</td>
</tr>
<tr>
<td>CP</td>
<td>Contractual Part Time</td>
<td>Term Appointments (regularly renewed)</td>
</tr>
<tr>
<td>TF</td>
<td>Temporary Full Time</td>
<td>Term Appointments (not automatically renewed); or Per Course Instructors</td>
</tr>
<tr>
<td>TP</td>
<td>Temporary Part Time</td>
<td>Term Appointments (not automatically renewed); or Per Course Instructors</td>
</tr>
</tbody>
</table>

10. Click the Workload Rule drop down arrow and select the appropriate code from the Workload Rules Code Validation (STVWKLD) form, as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>WR1617</td>
<td>Term Workload 2016-17</td>
<td>Sept 2016 – August 2017</td>
</tr>
<tr>
<td>WR1718</td>
<td>Term Workload 2017-18</td>
<td>Sept 2017 – August 2018</td>
</tr>
<tr>
<td>WR1819</td>
<td>Term Workload 2018-19</td>
<td>Sept 2018 – August 2019</td>
</tr>
</tbody>
</table>

11. Click the SAVE icon.
12. Click the Next Block icon – this brings you to the Faculty Contract Section.
13. In the Faculty Contract section, click on the Maintenance icon, to update “From Term” with the current term selected above. This will allow changes to be made. “To Term” can remain as 999999.

14. Click the Type drop down arrow and select the appropriate code(s) from the Faculty Contract Type Code Validation (STVFCNT) form, as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Default (Y/N)</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>FF</td>
<td>FT Faculty Load</td>
<td>Y</td>
<td>All permanent faculty.</td>
</tr>
<tr>
<td>ET</td>
<td>FT Faculty Overload – Ext Teach</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>BK</td>
<td>FT Faculty Overload - Banked</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>NC</td>
<td>FT Faculty Overload – No Comp</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>RT</td>
<td>Regular Term Appointment</td>
<td>Y</td>
<td>All regular term appointments.</td>
</tr>
<tr>
<td>TT</td>
<td>Teaching Term Appointment</td>
<td>Y</td>
<td>All teaching term appointments.</td>
</tr>
<tr>
<td>ET</td>
<td>Faculty Overload – Ext. Teach.</td>
<td>N</td>
<td>Teaching term appointments.</td>
</tr>
<tr>
<td>PC</td>
<td>Per Course Instructor</td>
<td>Y</td>
<td>All Per Course Instructors.</td>
</tr>
<tr>
<td>GF</td>
<td>PCI Grandfather Distance $106</td>
<td>N</td>
<td>Per Course Instructors eligible for $106 per student for distance courses.</td>
</tr>
<tr>
<td>AJ</td>
<td>Adjunct – No Comp</td>
<td>Y</td>
<td>All adjunct appointments.</td>
</tr>
<tr>
<td>IL</td>
<td>International Lectrice/Lecteur/Assistants</td>
<td>Y</td>
<td>All International Lectrice/Lecteur/Assistants in MLLC.</td>
</tr>
</tbody>
</table>

15. Click the Rule drop down arrow and select the appropriate code(s) from the Contract Rules Code Validation (STVCNTR) form, as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR1617</td>
<td>Contract Rules 2016-17</td>
<td>Sept 2016 – August 2017</td>
</tr>
<tr>
<td>CR1718</td>
<td>Contract Rules 2017-18</td>
<td>Sept 2017 – August 2018</td>
</tr>
<tr>
<td>CR1819</td>
<td>Contract Rules 2018-19</td>
<td>Sept 2018 – August 2019</td>
</tr>
</tbody>
</table>

16. Click the Default Indicator check box to indicate the primary contract type that will be used when creating instructional assignments. *Only one can be specified as the default contract type – refer to table above.*

17. Click the Save Icon. This brings you to the Faculty College and Department Section.
18. Click the **Home** check box. This check box indicates the primary College/Department with which the instructor is associated.

19. Click the **College** drop down arrow and select the appropriate code from the College Validation (STVCOLL) form, as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR</td>
<td>Faculty of Humanities &amp; Social Science</td>
</tr>
<tr>
<td>BU</td>
<td>Faculty of Business Administration</td>
</tr>
<tr>
<td>ED</td>
<td>Faculty of Education</td>
</tr>
<tr>
<td>EG</td>
<td>Faculty of Engineering &amp; Applied Science</td>
</tr>
<tr>
<td>HK</td>
<td>School of Human Kinetics &amp; Recreation</td>
</tr>
<tr>
<td>MU</td>
<td>School of Music</td>
</tr>
<tr>
<td>NR</td>
<td>School of Nursing</td>
</tr>
<tr>
<td>PR</td>
<td>School of Pharmacy</td>
</tr>
<tr>
<td>SC</td>
<td>Faculty of Science</td>
</tr>
<tr>
<td>SW</td>
<td>School of Social Work</td>
</tr>
<tr>
<td>MD</td>
<td>Faculty of Medicine</td>
</tr>
<tr>
<td>MI</td>
<td>Marine Institute</td>
</tr>
<tr>
<td>SG</td>
<td>Grenfell Campus</td>
</tr>
</tbody>
</table>

20. Click the **Department** drop down arrow and select the appropriate code from the Department Validation (STVDEPT) form, as follows:

<table>
<thead>
<tr>
<th>College</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR (Humanities &amp; Social Sciences)</td>
<td>ANTH</td>
<td>Anthropology</td>
</tr>
<tr>
<td></td>
<td>ARCH</td>
<td>Archaeology</td>
</tr>
<tr>
<td></td>
<td>CLAS</td>
<td>Classics</td>
</tr>
<tr>
<td></td>
<td>ECON</td>
<td>Economics</td>
</tr>
<tr>
<td></td>
<td>ENGL</td>
<td>English</td>
</tr>
<tr>
<td></td>
<td>ESL</td>
<td>ESL</td>
</tr>
<tr>
<td></td>
<td>FOLK</td>
<td>Folklore</td>
</tr>
<tr>
<td>BU</td>
<td>BUSI</td>
<td>Business Administration</td>
</tr>
<tr>
<td>ED</td>
<td>ED</td>
<td>Education</td>
</tr>
<tr>
<td>EG</td>
<td>ENGI</td>
<td>Engineering</td>
</tr>
<tr>
<td>HK</td>
<td>HKR</td>
<td>Human Kinetics &amp; Recreation</td>
</tr>
<tr>
<td>MU</td>
<td>MUS</td>
<td>Music</td>
</tr>
<tr>
<td>NR</td>
<td>NURS</td>
<td>Nursing</td>
</tr>
</tbody>
</table>
21. Set the approximate percentage(s) for each college/department to indicate how much of the workload belongs to that college/department.

22. Click the Save icon. This brings you to the Faculty Attributes and Comments Section.

### Faculty Attributes and Comments

![Image of Faculty Attributes and Comments section]

#### Faculty Attributes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Code</th>
<th>Description</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRAD</td>
<td>Grad Student</td>
<td>ADJ</td>
<td>Adjunct</td>
<td>PROB</td>
<td>Probation</td>
</tr>
<tr>
<td>PDFW</td>
<td>Post-Doctoral Fellow</td>
<td>MULT</td>
<td>Multiple Units</td>
<td>TTA</td>
<td>Teaching Term Appointee</td>
</tr>
<tr>
<td>STAF</td>
<td>Staff</td>
<td></td>
<td></td>
<td></td>
<td>Visiting Professor</td>
</tr>
</tbody>
</table>

23. Click the Code drop down arrow and select the appropriate code(s) from the Faculty Member Attribute Code Validation (STVFATT) form, as follows:

#### Code and Description

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHAR</td>
<td>Pharmacy</td>
</tr>
<tr>
<td>BIOC</td>
<td>Biochemistry</td>
</tr>
<tr>
<td>BIOL</td>
<td>Biology</td>
</tr>
<tr>
<td>CHEM</td>
<td>Chemistry</td>
</tr>
<tr>
<td>SC</td>
<td>(Science)</td>
</tr>
<tr>
<td>PR</td>
<td></td>
</tr>
<tr>
<td>BIOL</td>
<td></td>
</tr>
<tr>
<td>CHEM</td>
<td></td>
</tr>
<tr>
<td>EASC</td>
<td>Earth Sciences</td>
</tr>
<tr>
<td>CS</td>
<td>Computer Science</td>
</tr>
<tr>
<td>OCSC</td>
<td>Ocean Sciences</td>
</tr>
<tr>
<td>PHYS</td>
<td>Physics</td>
</tr>
<tr>
<td>PSYC</td>
<td>Psychology</td>
</tr>
<tr>
<td>SW</td>
<td>(Social Work)</td>
</tr>
<tr>
<td>MED</td>
<td>Medicine</td>
</tr>
<tr>
<td>MI</td>
<td>(Marine Institute)</td>
</tr>
<tr>
<td>MMG</td>
<td>MI Maritime Management</td>
</tr>
<tr>
<td>MSMS</td>
<td>MI School of Maritime Studies</td>
</tr>
<tr>
<td>MSOF</td>
<td>MI School of Fisheries</td>
</tr>
<tr>
<td>TCMN</td>
<td>MI Technology Management</td>
</tr>
<tr>
<td>SG</td>
<td>(Grenfell)</td>
</tr>
<tr>
<td>SOCW</td>
<td>Social Work</td>
</tr>
<tr>
<td>MD</td>
<td></td>
</tr>
<tr>
<td>MED</td>
<td></td>
</tr>
<tr>
<td>MI</td>
<td></td>
</tr>
<tr>
<td>MMG</td>
<td>MI Maritime Management</td>
</tr>
<tr>
<td>MSMS</td>
<td>MI School of Maritime Studies</td>
</tr>
<tr>
<td>MSOF</td>
<td>MI School of Fisheries</td>
</tr>
<tr>
<td>TCMN</td>
<td>MI Technology Management</td>
</tr>
</tbody>
</table>

24. Enter any necessary comments.

25. Click the Save icon.

26. Click the Exit icon.
Step 4: Setting up Instructor Assignments (SIAASGN) – ACADEMIC UNIT

Once the Instructor Information (SIAINST) has been activated and configured by Faculty Relations, the Instructor can be assigned instructional and non-instructional assignments for the given term on the Faculty Assignment (SIAASGN) form.

The fields required for Faculty Load and Compensation (FLAC) purposes must be populated on SIAASGN, even if the instructor assignment is updated by the Registrar’s Office on SSASECT (SSASECT can be used to assign instructors to a course section).

Each non-instructional and instructional assignment populated on SIAASGN will be assigned a position-suffix using a database trigger, when the entry is saved. This will only happen for instructor assignments with one of the following three contract types:

- ET – Faculty Overload –Extra Teaching
- PC – Per Course Instructors
- GF – PCI Grandfather Distance $106

Payment for all other contract types (FF, BK, NC, RT, TT, AJ) are based on salary, or have no compensation, which does not require FLAC for processing.

Faculty Assignment
Steps:

1. In Banner INB access the Faculty Information (SIAASGN) form in the GOTO box.
2. Enter the ID of the faculty member. Enter the Term code (e.g. 201703, 201801, 201802, etc...).
3. Click the Next Block icon.
4. Enter the Course Reference Number (CRN) in the CRN field. Entering the CRN will pull the SSASECT details for Session, Subject, Course, Section, Session Credit, Institutional Credit, Percentage of Session, Primary Instructor, Workload, Percent Responsibility and Contract Type. F9 will provide a Faculty Course Section Query screen.
5. If there are multiple sessions for the CRN, enter the Session Number to populate the remaining fields from SSASECT.
6. Validate the SSASECT details which are automatically populated for accuracy. If you identify an error, print a screenshot of SIAASGN, note the discrepancy and forward to Cheryl.Written@mun.ca for investigation.
7. Review the Contract Type for the assignment, there will need to be an alternate selection made for:
   - Extra Teaching assignments (default of FF/TT/RT will need to change to ET);
   - PCI Grandfather Distance (default of PC should be used).
8. Enter the TCH field. Enter “P” for Per Course Instructor; Enter “E” for Extra Teaching.
9. Click the Save icon.
10. Refresh to confirm that the Position Number and Position Number Suffix fields were populated.
11. If the course section is a distance course, the Instructor is entitled to a $150 expense reimbursement. On the Assignment Type field, select ONL1 for the first distance course, ONL2 for the second distance course and so on.
12. Click the Next Block icon, which will take you to the Faculty Non-Instructional Assignment form.
13. In the Type field, enter the corresponding ONL1/ONL2/ONL5/ONL8....
14. In Workload field, leave 0.000 as the $150 expense reimbursement does not have any workload.
15. Populate the College and Department fields with the appropriate codes, for example:

<table>
<thead>
<tr>
<th>Academic Unit</th>
<th>College</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>AR</td>
<td>ENGL</td>
</tr>
<tr>
<td>Human Kinetics</td>
<td>HK</td>
<td>HKR</td>
</tr>
<tr>
<td>Chemistry</td>
<td>SC</td>
<td>CHEM</td>
</tr>
</tbody>
</table>

16. Ensure the Contract is consistent with the contract type on the related instructional assignment.
17. Populate the Assignment Type with the corresponding ONL1/ ONL2/ONL5/ONL8....
18. **Do Not Populate** the Position Number or Position Suffix fields – these will automatically populate upon save and exit using a table trigger functionality.
19. Click the **Save** icon.

20. Refresh to confirm that the **Position Number and Position Number Suffix** fields were populated with the same values on the instructional assignment for the corresponding course.

21. Continue to enter any additional instructional assignments for the Instructor.

22. Click the **Exit** icon.

**Double check your entries before proceeding to the next Instructor:**

<table>
<thead>
<tr>
<th>Review – Employee or Organization Summary View</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Are all instructional assignments listed for the Instructor for the selected term?</td>
<td>Missing assignments must be entered on SIAASGN.</td>
</tr>
<tr>
<td>3. Ensure every Instructor has a unique position-suffix number for each CRN (except cross-listed courses).</td>
<td>You must save after each CRN is added. If multiple CRNs have the same Position-Suffix number for a given Instructor, you must delete the additional CRN record and save. Then add each additional CRN and save after each item is added.</td>
</tr>
<tr>
<td>4. Review each CRN to ensure the Instructor has the appropriate Contract Type selected.</td>
<td>Update the Contract Type field on SIAASGN and save.</td>
</tr>
<tr>
<td>- PC – Per Course Instructors</td>
<td></td>
</tr>
<tr>
<td>- PC – Per Course Instructors qualifying for distance grandfather clause (subsequently adjusted)</td>
<td></td>
</tr>
<tr>
<td>- ET – Extra Teaching Assignments for Faculty</td>
<td></td>
</tr>
<tr>
<td>5. Are all Per Course Instructors delivering distance offerings receiving the $150 Expense fee reimbursement (or portion of)?</td>
<td>Ensure ONL1/2/3/4 is entered on SIAASGN and configured on the non-instructional form with a matching position-suffix.</td>
</tr>
<tr>
<td>6. Is the percent responsibility field accurate for each assignment?</td>
<td>Update and save.</td>
</tr>
<tr>
<td>7. Is the workload accurate for each assignment?</td>
<td>If not, enter an override on SIAASGN and complete a FLAC Workload Change request Form.</td>
</tr>
</tbody>
</table>
While entering assignments on SIAASGN, you must be aware of special situations:

**Cross-Listed Courses**

A cross listed course is one in which the same course, appears under multiple course listings (one instructor, one meeting time and location, with multiple CRNs). Examples can include:

- ANTH 4071 and SOCI 4071
- GEOG 3150 and EASC 3700
- CLAS 3300, CLAS 4370 and CLAS 6320 (aka Piggy Backed Courses)

The Instructor is only entitled to compensation for one course, however each course has a CRN and must appear on SIAASGN for the Instructor. For FLAC purposes we must ensure two things:

1. The Home Department shows a **percent responsibility** on SIAASGN of 100%, and all other cross listed course offerings have a percent responsibility of 0% on SIAASGN. This will ensure the Instructor is only rewarded/compensated for a single Instructional Assignment.

2. On SIAASGN, all cross listed courses have the **same Position-Suffix number**. This will ensure all courses are grouped in Employee Self-Service to show the appropriate compensation details.

3. The **Override Conflicts** box should be ticked since both CRNs have the same lecture meeting time. This will allow the Instructor to teach both courses.

The configuration of SIAASGN would be as follows:

![SIAASGN Configuration Table]

---

25
Lecture-Lab Combined Courses (Schedule Type X)

A lecture-lab combined course will usually have two or more associated meeting times identified on SSASECT – Meeting Times and Instructor tab:

Each meeting time will have a session number (e.g. 01, 02) and a defined schedule type. The standard configuration should be as follows to ensure the appropriate compensation package is produced:

<table>
<thead>
<tr>
<th>Meeting Time</th>
<th>Class Type</th>
<th>Session</th>
<th>Schedule Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>M W F 11-1150am</td>
<td>Lecture</td>
<td>01</td>
<td>A</td>
</tr>
<tr>
<td>T 2-450pm</td>
<td>Lab</td>
<td>02</td>
<td>B</td>
</tr>
</tbody>
</table>

The Instructor is then assigned to the applicable session(s) (01, 02).

- An Instructor teaching only the Lecture would only be assigned to CRN ######-01 on SIAASGN.
- An Instructor teaching both the Lecture and Lab would be assigned to both CRN ######-01 and CRN ######-02 on SIAASGN.
Cross-Listed Lecture-Lab Combined Courses (Schedule Type X)

If the Lecture-Lab Combined Course is also a cross-listed course, all applicable CRNs must be listed on SIAASGN. Please ensure the combined percent responsibility is appropriately limited to 100% for the lecture (Session 01).

- Where an Instructor is teaching both the Lecture and Lab components, SIAASGN will contain both CRN ######-01 and ######-02.
- Where the Instructor is teaching the Lab components (Session 02), the Instructor name should be assigned to all applicable CRN ######-02, with a total percent responsibility of 100%. This will ensure the lab remuneration (PCI - $1000) is paid to the Instructor.

- Where the Instructor is not teaching the Lab component (Session 02), the Instructor name should not be assigned to session 02. This will ensure the Instructor will not receive the $1,000 lab payment.
Linked Courses

A linked course has both lecture and lab sections, each having a unique CRN. There can be several combinations:

- One lecture with one lab.
- One lecture with many labs.
- Many lectures with many labs.

The link identifier will ensure each student registering for the course selects both a lecture and a lab slot. Examples can include:

- EASC 1000
- MATH 3000
- STAT 2500

The Instructor compensation will be based on what combination of sections they are teaching. The CRNs for all sections being taught will appear on SIAASGN. For FLAC purposes we must ensure two things:

2. The Lecture section shows a percent responsibility on SIAASGN of 100%, and all other linked lab offerings have a total percent responsibility of 100% on SIAASGN. This will ensure the PCI Instructor is only compensated for a single $1,000 lab payment.

3. On SIAASGN, all linked sections have the same Position-Suffix number. This will ensure all sections are grouped in Employee Self-Service to show the appropriate compensation details.
What happens if my instructor ID is not valid when I enter it into SIAASGN?

This error means you are not using the correct Banner ID for the Instructor. A person can have several Banner IDs. To find the correct FACULTY ID:

1. Press the drop down arrow on SIAASGN and select “Faculty Search”.

2. On the Faculty Search page, enter the Last Name and First Name of the Instructor. Use % sign if you are unsure of the exact spelling (e.g. Dan% will return Dan, Danny, Daniel, etc…).

3. Press F8 to execute the search and return the results, as follows:

4. Highlight the line with the Banner ID which has the College and Department populated for the requested Instructor. This indicates that Faculty Relations has configured the Instructor for FLAC purposes.

5. Click the Select button.

6. This will return you to the SIAASGN form with the selected ID populated in the ID box.

7. Press Next Block to begin populating the CRN assignments.
Step 5: PEPFLAC Extraction Process

The Faculty Load and Compensation (FLAC) Extraction (PEPFLAC) process will:

- Extract faculty assignments from Banner Student;
- Apply pre-defined compensation calculation rules in Banner HR on the extracted data;
- Prepare the extracted data for viewing in Employee Self-Service; and
- Allow Faculty Administrators to validate the extracted information in Employee Self-Service as comprehensive compensation packages for Instructors.

Please note, the Faculty Load and Compensation (FLAC) Extraction (PEPFLAC) process extracts only those instructional and non-instructional assignments that are populated with a position number and suffix; have a contract type of ET, PC and GF on SIAASGN; and have an active PEAEMPL record.
Steps:

1. Access the Faculty Load Extract Process (PEPFLAC) form in the GO TO box.
2. Click the Next Block icon.
3. Indicate “DATABASE” in the Printer Control Printer field.
4. Under Parameter Values: Enter the applicable Term Code for the term assignments you wish to extract (e.g. 201703, 201801, 201802, etc.).
5. OPTIONAL - Enter the Part of Term code for the assignments you wish to extract (e.g. 2 - Intercession, 3-Summer, etc.).
6. Enter the appropriate Process Mode:
   - “I” INITIAL – Extracts faculty data from Banner Student and HR for the first time.
   - “A” ADD/DELETE – Compares faculty assignment data on Ee Self-Service with those in Banner Student to make appropriate changes for only those records affected by changes as per banner Student.
   - “R” RECREATE – Based on the parameters, replaces only the previously extracted data with new extracted information for a specified Term Code. **Use with caution!**
7. Enter the applicable Contract Type to run the extraction process. Options include:
   - “ET” – Extra Teaching assignments for faculty;
   - “PC” – Per Course Instructor assignments;
   - “GF” – PCI Distance Grandfathered assignments.
8. OPTIONAL – Leave the Employee Class blank.
9. OPTIONAL – Process Individual ID (Y/N) – indicate if only a specific employee ID is to be extracted.
10. OPTIONAL – If yes, enter the employee ID. You must use the PRIMARY Banner ID (i.e. null change indicator).
11. Enter Job Change Reason as “FLAC”.
12. Enter “N” as Use Population Selection.
13. Leave Population Selection ID, Creator ID and Application ID as blank.
14. Click the Next Block icon.
15. Click the Save icon.
16. Note the report name that appears in the bottom left corner, for retrieval purposes.
17. To view the report, select Options from the menu.
18. Select PDF Review Output. A list of report will appear. Click on SEL for the report you want to open. PDF files will open in an internet window.
Please Note:

Running the PEPFLAC process will check the **Compensation Extracted** checkbox on SIAASGN.

While the **Compensation Applied checkbox is unchecked**, you can continue to make adjustments to the Instructor assignment, however the records will need to be unlocked in Employee Self-Service before the changes will be captured in Employee Self-Service.

Please see Faculty Compensation Administration – **RESTART** instructions.

When the **Compensation Applied checkbox is checked**, you can still make changes in Banner Student however **manual adjustments must be made** to the Instructor job assignment in Banner HR.
Step 6: Reviewing Assignments in Self-Service

At this stage in the process, Instructional and Non-Instructional Assignments have been entered on SIAASGN and extracted into Memorial Employee Self-Service. Compensation Rules have been applied to these assignments and now Academic Units must review the Instructor Compensation Packages to ensure accuracy, prior to the approval process being initiated.

Memorial Self-Service has a Faculty Load and Compensation Menu which enables the user to access various items based upon their user profile and access rights. To access the FLAC menu:

1. Log into **Memorial Self-Service** using your Employee USER ID and PIN thru my.mun.ca.
2. On the Main Menu screen, click the **Employee Services Tab** or **Link**.
3. On the Employee Main Menu, click the **Faculty Load and Compensation Link**.
4. The Faculty Load and Compensation Menu will have various options, based upon your user profile and access rights.
Faculty Compensation Administration Link (Academic Unit)

The Faculty Compensation Administration link enables the Academic Unit to view the FLAC compensation records which have been extracted from Banner Student instructional and non-instructional assignments, applied against the compensation rules in BannerHR, to review compensation records for accuracy. Enabling the Academic Unit to identify issues for correction prior to approval and the creation of the job record on NBAJOBS.

To access the Faculty Compensation Administration link:

1. On the Faculty Load and Compensation Menu, click the Faculty Compensation Administration Link.
2. This brings you to the Filter Selection view.

Filter Selection

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

- indicates a required field.

Extract Term: 201603 - 2016-2017 Spring

Part of Term:  ALL
1. Full Term
2. Intercession

Campus:  ALL
1. St. John's
4. Granfall

College:  ALL
1. Arts & Humanities and Social Sciences
2. Education
3. Health professions
4. Human Kinetics and Recreation
5.Maths
6. Physical Sciences
7. Social Sciences
8. Veterinary Medicine

COA and Organization:  ALL
1. H-10, Memorial University of Newfoundland
2. H-400, Provost & VP (Academic)

Include Subordinate Organizations: 

Include Non-Instructional Assignment: 

Number of Employees per Page: 

3. Click the Extract Term drop down arrow and select the appropriate term.
4. (Optional) Select the appropriate drop down options for Part of Term, Campus, College as well as COA and Organization. Use CTRL + Click to select multiple values in a list.
5. Tick the Include Subordinate Organizations box.
6. Tick Include Non-Instructional Assignment box.
7. Adjust the Number of Employees per Page to either 25, 50 or 100, as desired.
8. Select one of three views to display an overview of all instructional and non-instructional assignments of each faculty member:
   a. Organization Summary – Assignments grouped alphabetically by Instructor Last Name by Organization.
   b. Employee Summary – Assignments grouped alphabetically by Instructor Last Name.
   c. Employee Filter – view an individual by entering Last Name & First Name or ID.

The “Faculty Assignment Changes” column will indicate if any assignments have been altered, added or deleted since the information was last extracted from Banner Student. In these cases, Faculty Compensation Administrators should re-extract (restart) the course assignment and compensation information to update job assignment data of specific Instructors.
Organization Summary

Icons are provided to access the Comments, Errors, Acknowledgment and Employee Status Summary pages. Restarting an employee will extract all of their Faculty Load data in the Term regardless of Organization. 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.

201603-2016-2017 Spring

1 - 25 of 26
Jump To Bottom

Chart M for Organization 40157 - Department of English

<table>
<thead>
<tr>
<th>Links</th>
<th>Faculty Assignment Changes</th>
<th>Position Suffix</th>
<th>Contract Type</th>
<th>CRN Session</th>
<th>Subject and Course</th>
<th>Section Changes</th>
<th>Compensation/Overload Exists</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>F04303-AB</td>
<td>P1789-01</td>
<td>ENGL 201 - Major Writers in English</td>
<td>No</td>
<td>5,350.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>F04305-AB</td>
<td>NIST</td>
<td>ONLINE1 - Online Fee #1</td>
<td>No</td>
<td>5,350.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>150.00</td>
</tr>
</tbody>
</table>

Calculated Compensation Total: 10,850.00
Job Assignment Compensation Total: 10,850.00

Employee Summary

Icons are provided to access the Comments, Errors, Acknowledgment 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.

201603 - 2016-2017 Spring

1 - 25 of 25
Jump To Bottom

Chart M for Organization 40157 - Department of English

<table>
<thead>
<tr>
<th>Links</th>
<th>COA and Organization</th>
<th>Faculty Assignment Changes</th>
<th>Position Suffix</th>
<th>Contract Type</th>
<th>CRN Session</th>
<th>Subject and Course</th>
<th>Section Changes</th>
<th>Compensation/Overload Exists</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>F04305-AB</td>
<td>8704-01</td>
<td>ENGL 201 - Major Writers in English</td>
<td>No</td>
<td>5,350.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>F04305-AB</td>
<td>91878-01</td>
<td>ENGL 201 - Major Writers in English</td>
<td>No</td>
<td>5,350.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ONLINE1 - Online Fee #1</td>
<td>No</td>
<td>150.00</td>
</tr>
</tbody>
</table>

Calculated Compensation Total: 10,850.00
Job Assignment Compensation Total: 10,850.00

Each view contains the following links:

- Click on **Links – “X” Icon** -> Brings you to the **Error View**.
- Click on **Links - Pen Icon** -> Brings you to **Instructor Compensation and Acknowledgment View**.
- Click on **Links - Lock Icon** -> Brings you to **Employee Status Summary View**.
- Click on **Name** -> Brings you to **Course Compensation View**.
- Click on **Subject and Course** -> Brings you to **Course Calculation View**.
In Memorial Self-Service, using either view, a variety of fields from the compensation package need to be validated:

<table>
<thead>
<tr>
<th>Review – Employee or Organization Summary View</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Do any assignments need to be restarted? (i.e. the Faculty Assignment Changes field has “YES”).</td>
<td>Tick the Restart box and click on the “Restart Selected Employees” box to update the assignment details.</td>
</tr>
<tr>
<td><img src="image1" alt="Assignment Changes Screenshot" /></td>
<td></td>
</tr>
<tr>
<td>2. Are all Per Course and Extra Teaching assignments listed for the selected term?</td>
<td>If assignments are missing, have they been entered on SIAASGN? If yes, do they have a position-suffix assigned?</td>
</tr>
<tr>
<td>3. Review the Contract Type to ensure the Instructor has the appropriate Contract Type selected.</td>
<td>Update the Contract Type field on SIAASGN and save.</td>
</tr>
</tbody>
</table>
|   • PC – Per Course Instructors  
   • GF – Per Course Instructors qualifying for distance grandfather clause  
   • ET – Extra Teaching Assignments for Faculty | |
| 4. Are all Per Course Instructors delivering distance offerings receiving the $150 Expense fee reimbursement (or portion of)? | If the expense fee reimbursement is missing, has it been entered on SIAASGN as a non-instructional assignment? |
| ![CRN Session Subject and Course Table](image2) | |
Faculty Compensation Administration - RESTART

1. Review the Faculty Assignment Changes value for each Instructor. This value indicates whether the Instructor’s course assignment load in Banner is different than the course assignment in self-service.

2. If the Faculty Assignment Changes column has a “YES”, click the Restart check box for all such Instructors and then click RESTART SELECTED EMPLOYEES box at the bottom of the screen. This will ensure the self-service data is updated for recent changes made in Banner Student.

3. If the Calculated Compensation Total and Job Assignment Compensation Total do not agree, click the Restart check box and then click RESTART SELECTED EMPLOYEES box at the bottom of the screen. This will update the self-service data and ensure the correct compensation is pulled into the approval process.

4. If the Faculty Assignment Changes column has “NO” for all Instructors, proceed to DOWNLOAD EMPLOYEE DATA to a spreadsheet.

   You will be notified on the Filter Selection Page of any errors generated during the Restart process.

Additional Views:

- Clicking the Instructor Name will bring you to the Compensation View – Course Compensation View and Errors Tabs.

Compensation View

```
<table>
<thead>
<tr>
<th>Section</th>
<th>Course Load Changes</th>
<th>Compensation Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law Pol 056</td>
<td>Yes</td>
<td>5,350.00</td>
</tr>
<tr>
<td>Law Work 001</td>
<td>No</td>
<td>5,350.00</td>
</tr>
</tbody>
</table>

Calculated Compensation Total: 10,700.00
Job Assignment Compensation Total: 5,350.00
```

Additional Views:

- [Click here](#) for views on Instructor Name, Section, and Course Load Changes.

Non-Instructional Summary

<table>
<thead>
<tr>
<th>Type</th>
<th>Position and Suffix</th>
<th>College Department</th>
<th>Faculty Level</th>
<th>Calculation Method</th>
<th>Work Hours</th>
<th>Contact Hours</th>
<th>Total Compensation</th>
<th>Position Lock Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online, Asst.</td>
<td>30403 - AB, Per-Course</td>
<td>OCEC</td>
<td>6003</td>
<td>Flat Rate</td>
<td>2.00</td>
<td>0.03</td>
<td>190.00</td>
<td>Locked</td>
</tr>
</tbody>
</table>

Enter Comment
### Review – Compensation View

<table>
<thead>
<tr>
<th>a) Are all Instructional and Non-Instructional assignments listed for the selected Instructor? Are they accurate?</th>
<th>If assignments are inaccurate, determine what needs to be adjusted on SIAASGN (e.g. Responsibility Percent, Workload)?</th>
</tr>
</thead>
<tbody>
<tr>
<td>b) Are all Per Course Instructors delivering distance offerings receiving the $150 Expense fee reimbursement (or portion of)?</td>
<td>If the expense fee reimbursement is missing, has it been entered on SIAASGN as a non-instructional assignment?</td>
</tr>
</tbody>
</table>

#### CRN Session Subject and Course

<table>
<thead>
<tr>
<th>CRN Session</th>
<th>Subject and Course</th>
<th>Section</th>
<th>Course Load Changes</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>01197-01</td>
<td>ENGL 2150 - Modern Canadian Fiction</td>
<td>OB1</td>
<td>No</td>
<td>5,250.00</td>
</tr>
<tr>
<td>NIST</td>
<td>ONL1 - Online $150 Expense Allowance</td>
<td>No</td>
<td></td>
<td>150.00</td>
</tr>
</tbody>
</table>

- **Clicking the Subject and Course** will bring you to **Course Calculation View**.

### 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 information may be updated. Incremental Types may be added, updated or removed. To remove Incremental Type records, select the **Remove** checkbox and select the **Save** button.

<table>
<thead>
<tr>
<th>Name and ID:</th>
<th>Nelvesa Bott, 087513963</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term:</td>
<td>201603 - 2016-2017 Spring</td>
</tr>
<tr>
<td>Contract Type:</td>
<td>PC - Per Course Instructor</td>
</tr>
<tr>
<td>CRN-Session:</td>
<td>59704-01</td>
</tr>
<tr>
<td>Subject-Course:</td>
<td>ENGL 2101 - Major Writers From 1800</td>
</tr>
<tr>
<td>Part of Term:</td>
<td>1 - Full Term</td>
</tr>
<tr>
<td>Campus:</td>
<td>1 - St. John's</td>
</tr>
<tr>
<td>College:</td>
<td>AR - Humanities and Social Sciences</td>
</tr>
<tr>
<td>Position-Suffix:</td>
<td>FO4305-AA, Per-Course (Lumun)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Schedule Type</th>
<th>Faculty Level</th>
<th>Rate</th>
<th>Calculation Method</th>
<th>Work Load</th>
<th>Credit Hours</th>
<th>Contact Hours</th>
<th>Head Count</th>
<th>Responsibility Percent</th>
<th>Percent of Session</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - Lecture</td>
<td>PC003</td>
<td>5,250.00</td>
<td>Workload</td>
<td>1.00</td>
<td>3.00</td>
<td>2.35</td>
<td>0</td>
<td>100</td>
<td>100</td>
<td>5,250.00</td>
</tr>
</tbody>
</table>

### Review – Course Calculation View

| 1. Is the compensation rate accurate? | If the compensation rate is inaccurate, determine what needs to be adjusted (e.g. Faculty Compensation Level, Responsibility Percent, Workload)? |
| 2. Does the Faculty Compensation Level reflect the Instructors appropriate level for Seniority? | If the incorrect seniority level is reflected, call Faculty Relations and request an update on the PEAFACT Compensation Level. |
|   - PC001 – less than 9 courses ($5,000); | |
|   - PC002 – 9-18 courses ($5,175); | |
|   - PC003 – more than 18 courses ($5,350). | |
| 3. Is the Workload accurate? | If the workload is inaccurate, complete the Workload Change Request Form. |
Faculty Load and Compensation User Guide

- Clicking the Position and Suffix will bring you to the **Job Assignment View** – Job Detail, Job Earnings and Account Distribution Tabs.

### Job Assignment

- For faculty whose course are calculated individually, changing the annual salary field will not change the course compensation view or course calculation pages. Faculty who are salaried and do not have their courses calculated individually, changing the Annual Salary field will change the Salary Compensation view page.

<table>
<thead>
<tr>
<th>Name and ID:</th>
<th>Nellie Baby, 100712562</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terms:</td>
<td>2016-2017 Spring</td>
</tr>
<tr>
<td>Position and Suffix:</td>
<td>F03035-AB, Per-Course (Lumen)</td>
</tr>
<tr>
<td>Acknowledged on:</td>
<td>Locked</td>
</tr>
</tbody>
</table>

### Job Assignment

#### Update applicable fields. The Earnings End Date should not be prior to the Earnings Effective Date. To remove a default earnings record, select the Remove checkbox and select the Save and Add New Earnings button.

<table>
<thead>
<tr>
<th>Name and ID:</th>
<th>Nellie Baby, 100712562</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terms:</td>
<td>2016-2017 Spring</td>
</tr>
<tr>
<td>Position and Suffix:</td>
<td>F03035-AB, Per-Course (Lumen)</td>
</tr>
<tr>
<td>Acknowledged on:</td>
<td>Locked</td>
</tr>
</tbody>
</table>

#### Update applicable fields. To remove a leave record, select the leave checkbox and select the Leave and Update button.

<table>
<thead>
<tr>
<th>Effective Date:</th>
<th>05/08/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours Per Day</td>
<td>1.00</td>
</tr>
<tr>
<td>Special Rate</td>
<td>1.0</td>
</tr>
</tbody>
</table>

### Review – Job Assignment View

1. **Is the FOAPAL accurate?**

   **Action Required**

   If the FOAPAL is inaccurate, it must be updated.
Faculty Compensation Administration – UPDATE FOAPAL

To update the FOAPAL:
1. Ensure the Assignment is **Unlocked**.
2. Tick the **Remove** box on the existing FOAPAL line.
3. Enter the new FOAPAL and the applicable Percent (the Percent must total 100%).
4. Press the **Save and Submit** button.

---

**Name and ID:** Maye Cronoble, 008424426  
**Term:** 201703 - 2017-2018 Spring  
**Position and Suffix:** F04305-AB, Per-Course (Lumen)  
**Position Lock Status:** Unlocked  
Acknowledged on:  

---

**Effective Date: 04/30/2018**

---

Faculty Compensation Administration – DOWNLOAD DATA

1. Once you have clicked on the DOWNLOAD EMPLOYEE DATA box at the bottom of the screen, a MS Excel window will open, click OPEN to open the spreadsheet.
2. Go to the File menu and click Save As and rename the resulting .csv file into an appropriate file on your server.
3. As needed, proceed with your review and documentation of the extracted information.
Faculty Compensation Administration – Initiate Approval Process

When the Academic Unit has reviewed and corrected all issues with instructor assignments and related compensation records, the Academic Unit must initiate the multi-tiered review and approval process in place at Memorial University.

The Summary View of Locked and Unlocked Status link enables the Academic Unit to view the FLAC compensation records which have been extracted from Banner Student instructional and non-instructional assignments, to ensure all assignments have been locked for approval purposes.

This menu item allows the user to select all records in either a Locked, Unlocked or All status.

There is also an Employee Status Summary Report which is very useful for ensuring that all instructor assignments for a given term have had workflow initiated (i.e. sent for approval). This report table allows the user to track:

- Workflow Initiated
- Workflow Completed
- Workflow Approved

To access the Summary View of Locked and Unlocked Status link:

1. On the Faculty Load and Compensation Menu, click the Summary View of Locked and Unlocked Status Link.
2. This will access the Employee Status Summary view.
3. Use the filters to select the appropriate term and job records.

Please note, a user can also reach the Employee Status Summary page by accessing the Employee Summary or the Organization Summary view and clicking the Lock icon for an Instructor.

4. To lock an unlocked record, tick the Change Lock tickbox and press save.
5. Once the job record Change Lock button has been ticked and saved, the Approval Workflow process will be initiated. The **Lock Status** will NOT change from Unlocked to Locked, until the Workflow Approval process is complete.

6. To confirm whether the Approval Workflow has been initiated, select the **View Workflow Status** button:
7. This will generate an **Employee Status Summary Report** which indicates workflow status as follows:

**Employee Status Summary Report**

As indicated above, the job record will indicate “UNLOCKED”, but the “Workflow Initiated” column says “YES”.

8. Continue to review and lock until all job assignments have had the Workflow Approval process initiated.

9. During the approval process, you may receive Instructional Assignment rejections from any of the approvers (i.e. School of Graduate Studies, Dean’s Office, or Office of Faculty Relations). If a rejection is received, it is important to determine why the rejection occurred. Once the assignment has been corrected, the new Instructional Assignment will need to be locked to kick off a new workflow approval process.

**Workflow Approval Rules:**

- If a workflow has not yet been completed, another cannot be started for the same Instructor Position until the previous workflow has been completed.
- If a workflow is completed but not approved, another workflow can be initiated for the same Instructor position.
- If a workflow is completed and approved, the status will indicate LOCKED.
- An Instructor will not receive compensation for an UNLOCKED instructional assignment.

Please note: Once the record is LOCKED you will not be able to unlock the record. If this is required, please contact the Memorial University FLAC Administrator.
Step 7 – Approve Instructor Assignments

Once the Academic Unit FLAC Administrator has locked a job record in Employee Self-Service, a Banner Workflow process is set into action which has a series of review and approval steps, as follows:

- LUMUN Exemption Confirmation (PCI only)
- Faculty Relations Initial Review
- Graduate Studies Approval (where the PCI Instructor is a full-time Grad Student)
- Recommender to the Dean (Department Head or delegate)
- Dean of the Academic Unit
- Faculty Relations Final Approval

Outlined below is a summary of emails to be received at each phase of the approval process and the steps required by each review or approval unit.

**Academic Unit FLAC Administrator Initiator**

1. For ET (Extra Teaching assignments), the Academic Unit FLAC Administrator will receive a workflow email notification advising that the approval request has been sent.

   An Instructional Assignment for Dolly Revette, ID: 200544138 from the Dean's Office - Human Kinetics has been locked and the approval process has been initiated.

2. For PC (Per Course Instructor assignments), the Academic Unit FLAC Administrator will receive a workflow email notification advising that an Instructional Assignment requires attention.

   An Instructional Assignment for Adrian Heronimus, ID: 201082336 from the Department of History has been locked and requires your attention.

   Please click here to log into Banner Workflow to start the approval process.

   If you require access to Banner Workflow or if you should not be receiving this FLAC request, please contact the Service Desk at 709-864-4595.

   i. Click on the “click here” link to get routed to Banner Workflow system for log-in.
   
   ii. Enter your Banner ID and Banner Workflow Password.
iii. Click on the WORKLIST in the top left corner to see a listing of workflows awaiting your action.

![Worklist Image]

iv. Selecting the appropriate Worklist item will display the instructional assignment details, as follows:

![LUMUN Review Image]

v. Select the posting procedure followed for this particular LUMUN position, add any necessary comments and press **complete**. This will move the workflow process onto Faculty Relations for review.
3. Faculty Relations Intermediate Secretary will receive a workflow email notification advising that an instructional assignment requires review.

vi. Click on the "click here" link to get routed to Banner Workflow system for log-in.

vii. Enter your Banner ID and Banner Workflow Password.

viii. Click on the WORKLIST in the top left corner to see a listing of workflows awaiting your action.
ix. Selecting the appropriate Worklist item will display the instructional assignment details, as follows:

![Worklist Image]

- Name and ID: Nelida Hejal, 200937664
- SIN: 622 *** ***
- eClass: FM - Faculty - MUNFA
- Contract Type: ET - Overload - Extra Teaching
- Seniority Level: N/A
- Term: 201801 - 2018-2019 Fall
- Part of Term: 1 - Full Term
- Campus: 1 - St. John's
- College: HK - Human Kinetics and Recreation
- Course CRN: 63303
- Course SUBJ-Number-Section: HKR-3310-003
- FQAPAL: 100001 45000 61004 4101
- Course Workload: .5
- Percent Responsibility: 0
- Remuneration: $6144
- Grad Student Degree Status: Not Applicable
- Full-Time/Part-Time Status: -
- LUMUN Exemption: Not Applicable
- Points: 
- Comments: 

* If the details appear acceptable, please indicate your approval to proceed. If not, please reject and ask the assignment to be corrected.

- Approve
- Reject

---

- Important Link(s): Banner Login

---

x. For Per Course Appointments, Faculty Relations will enter the Seniority Points held by the Instructor in the **Points comment box**.

xi. Faculty Relations can also add any relevant comments (e.g. LUMUN exceptions, etc.) in the **Comments** box.
Faculty Relations will **select the Approve or Reject button** and press **complete**.

- If the instructional assignment is approved, the request will move to the next step of the workflow.
- If the instructional assignment is rejected, the Academic Unit FLAC Administrator will receive a workflow email notification advising that the request has been rejected.

---

**School of Graduate Studies Approval (when applicable)**

4. If the instructional assignment is for a **Graduate Student pursuing a degree**, the **School of Graduate Studies** will receive a workflow email notification advising that an instructional assignment requires approval.

---

1. Click on the **“click here”** link to get routed to Banner Workflow system for log-in.
2. Enter your Banner ID and Banner Workflow Password.

---

3. Click on the WORKLIST in the top left corner to see a listing of workflows awaiting your action.
iv. Selecting the appropriate Worklist item will display the instructional assignment details, as follows:

![Worklist for Graduate Studies Approval]

v. Graduate Studies will check to ensure that the grad student will not exceed the maximum hours of employment for the given term if the appointment was granted. Relevant comments should be added in the Comments box.

vi. Graduate Studies will select the Approve or Reject button and press complete.
   - If the instructional assignment is approved, the request will move to the next step of the workflow.
   - If the instructional assignment is rejected, the Academic Unit FLAC Administrator and the Faculty Relations Intermediate Secretary will receive a workflow email notification advising that the request has been rejected.

---

Cheryl Whitten from School of Graduate Studies has reviewed your Instructional Assignment request for Dolly Revette, ID: 200544138, CRN 89564. At this time, this request has been rejected with the following comments:

Date Reviewed: 09-Apr-2018 12:21:34 PM
Comments: Student does not have sufficient hours to teach this course.

Please contact Cheryl Whitten for further information.

Thanks
5. **The Recommender to the Dean** (Department Head or delegate) will receive a workflow email notification advising that an instructional assignment requires approval.

   - Click on the "click here" link to get routed to Banner Workflow system for log-in.
   - Enter your Banner ID and Banner Workflow Password.
   - Click on the WORKLIST in the top left corner to see a listing of workflows awaiting your action.
iv. Selecting the appropriate Worklist item will display the instructional assignment details, as follows:

![FLAC Approval Review](image)

The following Instructional Assignment is ready for your review:

- **Name and ID:** Adrian Heronimus, 201052336
- **Class:** FP - Per-Course Instructor
- **Contract Type:** PC - Per Course Instructor
- **Seniority Level:** PC001 -
- **Term:** 2018-2019 Fall
- **Course CRN:** 66147
- **Course Subject-Number-Section:** HIST-1005-001
- **Course Title:** Cr.W: Aborig & Ind Studies
- **Course Workload:** 1
- **Percent Responsibility:** 100
- **Remuneration:** $5000
- **Position:** F04307
- **FOAPAL:** 100001 40118 61011 1001
- **LUMUN Exemption:**
- **Actual Course Enrolment:** 0 (as of 07-Jun-2018 03:37:07 PM)
- **Prior Enrolment:** 22

* If the details appear acceptable, please indicate your recommendation to proceed. If not, please do not recommend.

- [ ] Recommend
- [ ] Do Not Recommend

**Comments:**

![Banner Login](image)

v. The Recommender will select the **Recommend** or **Do Not Recommend** button and press **complete**.

- If the instructional assignment is recommended, the request will move to the next step of the workflow.
- If the instructional assignment is not recommended, the Academic Unit FLAC Administrator will receive a workflow email notification advising that the request has been rejected.
**Academic Unit Dean Approval**

6. The **Dean** (or delegate) will receive a workflow email notification advising that an instructional assignment requires approval.

   ![FLAC Review - Department of English Instructional Assignment for 200936660](image)

   An Instructional Assignment for ID: **200936660** from the Department of English department has been locked and requires your approval.

   Please [click here](#) to log into Banner Workflow to begin the approval process.

   If you should not be receiving this FLAC request, please contact the Service Desk at 709-864-4595 to report this issue.

   vi. Click on the **"click here"** link to get routed to Banner Workflow system for log-in.

   vii. Enter your Banner ID and Banner Workflow Password.

   ![Banner Workflow](image)

   viii. Click on the WORKLIST in the top left corner to see a listing of workflows awaiting your action.

   ![Worklist](image)
ix. Selecting the appropriate Worklist item will display the instructional assignment details, as follows:

![Worklist Panel]

- **The following Instructional Assignment is ready for your review:**
  - **Name and ID:** Adrian Heronimus, 201082336
  - **eClass:** FP - Per-Course Instructor
  - **Contract Type:** PC - Per Course Instructor
  - **Seniority Level:** PC001
  - **Term:** 201801 - 2018-2019 Fall
  - **Course CRN:** 66147
  - **Course SUBJ-Number-Section:** HIST-1005-001
  - **Course Title:** CRW Aborig & Indig Studies
  - **Course Workload:** 1
  - **Percent Responsibility:** 100
  - **Remuneration:** $5000
  - **Position:** F04307
  - **FOAPAL:** 100001 40118 61011 1001
  - **LUMUN Exemption:**
  - **Comments:**

- If the details appear acceptable, please indicate your approval to proceed. If not, please reject and the assignment will return to the next step of the workflow.

- If the instructional assignment is approved, the request will move to the next step of the workflow.

- If the instructional assignment is rejected, the Academic Unit FLAC Administrator will receive a workflow email notification advising that the request has been rejected.

x. The Dean will select the Approve or Reject button and press complete.

- If the instructional assignment is approved, the request will move to the next step of the workflow.

- If the instructional assignment is rejected, the Academic Unit FLAC Administrator will receive a workflow email notification advising that the request has been rejected.

---

The Dean's Office has reviewed your Instructional Assignment request for Dolly Revette, ID: 200544138. At this time, this request has been rejected with the following comments:

**Date Reviewed:** 09-Apr-2018 12:25:03 PM  
**Comments:** I am Dean.

Please contact Cheryl Whitten for further information.  
Thanks
Faculty Relations Approval

7. **Faculty Relations** will receive a workflow email notification advising that an instructional assignment requires approval.

An Instructional Assignment for Dolly Revette, ID: **200544138** from the Dean’s Office - Human Kinetics has been locked and requires your approval.

Please [click here](#) to log into Banner Workflow to begin the approval process. If you should not be receiving this FLAC request, please contact the Service Desk at 709-864-4595 to report this issue.

i. Click on the “[click here](#)” link to get routed to Banner Workflow system for log-in.

ii. Enter your Banner ID and Banner Workflow Password.

[iii. Click on the WORKLIST in the top left corner to see a listing of workflows awaiting your action.](#)
iv. Selecting the appropriate Worklist item will display the instructional assignment details, as follows:

<table>
<thead>
<tr>
<th>Worklist</th>
<th>Faculty Relations Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The following Instructional Assignment is ready for your review:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Name and ID:</strong></td>
<td>Dolly Revette, 200544138</td>
</tr>
<tr>
<td><strong>Class:</strong></td>
<td>FM - Faculty - MUNFA</td>
</tr>
<tr>
<td><strong>Seniority Level:</strong></td>
<td>PC001</td>
</tr>
<tr>
<td><strong>Term:</strong></td>
<td>201703 - 2017-2018 Spring</td>
</tr>
<tr>
<td><strong>Contract Type:</strong></td>
<td>PC - Par Course Instructor</td>
</tr>
<tr>
<td><strong>Course CRN:</strong></td>
<td>89654</td>
</tr>
<tr>
<td><strong>Course SUBJ/Number/Section:</strong></td>
<td>HKR/2545/020</td>
</tr>
<tr>
<td><strong>Course Title:</strong></td>
<td>Intro Outdoor Recreation &amp; Ed</td>
</tr>
<tr>
<td><strong>Percent Responsibility:</strong></td>
<td>75</td>
</tr>
<tr>
<td><strong>Workload:</strong></td>
<td>2</td>
</tr>
<tr>
<td><strong>Remuneration:</strong></td>
<td>$7500</td>
</tr>
<tr>
<td><strong>Position:</strong></td>
<td>F04334</td>
</tr>
<tr>
<td><strong>FOAPAL:</strong></td>
<td>100001 46000 61011 1001</td>
</tr>
</tbody>
</table>

**Review/Approvals:**

**Faculty Relations Review:**
- **Reviewer:** Cheryl Whitten
- **Review Date:** 09-Apr-2018 01:45:49 PM
- **Points:** 2 pts
- **Comments:** I am Jan

**Approvals:**
- **Graduate Studies Approver:** Cheryl Whitten
- **Graduate Studies Comments:** I am Grad Studies
- **Graduate Studies Approval Date:** 09-Apr-2018 01:48:22 PM
- **Dean Approver:** Cheryl Whitten
- **Dean Comments:** I am Dean
- **Dean Approval Date:** 09-Apr-2018 01:52:05 PM
- **Comments:**

* If the details appear acceptable, please indicate your approval to proceed. If not, please reject and the assignment will return to the user.
v. Faculty Relations will **select the Approve or Reject button** and press **complete**.
   - If the instructional assignment is approved, the Instructor will receive the appointment letter by email.
   - If the instructional assignment is rejected, the Academic Unit FLAC Administrator will receive a workflow email notification advising that the request has been rejected.

---

**Instructor Notification**

8. The **Instructor** will receive a workflow email notification advising that an instructional assignment has been approved and is available for acknowledgement. The email will contain details of the appointment and will replace the appointment letter previously issued by Faculty Relations.

---

A. **Per Course Appointment** - The email will be cc’d to LUMUN, HR Records, Faculty Relations and the Initiator.
B. **Extra Teaching Appointment** - The email will be cc’d to HR Records, Faculty Relations and the Initiator.

I understand that you have agreed to teach, the course section with remuneration as indicated below, subject to sufficient enrolment, in addition to your normal teaching load. The salary for lab courses reflects the responsibility which you have for the lab component of the course for which your presence and active involvement is required.

You can view and acknowledge acceptance of this appointment in Memorial Self-Service under the Employee Services Tab – Faculty Load and Compensation.

---

**Name and ID:** Morris Wittwee, 130011149  
**Term:** 201703 - 2017-2018 Spring  
**Employee ID:** 130011149  
**Part of Term:** 1 - Full Term  
**E04334 - AA**  
**Organization:** 46000, Dean's Office - Human Kinetics  
**Contract Type:** ET - Overload - Extra Teaching

---

<table>
<thead>
<tr>
<th>CRN. Session</th>
<th>Subject and Course</th>
<th>Section</th>
<th>College</th>
<th>Department</th>
<th>Workload</th>
<th>Credit Hours</th>
<th>Contract Hours</th>
<th>Head Count</th>
<th>Responsibility Percent</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>91592 - 01</td>
<td>HRK - Intro to Human Factors</td>
<td>001</td>
<td>HK</td>
<td>HKR</td>
<td>1</td>
<td>2.5</td>
<td>2.5</td>
<td>8</td>
<td>100</td>
<td>$5144</td>
</tr>
</tbody>
</table>

Please contact the Office of Faculty Relations at (709) 884-4732 if you have any questions. Yours sincerely,

Geoff Williams, B Comm., M.E.R.  
Director, Office of Faculty Relations

cc: Human Kinetics and Recreation  
Dean's Office - Human Kinetics  
Records, Human Resources
Upon approval of the Instructional Assignment in Banner Workflow by Faculty Relations, the Instructor receives a Course Appointment email. This email contains notification that the assignment can now be viewed and acknowledged in Employee Self-Service. Self-Service has a Faculty Load and Compensation Menu which enables the user to access various items based upon their user profile and access rights. Under the Employee Services Menu, the Compensation and Acknowledgement link enables the Instructor to view and acknowledge acceptance of instructional assignment(s) for a given term once the assignment has been appropriately locked and approved.

To access the FLAC menu:

1. Log into **Memorial Self-Service** using your USER ID and PIN.
2. On the Main Menu screen, click the **Employee Services Tab or Link**.
3. On the Employee Main Menu, click the **Faculty Load and Compensation Link**.
4. On the Faculty Load and Compensation Menu, click the **Compensation and Acknowledgement** Link.

![Faculty Load and Compensation Menu](image)

5. On the Compensation and Acknowledgment view, **select a term and click the Go button**.

![Compensation and Acknowledgement](image)

6. Compensation information for instructional and non-instructional assignments are provided for your review.

![Compensation and Acknowledgement](image)
- Clicking the **Details Icon** adjacent to the Subject and Course will take you to course details in the Course Information Window.

![Course Information Window](image1)

- Clicking the **Subject and Course** link will take you to the Course Calculation View.

![Course Calculation](image2)

- Clicking the **Work Load value link** will provide the formula and values used in the calculation of your workload.

![Components for the Calculation of Workload](image3)
7. Read the instructional assignment contract by clicking on the **Contract Note** icon.

8. The Instructor has the ability to enter comments on the assignment using the free text comment box. Click the **Save Comment** button.
9. Click the **Faculty Acknowledgment** tick box if you are in agreement with the compensation details and click the **“Acknowledge Selected Positions”** button. Upon acknowledgement the Acknowledgement Date will appear.

10. Compensation data can be downloaded into excel by selecting the **“Download Compensation Data”** button, if desired.
Step 9 – PEPFCAP Upload Process

The Faculty Load and Compensation Upload process (PEPFCAP) will create faculty load and compensation job records on NBAJOBS. The PEPFCAP EDIT report should be reviewed by Payroll to ensure FLAC job details are accurate and appropriate before running the PEPFCAP UPDATE process.

A. Update Deemed Hours and Job Type:
Prior to running the PEPFLAC process, the PWPDEEM process must be run to update deemed hours and job type on Instructional Assignments. FLAC applies a job type of either ‘Primary’ or ‘Secondary’, however at Memorial University, such FLAC jobs should be either ‘Primary’ or ‘Overload’. The PWPDEEM process will:

- Change any ‘Secondary’ job types to ‘Overload’.
- Calculate and populate the number of deemed hours based on course workload and Instructor percent responsibility, as follows:

![Process Submission Controls](image)

**Steps:**
1. Access the Faculty Load Upload Process (PWPDEEM) form in the GO TO box.
2. Click the Next Block icon.
3. Indicate “DATABASE” in the Printer Control Printer field.
4. Under Parameter Values: Enter the applicable Term Code for the term assignments you wish to extract (e.g. 201703, 201801, 201802, etc.).
5. Enter ‘Y’ or ‘N’ under Create Extract (*.csv) File. Review the report to ensure deemed hours are accurately calculated.
6. Click the Next Block icon.
7. Click the Save icon.
8. Note the report name that appears in the bottom left corner, for retrieval purposes.
9. To view the report, select Options from the menu.
10. Select PDF Review Output. A list of report will appear. Click on SEL for the report you want to open. PDF files will open in an internet window.

B. Run PEPFCAP-EDIT Mode Process:

Please note, once the Faculty Load and Compensation UPLOAD process (PEPFCAP - UPDATE) is run, it cannot be undone. Changes will have to be made manually on each NBAJOBS record by a Payroll Officer.

Steps:
1. Access the Faculty Load Upload Process (PEPFCAP) form in the GO TO box.
2. Click the Next Block icon.
3. Indicate “DATABASE” in the Printer Control Printer field.
4. Under Parameter Values: Enter the applicable Term Code for the term assignments you wish to extract (e.g. 201703, 201801, 201802, etc.).
5. Enter the appropriate Process Mode:
   - “E” EDIT – Performs error checks and produces a report of all records processed without making any changes to the database. Always run this process before UPDATE.
   - “U” UPDATE – Applies all changes made to the job assignment records in self-service and makes changes to the database.
6. Enter the applicable Contract Type to run the upload process. We will run for all three FLAC contract types:
   - “PC” – Per Course Instructor assignments;
**Faculty Load and Compensation User Guide**

- “ET” – Extra Teaching assignments for faculty;
- “GF” – PCI Distance Grandfathered assignments.

7. Enter **Suppress Warnings** as “N”.

8. Enter “N” for **Process Acknowledged Only**. Memorial does **not** require Instructors to acknowledge their compensation. Entering “N” will process all locked records which have completed the approval process.

9. Click the **Next Block** icon.

10. Click the **Save** icon.

11. Note the report name that appears in the bottom left corner, for retrieval purposes.

12. To view the report, select **Options** from the menu.

13. **Select PDF Review Output**. A list of report will appear. **Click on SEL** for the report you want to open. PDF files will open in an internet window.

<table>
<thead>
<tr>
<th>Report</th>
<th>Title</th>
<th>Filename</th>
<th>Created On</th>
<th>Last Viewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEL</td>
<td>PEPFLAC</td>
<td>Faculty Load Extract Process</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEL</td>
<td>PEPFCAP</td>
<td>Faculty Compensation Upload</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Once the EDIT report has been generated, it should be thoroughly reviewed for fields that need to be corrected before the data is uploaded to NBAJOBS. **After the data is uploaded into NBAJOBS, only a Payroll Officer can make corrections.**

Fields that should be reviewed include:

<table>
<thead>
<tr>
<th>PEPFCAP Report Field</th>
<th>Review Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the report complete?</td>
<td>Have all LOCKED jobs from Memorial Self-Service for the specified term been pulled in? Salary should be reconciled from the report to FLAC Self-Service data.</td>
</tr>
<tr>
<td>Report Errors</td>
<td>Have any errors been generated? Search for “error” on the pdf report. There is also an error count on the final page of the report. Errors may include:</td>
</tr>
<tr>
<td>Job Type</td>
<td>Memorial Instructors should not have any “Secondary” Job Types. These must be changed to “Overload”. Search for “secondary” on the pdf report.</td>
</tr>
<tr>
<td>Job Change Reason</td>
<td>Ensure FLAC is the job change reason.</td>
</tr>
<tr>
<td>Job Effective/End Date</td>
<td>Ensure the correct dates are used based upon Payroll’s pay schedule and the Part of Term being taught.</td>
</tr>
<tr>
<td>Earnings</td>
<td>Ensure all PC Instructors have SES earnings and ET have FEX earnings.</td>
</tr>
</tbody>
</table>
Deemed Hours

Ensure the appropriate number of deemed hours has been populated, based upon part of term, workload and responsibility for the particular Instructional Assignment.

FOAPAL

Ensure the ORG represents the Academic Unit to be charged for the Instructional Assignment.

Ensure FOAPAL overrides on SSACLBD and SCACLBD have been applied.

Ensure the ACCT represents the Contract Type (PC=61011; ET=61004).

C. Run PEPFCAP-UPDATE Mode Process:

After any necessary changes are completed, the PEPFCAP process should be run in EDIT mode again to ensure all errors have been eliminated. Check the final page of the PEPFCAP report to note the statistics.

D. Run PEPFCAP-UPDATE Mode Process:

After the review of the second EDIT mode report is complete, the PEPFCAP process should be run in UPDATE mode to apply the jobs to NBAJOBS. Check the final page of the PEPFCAP report to ensure the statistics are consistent with the final EDIT mode report. Any differences should be investigated.

Memorial FLAC Self-Service will identify which Instructional Assignments have been applied in the following summary – see APPLIED column (far right):

SIAASGN will also indicate a tick in the Compensation Applied box of each Instructional Assignment.
A number of reports have been developed to assist with the FLAC process, as follows:

<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
<th>User</th>
</tr>
</thead>
</table>
| COGS – HR_VIEW_BEN_PYL     | Exception Reports – Payroll  
  - $150 distance fee paid but schedule type not W.  
  - $150 distance fee paid on Extra teaching assignment.  
  - $150 distance fee paid but multiple instructors.  
  - Summary of Grenfell Campus FLAC jobs (FOAPAL check).  
  - FLAC assignments deemed hours to be corrected.  
  - FLAC assignments job type to be corrected.  
  - FLAC Instructors receiving SES earnings but no LUMUN deductions.  
  - FLAC Pensioners with Per Course job line but benefits not equal to ZZ. | HR - Payroll  
  Academic Unit  
  FLAC Administrator |
| PWRFSOS                    | Summary of SIAASGN entries for a term.                                      | HR – Payroll  
  Academic Unit  
  FLAC Administrator |
| PWRFSOC                    | Summary of Course Cancellations for a term.                                 | HR - Payroll                |
| PWRFLAC                    | Summary of jobs created by FLAC.                                            | HR – Payroll  
  FLAC Administrator |
| SIAINST                    | Summary Report for a term.                                                  | Faculty Relations           |
Banner Workflow - Managing Proxies

Banner Workflow is configured to assign workflow roles to specific employees. If the regularly assigned employee is unavailable (e.g. vacation, on leave, etc.) a proxy can be assigned.

Adding a Proxy

1. In Banner Workflow, select User Information from User Profile.

2. In the My Roles section of the page, click Add Proxy for a specific role-organization assignment.

3. On the Proxy Details page, enter information for these fields:

   ▪ **User** - The logon ID of the user who is assigned as a proxy. When you assign a user as a proxy user, the proxy user will see activities in his or her worklist as a result of the proxy. Your logon ID will indicate to this user that you are the person who would normally receive this activity in your worklist.

   ▪ **Effective From** - The date on which the proxy becomes effective. Enter a date which is on or after the current date. Note: All dates must be entered in the DD-MMM-YYYY hh:mm:ss AM/PM format. For example, 04-JUL-2003 12:00:00 PM. You can use the provided date widget or you can manually enter the date. Each user account and user-role-organization assignment has an effective date range. When you assign a user as a proxy, the effective date range for the proxy relationship must also fall within the effective date ranges of the user account and user-role-organization assignment of both the proxy and primary users. The start date for the user account’s effective date range should be earlier than the start date for all of that user’s role and proxy assignments.
- **Effective To** - The date on which the proxy ceases to be effective.
  Enter a date which is on or after the Effective From date. You can use the provided date widget or you can manually enter the date. Note: All dates must be entered in the DD-MMM-YYYY hh:mm:ss AM/PM format. For example, 04-JUL-2003 12:00:00 PM. Each user account and user-role-organization assignment has an effective date range. When you assign a user as a proxy, the effective date range for the proxy relationship must also fall within the effective date ranges of the user account and user-role-organization assignment of both the proxy and primary users.

  Note: The effective dates will only be validated at run time. No errors will be generated when adding proxies where the effective dates don’t match up.

- **Confidential** - If this checkbox is selected, the proxy user will receive and can respond to confidential work items.

- **Non Confidential** - If this checkbox is selected, the proxy user will receive and can respond to non-confidential work items. Non-confidential activities may be directed to any proxy user if you select the Non-Confidential checkbox. Unlike confidential tasks, non-confidential tasks will appear in the worklists of all other users who have the appropriate user role-organization assignment.

4. Click Save.

5. Repeat steps 2 through 4 for each proxy user to be added.
# Frequently Asked Questions (FAQs)

**Q:** I am receiving the following error from PEPFLAC or PEPFCAP. What should I do?

**A:** Please reference the appropriate error in the table below, and reference the appropriate solution:

<table>
<thead>
<tr>
<th>Error Message</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee record status must not be Terminated.</td>
<td>MyHR need to change the PEAEMPL record to an active status before the Instructor can be assigned instructional assignments.</td>
</tr>
<tr>
<td>Missing rate for this schedule type “X” for CRN “#####”.</td>
<td>HR Technology need to update the PTRFLCT compensation rule for the applicable term, campus, college, schedule combination.</td>
</tr>
<tr>
<td>Invalid Organization Code for Faculty Job Detail.</td>
<td>MyHR need to change the NBAPBUD Organizational Code to not be the roll-up Org (e.g. 46000 instead of 40Q).</td>
</tr>
<tr>
<td>Missing Contract Type on Faculty Assignment.</td>
<td>Review SIAASGN to determine if Contract Type has been accurately populated using PC, GF, or ET as applicable.</td>
</tr>
<tr>
<td>Missing mandatory Earn code for Faculty Job Earnings.</td>
<td>HR Technology need to tick the Base Salary box on PTREARN for the applicable earning code.</td>
</tr>
<tr>
<td>Missing Position and Suffix on Faculty Assignment. Course Reference Number #####.</td>
<td>Review SIAASGN to determine if Contract Type accurately reflects PC, GF, or ET and update as necessary. If still not populating on save and refresh, Remove Record for CRN and then add again.</td>
</tr>
<tr>
<td>Missing rule for contract type FF - FT Faculty Load.</td>
<td>On PEPFLAC, only extract contract types PC, GF and ET. The remainder are not needed for FLAC purposes.</td>
</tr>
<tr>
<td>Invalid Begin Date for Job Base; the employee is currently on leave.</td>
<td>The Instructor is being assigned for a term during which they are not Active. Review the employee status using PEAEMPL.</td>
</tr>
<tr>
<td>Invalid Begin Date for Job Base; must be within the Position Begin and End Date range.</td>
<td>HR Technology need to review Position Begin Date. If Term is prior to the begin date, assignment will not work.</td>
</tr>
</tbody>
</table>

**Q:** I am unable to remove an existing CRN record on SIAASGN.

**A:** Ensure the TCH field is first changed to “U” and saved. Then select Record Remove.

**Q:** When I try to enter instructional assignments on SIAASGN, I receive a warning stating “Active workload assignments are not populated for the current term”. What should I do?

**A:** This is only a warning – click OK to continue. Workload rules will be used in Phase II of the FLAC Implementation.
Q: When I enter two CRN assignments on SIAASGN, they both have the same Position-Suffix combo?
A: You must save after each CRN is entered. If you enter multiple CRNs and then save, they may be assigned the same Position-Suffix number. To correct, remove one of the CRN records. Change the TCH to “U” and save. Then select Record Remove and save. Then add the CRN record again and save. Roll-back and refresh to ensure each CRN has a unique Position-Suffix number.

Q: When I enter the Instructor ID on SIAASGN, a get the message “ID is invalid”. What do I do?
A: An Instructor can have multiple Banner IDs. You will need to search for an ID that will be accepted by Banner. Refer to page 15 for Instructions.

Q: How do I enter an assignment where the CRN is split between Regular Load and Extra Teaching?
A: A single CRN cannot be split between two contract types on SIAASGN. This scenario should be entered on SIAASGN as Contract Type “FF” Full-Time Faculty Load and the Extra Teaching portion will be handled manually by Faculty Relations and Payroll.

Q: Why won’t my report open?
A: The pop-up blocker may be enabled on your internet browser. Disable the pop-up blocker for this site and try again. You may be required to exit and log back into Banner for changes to take effect.
FLAC Cheat Sheet - Academic Admin Unit
Compensation for Per Course & Extra Teaching

**Ensure PCI Maintenance Forms are submitted to MyHR as soon as an Instructor has been selected for an appointment. You will not be able to assign them to a course until they have been created in Banner as an employee and an active Faculty.**

**Step 1 – Course Audit Reports**
- Review the Course Audit Reports for section details. Ensure the workload and schedule type is accurate. Section changes are processed by the Registrar’s Office.
- Process any necessary Instructor changes on SIAASGN – remove past instructor before adding current instructor.
- Instructor names should be deleted prior to requesting section changes/deletions to be performed by Registrar’s Office.

**Step 2 – Advertise early!**
- Do not wait until the LUMUN deadlines to place your Per Course Appointment ads. This will impact having Instructors recruited in time for course registration.
- Per Course Appointments must be advertised for 10 days.
- As soon as the successful applicant has been selected and approved, please provide any required PCI Maintenance Forms to MyHR for processing (e.g. new / int’l / address changes).

**Step 3 – Communicate with Instructors**
- Inform any new Instructors of their @mun.ca email address.
- FLAC course appointments will be sent by email.
- Instructors should be encouraged to acknowledge FLAC contracts in Memorial Self-Service.

**Step 4 – Populate Instructional Assignments (SIAASGN)**
- Instructional Assignments should be populated on SIAASGN prior to student registration.
- Ensure the appropriate contract type is selected.
- Ensure the workload for the respective course is accurate – use the *FLAC Workload Change Request Form* if changes are required.

**Step 5 – Review Compensation Packages (Memorial Self-Service)**
- Instructional Assignment compensation packages will be visible in Memorial Self-Service for review by the Academic Unit Admin once the FLAC process is run.
- Once you are confident that the Instructional Assignment details are accurate, locking the record will kick off the Instructional Assignment approval process in Banner Workflow.
- For PCI appointments, complete the LUMUN Questionnaire in Banner Workflow as per email.
- You can monitor the status of the approval process in Memorial Self Service using the Employee Status Summary Report.
- Instructors will not be paid until the Instructional Assignment has been approved. Please be cognizant of payroll deadlines when processing any late or emergency hires.

**Step 6 – Communicate Instructor and/or Course Section Changes**
- Any changes to course sections and Instructor assignments must be processed on a timely basis to ensure accurate compensation.
- Where an existing course section is being made INACTIVE, please remove the Instructional Assignment on SIAASGN before submitting the form to the Registrar’s Office.
- Where an Instructor replacement is occurring, please make the appropriate entries on SIAASGN.
  - If the SIAASGN record indicates “compensation applied”; please submit a case to MyHR to alert Payroll of the change (as an overpayment may occur).