Faculty Load and Compensation (FLAC) Editor Instructions:

Reviewing Assignments in Self Service Banner (SSB)

Items you can review in Course Compensation:

- CRN-Session-Subject and Course Number
- Position and Sufix
- Total Compensation Amount
- Labor Distribution
- Locked Status

1. Go to the Employee Dashboard via the SHU Portal and click on Faculty Load and Compensation from the right-hand menu under My Activities.
2. Click on the Faculty and Compensation tile.
3. Choose the correct term from the drop-down menu.
4. (Optional) Filter your results
5. Select Organization Summary or Employee Summary

   Organization Summary: assignments (according to set filters) grouped by the Org on the assignment Fund-Org-Acct-Program (FOAP) and then by Employee

   Employee Summary: assignments (according to set filters), grouped by Employee, listed in alphabetical order by last name.

6. Review details of course assignments and calculations

Carefully review and confirm:

- *All adjuncts are available as expected*

- *All course assignments are correct*

- *Pay calculation is correct for each course*

Editing Assignments in Self Service Banner (SSB)

The following adjustments and modifications can be made in SSB:

- Compensation amounts when the calculation difers from desired pay amount
- Labor distribution for the course assignment

Adjusting Course Compensation *(*IF NEEDED)*

1. Change the calculation method in the drop down to "Flat Rate"
2. Modify the rate field to the total amount desired for the course.

Adjusting Labor Distribution - Adjustments to the labor distribution may be needed when:

- An adjunct faculty is charged to the wrong index/account number (FOAP).
- An adjunct faculty is teaching courses in diferent departments and/or school.

To change the FOAP (Fund-Org-Account-Program)

1. Click on the Position and Sufix link to access the Job Assignment Page, then click account distribution tab.
2. Click in the box and change the Organization code, then click save and submit.
3. Enter the additional values in the appropriate FOAP fields, click save and submit.

If you add more than one account distribution for a course, be sure to update the percentages as necessary. The overall total percentage should be = 100.