

Banner FLAC

(Faculty Load and Compensation)

Faculty/Employee Acknowledgement of Pending
Job Assignments

Overview- What is Banner FLAC?

- Banner FLAC bridges the gap between Banner modules to deliver a comprehensive path to assigning and compensating faculty workload.
- FLAC replaces two custom-built UNCW applications, "HR Online" and "Supp Pay" tools, which are scheduled to be decommissioned due to lack of technical support.
- **All pending assignments require acknowledgment from the faculty member or employee who is being assigned the work within Self-Service Banner FLAC on SeaNet.**
- *This acknowledgment serves as the final authorization to create a job record, which will ensure that due compensation is received for these assignments.*

*****NOTE: The monthly acknowledgement deadline is set by the hiring unit of the assignment. Please confer directly with the FLAC Manager of the appropriate unit to establish the acknowledgment deadline.**

Why FLAC at UNCW?

- The "HR Online" and "Supp Pay" applications, which are currently being utilized to process temporary and supplemental assignments, lack significant technical support and are therefore scheduled to be decommissioned.
- Technical support is provided for Banner FLAC by Ellucian.
- **FLAC provides faculty and administrators in Academic Affairs with a comprehensive and on-demand view of all assignments entered into the FLAC system- in load, overload, extra non-instructional, and unpaid.**
- More streamlined approval process- administrators will no longer have to sign off twice on a single job assignment.
- FLAC automatically calculates assignment compensation based on each college's pay rate.
- Banner FLAC provides better reporting opportunities which will reflect more accurate data.

Change is good! What's new for you in FLAC?

Permanent Faculty/Non-Faculty

- No more paper forms to sign.
- Ability to acknowledge wherever internet is available.
- View of on-load assignments as well as overload, extra non-instructional, and unpaid assignments as recorded in FLAC by your department.
- On demand view of historical records of terms and assignments.

Temporary Faculty/Non-Faculty

- Ability to view assignment details and contract language.
- On demand view of historical records of terms and assignments.
- Ability to acknowledge wherever internet is available.

1. **You will receive an email alerting you that there are pending jobs awaiting your acknowledgment. Once you have reviewed the assignment information, you can navigate to SeaNet via the hyperlink embedded in the email.**

This email will be sent from flac@uncw.edu- please do not respond to this email address. Forward all questions to either the preparer/admin in the hiring department or the hiring unit's FLAC Manager.

To: Seahawk, Sammy <seahawks@uncw.edu>
Subject: RESPONSE REQUIRED

seahawks@uncw.edu

Greetings,

A temporary work assignment has been entered for you. Please log into [SeaNet](#) to review and acknowledge this assignment. If the work assignment and/or salary is not accurate or if you have questions, please contact the hiring official for this assignment immediately.

Name: Seahawks, Sammy

Assignment: PLS 308 – Public Administration

CRN: 12233

Position #: 006292 NA

Amount: Full Time Load

Assignment: PLS 500 – Managing Pub & Nonprofit Org

CRN: 12872

Position #: 006292 NA

Amount: Full Time Load

Assignment: MCOP 521 – Institutions & the Environment


CRN: 17876

Position #: 729053-99

Amount: \$3,000.00




2. Navigate to SeaNet and then to Secure Login screen

Secure Login for Faculty, Staff and Students 
Detailed Class Schedule
Search for Courses
Course Catalog
General Financial Aid
Audit Application (Undergraduate)
SeaNet Guide for Students
SeaNet Guide for Faculty
SeaNet Proxy Login (Parent or Legal Guardian's Access)
SeaNet Proxy Guide for (Parent or Legal Guardian)
SeaNet Proxy Guide for Students
SeaNet Proxy FAQ
UNCW Home Page

RELEASE: 8.8.2

*See next slide for alternate
Seaport login instructions*



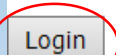
3. Enter Banner ID (850XXXXXX) and PIN number, then choose Login

 Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login.

If you do not know your user Id or PIN, please go [here](#) to retrieve it. Your SeaNet user-id is 9 digits, beginning with 85, and your PIN is a 8 digit number which is initially set to your birth-date - MMDDYYYY. Your PIN is not the same as your 4 digit Registration PIN (alt pin).

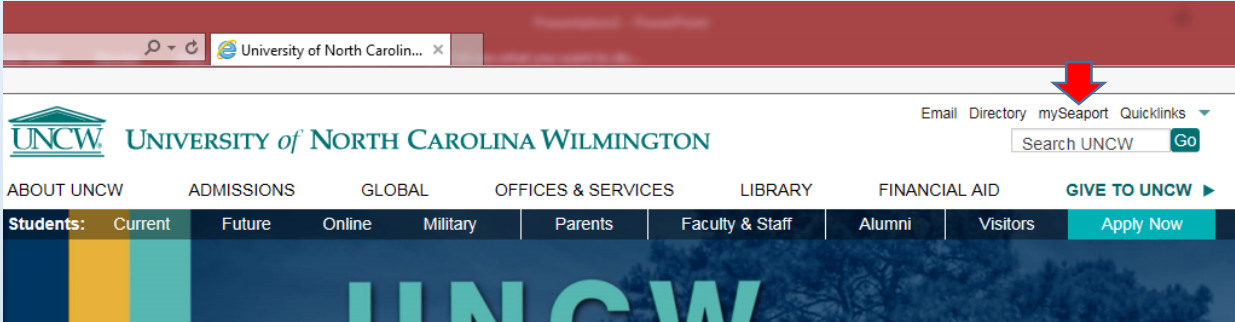
When you are finished, please Exit and close your browser to protect your privacy.

If you are locked out for any reason, please contact the TAC at (910) 962-4357 to have your PIN reset.

User ID: 
PIN: 
 Login

OR Login to SeaNet via Seaport

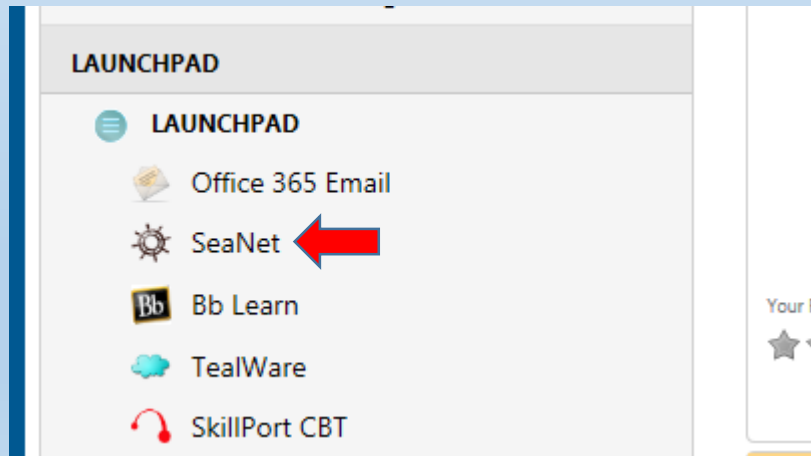
Step 1. Go to UNCW homepage and click mySeaport at the top right of the page



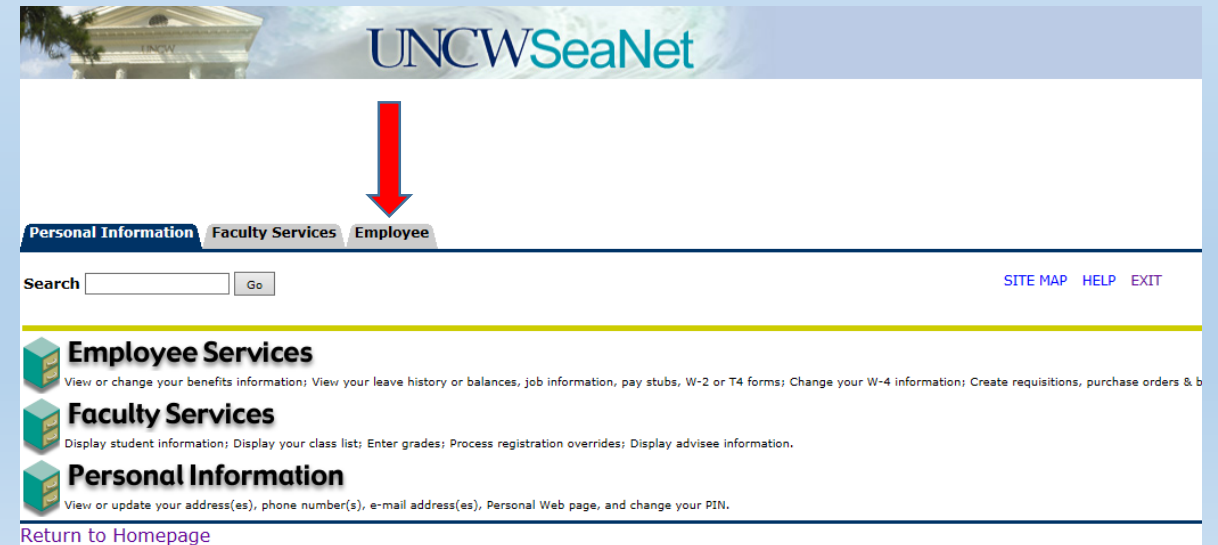
Step 2. Enter UNCW domain name and password and Login



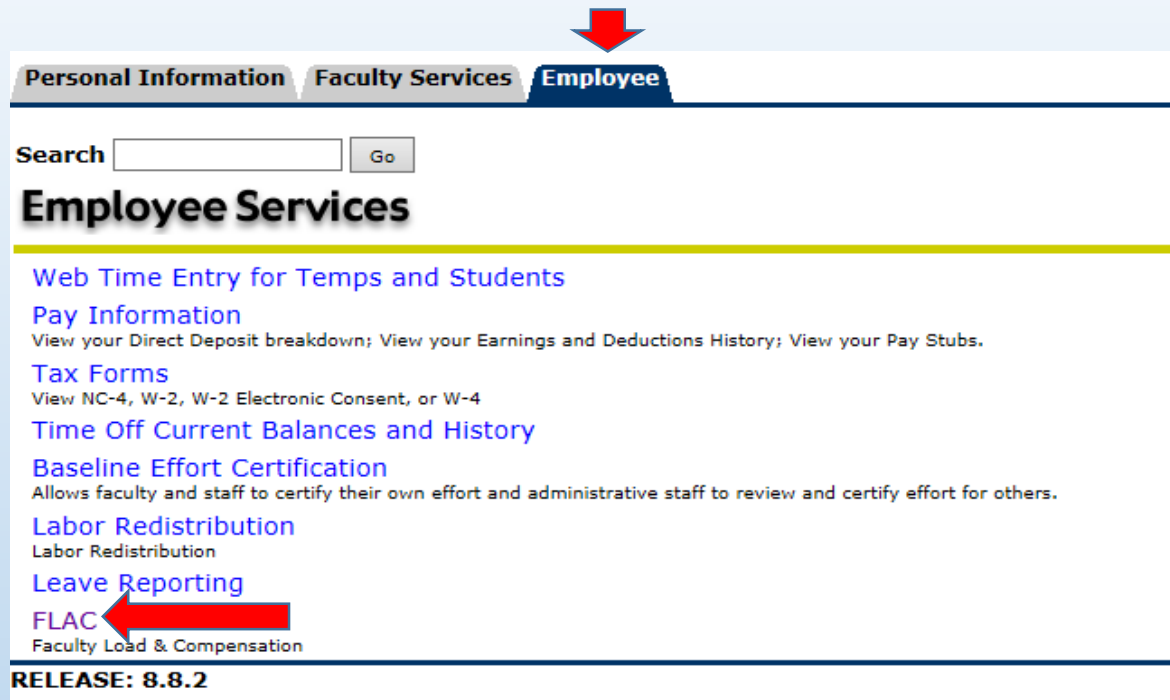
Step 3. Click the SeaNet link on the Launchpad to the left of your screen



Step 4. Follow the instructions as outlined in the presentation

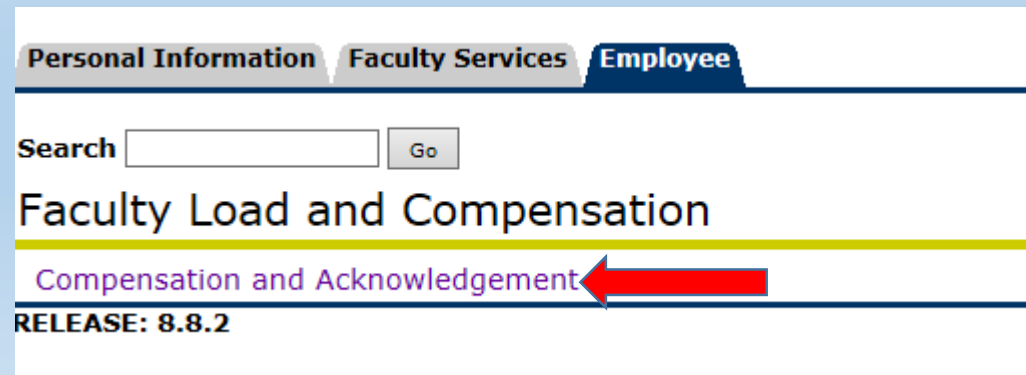


4. Once logged in, choose the “Employee” tab, and then choose FLAC



The screenshot shows a web interface with three tabs: "Personal Information", "Faculty Services", and "Employee". The "Employee" tab is selected and highlighted in blue. Below the tabs is a search bar with a "Go" button. The main heading is "Employee Services". A list of links is displayed, including "Web Time Entry for Temps and Students", "Pay Information", "Tax Forms", "Time Off Current Balances and History", "Baseline Effort Certification", "Labor Redistribution", "Leave Reporting", and "FLAC". A red arrow points to the "FLAC" link, which is underlined. Below the list is the text "Faculty Load & Compensation". At the bottom left, it says "RELEASE: 8.8.2".

5. Click “Compensation and Acknowledgement”



The screenshot shows the same web interface as the previous one, but now the "Faculty Services" tab is selected and highlighted in blue. The main heading is "Faculty Load and Compensation". A link "Compensation and Acknowledgement" is displayed and underlined. A red arrow points to this link. Below the link is the text "RELEASE: 8.8.2".

6. Review the contract language at the top of the screen. Then use the drop down to choose the term for which you have pending assignments, and click **Go**.

Compensation and Acknowledgement

University of North Carolina
Notice of Employment for Supplemental Pay

This is to confirm your appointment to a position approved by the University of North Carolina Wilmington subject to the terms and conditions here:

1. This appointment is made subject to the laws of the State of North Carolina and the requirements and policies of the University of North Carolina
2. The salary is contingent upon your successful completion of service for the full term of this agreement. In the event of failure to complete the service, the salary shall be subject to the University's policies.
3. This appointment and the salary are in consideration of your performance of the duties and responsibilities assigned to you as a faculty member by the appropriate representatives of this community college.
4. I agree to abide by all applicable laws, policies, procedures and guidelines, including but not limited to, the Family Education Rights and Privacy Act (FERPA).

You must signify your acceptance of this appointment under the terms and conditions set forth by electronically signing this Notice within fifteen (15) business days of the date of this Notice. Click the Selected Positions button.

It is the policy of the University of North Carolina Wilmington to provide employment, training, compensation, promotion, and other conditions of employment on the basis of merit. The University does not discriminate on the basis of race, sex, religion, age, national origin, disability, or any other characteristic prohibited by applicable law. The University also does not discriminate on the basis of genetic information in its programs and activities, and any other characteristics prohibited by applicable law.

Name and ID:

Term: *

RELEASE: 8.12.1.5

Click the "Contract Note" to view contract language specific to each "Contract Type". This pertains to the terms and conditions of the assignment to which you are agreeing through your acknowledgement

7. Your assignments will appear below the drop down. Check the boxes for the assignments that you wish to acknowledge, thereby agreeing to the terms and conditions of the job, and choose "Acknowledge Selected Positions"

Term: *

727045-99 Temp Epa/Faculty Faculty Acknowledgment: Acknowledgment Date:
 Organization: 32211, English
 Contract Type: Temporary Faculty Teaching Contract Note:

Non-Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
	PSW - Public Service Workshop			ENGL	500.000					500.00
Calculated Compensation:										500.00
Job Assignment Compensation:										500.00

737100-99 Part-Time Faculty - Spec Asgn Faculty Acknowledgment: Acknowledgment Date:
 Organization: 31241, Accountancy
 Contract Type: Temporary Faculty Teaching Contract Note:

Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
63573-01	ACG-201-Accounting	001	BA		0.000	3.000	8.330	13	100	6,000.00
Calculated Compensation:										6,000.00
Job Assignment Compensation:										6,000.00

Comment

IMPORTANT NOTE: Please only acknowledge assignments which appear correct. If you have any questions about an assignment, contact an administrator within the hiring department before acknowledging. They will be able to assist you. Your acknowledgement cues the system to create a job record, and once completed, an assignment cannot be changed in SeaNet.


Quick note....

If an assignment is entered into the system but not yet ready for your acknowledgment, you will see an error for that assignment as shown below.

You will still be able to acknowledge your other assignments. If you have a question about this unavailable assignment, please contact the FLAC Manager within the hiring unit.

009310-02 Teaching Special Assign Faculty Acknowledgment: Acknowledgment Date:

Organization: 30120, University College

 Job is not available for Acknowledgement at this time. Please retry at a later date.

Contract Type: Extra Assignment Contract Note:

009325-43 Teaching Special Assign Faculty Acknowledgment: Acknowledgment Date:

Organization: 30120, University College


Contract Type: Overload Contract Note:



Assignment not yet available for acknowledgment



Assignment available for acknowledgment

Instructional							
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Conta
13295-01	 UNI-201-University College	007	UC		0.000	3.000	

8. Dates will appear beside the checked boxes, confirming that the acknowledgment was successful.

Term: * 201760 - Summer 2017

727045-99 Temp Epa/Faculty Faculty Acknowledgment: Acknowledgment Date: 08/21/2017

Organization: 32211, English


Contract Type: Temporary Faculty Teaching Contract Note:

Non-Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
	PSW - Public Service Workshop			ENGL	500.000					500.00
Calculated Compensation:										500.00
Job Assignment Compensation:										500.00

737100-99 Part-Time Faculty - Spec Asgn Faculty Acknowledgment: Acknowledgment Date: 08/21/2017

Organization: 31241, Accountancy

Contract Type: Temporary Faculty Teaching Contract Note:

Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
63573-01	 ACG-201-Accounting	001	BA		0.000	3.000	8.330	13	100	6,000.00
Calculated Compensation:										6,000.00
Job Assignment Compensation:										6,000.00

Comment



IMPORTANT NOTE FOR ALL FACULTY

- A benefit of the Banner FLAC system is that it calculates payment based on each college's pay rates
- The **Calculated Compensation** on each assignment is the automated calculation within the Banner FLAC system
- The **Job Assignment Compensation** is the actual compensation amount for the assignment

727045-99 Temp Epa/Faculty Faculty Acknowledgment: Acknowledgment Date: 08/21/2017

Organization: 32211, English

Contract Type: Temporary Faculty Teaching Contract Note:

Non-Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
	PSW - Public Service Workshop			ENGL	500.000					500.00
Calculated Compensation:										500.00
Job Assignment Compensation:										500.00

- In situations where a course is pro-rated based on headcount and/or credit hours, an admin within your unit will have to manually change the pay amount on SeaNet.
- In this situation, the **Calculated Compensation** and **Job Assignment Compensation** will differ, as show below.
- The **Job Assignment Compensation** is the amount you will be paid for the assignment.

Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
12565-01	EDL-530-Educational Leadership	001	ED		0.000	3.000	3.000	4	100	3,200.01
Calculated Compensation:										3,200.01
Job Assignment Compensation:										4,000.00

Important Information for Full Time Faculty:

- Courses that are part of your full time load, grouped under the contract type “Full Time Teaching”, will always appear uncompensated, as shown below. This is only to show that you are not receiving extra compensation for these assignments in addition to your yearly salary. **Full time assignments also need to be acknowledged.**
- Course Teaching Overloads, Extra Assignments (aka non-instructional, not tied directly to a CRN), and Summer Session courses that are to be paid supplementally will show a compensation amount.

Term: * 201810 - Fall 2017

006292-NA Associate Professor Faculty Acknowledgment: Acknowledgment Date:

Organization: ~~32421, Public & International Affairs~~

Contract Type: Full Time Teaching **Contract Note:**

Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
12233-01	PLS-308-Political Science	001	AS		0.000	3.000	2.500	27	100	
12872-01	PLS-500-Political Science	001	AS		0.000	3.000	2.750	0	100	
Job Assignment Compensation:										0.00

729053-98 Supplemental - Perm Emp Faculty Acknowledgment: Acknowledgment Date:

Organization: ~~32421, Public & International Affairs~~

Contract Type: Extra Assignment **Contract Note:**

Non-Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
	ANON - Admin Non Instructional			AS	1,500.000					1,500.00
Calculated Compensation:										1,500.00
Job Assignment Compensation:										1,500.00

Recap....

Acknowledgement is required for all pending assignments.

This acknowledgment serves as the final authorization to create a job record, which will ensure that due compensation is received for these assignments.

*****NOTE: The monthly acknowledgement deadline is set by the hiring unit of the assignment. Please confer directly with the FLAC Manager of the appropriate unit to establish the acknowledgment deadline.**