

## FLAC Faculty/Employee Acknowledgement Step-By-Step Instructions

### Important notes:

**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.

If an assignment is entered into the system but not yet ready for your acknowledgement, you will see an error for that assignment stating **“Job is not available for Acknowledgement at this time. Please retry at a later date.”** *You are still able to acknowledge your other assignments.* If you have a question about this unavailable assignment, please contact the FLAC Manager within the hiring unit.

### 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.** 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 (non-instructional, not tied directly to a CRN), and Summer Session courses that are to be paid supplementally will show a compensation amount.**

### Step-By-Step

1. You will receive an email alerting you that there are pending jobs awaiting your acknowledgement. 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](mailto: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.

2. Navigate to SeaNet via hyperlink embedded in the email or the UNCW home page.

- Enter Banner ID (850XXXXXX) and PIN number, then choose Login on the Secure Login screen
- *OR* Login to SeaNet via Seaport

3. Once logged in, choose the **Employee** tab, and then choose **FLAC**.

4. Click **Compensation and Acknowledgement**.

5. 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**.

6. 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**.

7. **Dates will appear beside the checked boxes, confirming that the acknowledgement was successful.**