# CAS Annual Calendar for FLAC Non-Instructional Assignments

**BANNER TERM CODES:**

<table>
<thead>
<tr>
<th>2020-21</th>
<th>Summer</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>202060</td>
<td>202110</td>
<td>202120</td>
</tr>
</tbody>
</table>

## June 2020

1<sup>st</sup> Faculty can begin acknowledging June assignments in SeaNet
15<sup>th</sup> Deadline for faculty to acknowledge June assignments in SeaNet
18<sup>th</sup> Dean’s Office unlocks unacknowledged June assignments to be edited for July payments
30<sup>th</sup> Deadline for departments to enter July non-instructional assignments in SIAASGN

## July 2020

1<sup>st</sup> Dean’s Office extracts July assignments to SeaNet (following HR year end roll notification)
9<sup>th</sup> Deadline for SeaNet edits, comments, and additional approvals for July assignments
10<sup>th</sup> Dean’s Office locks July assignments
11<sup>th</sup> Faculty can begin acknowledging July assignments in SeaNet
15<sup>th</sup> Deadline for faculty to acknowledge July assignments in SeaNet
18<sup>th</sup> Dean’s Office unlocks unacknowledged July assignments to be edited for August payments *(note: this is on a Saturday)*
18<sup>th</sup> Enter August non-instructional assignments in SIAASGN following notification from AARM that fall term 202110 is open in Banner *(note: this is on a Saturday)*
23<sup>th</sup> Deadline for departments to enter August non-instructional assignments in SIAASGN
24<sup>th</sup> Dean’s Office extracts August assignments to SeaNet
30<sup>th</sup> Deadline for SeaNet edits, comments, and additional approvals for August assignments
31<sup>st</sup> Dean’s Office locks August assignments

## August 2020

1<sup>st</sup> Faculty can begin acknowledging August assignments in SeaNet
15<sup>th</sup> Deadline for faculty to acknowledge August assignments in SeaNet *(note: this is on a Saturday)*
18<sup>th</sup> Dean’s Office unlocks unacknowledged August assignments to be edited for September payments
24<sup>th</sup> Deadline for departments to enter September non-instructional assignments in SIAASGN
25<sup>th</sup> Dean’s Office extracts September assignments to SeaNet
28<sup>th</sup> Deadline for SeaNet edits, comments, and additional approvals for September assignments
31<sup>st</sup> Dean’s Office locks September assignments

## September 2020

1<sup>st</sup> Faculty can begin acknowledging September assignments in SeaNet
15<sup>th</sup> Deadline for faculty to acknowledge September assignments in SeaNet
18<sup>th</sup> Dean’s Office unlocks unacknowledged September assignments to be edited for October payments
23<sup>rd</sup> Deadline for departments to enter October assignments in SIAASGN
24<sup>th</sup> Dean’s Office extracts October assignments to SeaNet
29<sup>th</sup> Deadline for SeaNet edits, comments, and additional approvals for October assignments
30<sup>th</sup> Dean’s Office locks October assignments

Revised 04.09.2020
### October 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Faculty can begin acknowledging October assignments in SeaNet</td>
</tr>
<tr>
<td>15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Deadline for faculty to acknowledge October assignments in SeaNet</td>
</tr>
<tr>
<td>18&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Dean’s Office unlocks unacknowledged October assignments to be edited for November payments (note: this is on a Sunday)</td>
</tr>
<tr>
<td>23&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>Deadline for departments to enter November assignments in SIAASGN</td>
</tr>
<tr>
<td>26&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Dean’s Office extracts November assignments to SeaNet</td>
</tr>
<tr>
<td>29&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Deadline for SeaNet edits, comments, and additional approvals for November assignments</td>
</tr>
<tr>
<td>30&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Dean’s Office locks November assignments</td>
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</tbody>
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### November 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Faculty can begin acknowledging November assignments in SeaNet (note: this is on a Sunday)</td>
</tr>
<tr>
<td>15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Deadline for faculty to acknowledge November assignments in SeaNet (note: this is on a Saturday)</td>
</tr>
<tr>
<td>18&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Dean’s Office unlocks unacknowledged November assignments to be edited for December payments</td>
</tr>
<tr>
<td>20&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Deadline for departments to enter December assignments in SIAASGN</td>
</tr>
<tr>
<td>23&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>Dean’s Office extracts December assignments to SeaNet</td>
</tr>
<tr>
<td>25&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Deadline for SeaNet edits, comments, and additional approvals for December assignments</td>
</tr>
<tr>
<td>30&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Dean’s Office locks December assignments (note: earlier date due to Thanksgiving holiday period)</td>
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</tbody>
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### December 2020

*Note: all deadlines are earlier due to holiday closings and Payroll earlier processing deadlines*

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<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Faculty can begin acknowledging December assignments in SeaNet</td>
</tr>
<tr>
<td>6&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Deadline for faculty to acknowledge December assignments in SeaNet (note: this is on a Sunday)</td>
</tr>
<tr>
<td>7&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Dean’s Office unlocks unacknowledged December assignments to be edited for January payments</td>
</tr>
<tr>
<td>14&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Deadline for departments to enter January assignments in SIAASGN</td>
</tr>
<tr>
<td>15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Dean’s Office extracts January assignments to SeaNet</td>
</tr>
<tr>
<td>21&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Deadline for SeaNet edits, comments, and additional approvals for January assignments</td>
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<tr>
<td>22&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Dean’s Office locks January assignments</td>
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<tr>
<td>23&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>Faculty can begin acknowledging January assignments in SeaNet</td>
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### January 2021

<table>
<thead>
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<th>Date</th>
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<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Faculty can continue acknowledging January assignments in SeaNet</td>
</tr>
<tr>
<td>15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Deadline for faculty to acknowledge January assignments in SeaNet</td>
</tr>
<tr>
<td>18&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Dean’s Office unlocks unacknowledged January assignments to be edited for February payments (note: this is on a holiday period)</td>
</tr>
<tr>
<td>22&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Deadline for departments to enter February assignments in SIAASGN</td>
</tr>
<tr>
<td>25&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Dean’s Office extracts February assignments to SeaNet</td>
</tr>
<tr>
<td>28&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Deadline for SeaNet edits, comments, and additional approvals for February assignments</td>
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<tr>
<td>29&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Dean’s Office locks February assignments</td>
</tr>
</tbody>
</table>

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# CAS Annual Calendar for FLAC Non-Instructional Assignments

## February 2021
- **1st**: Faculty can begin acknowledging February assignments in SeaNet
- **15th**: Deadline for faculty to acknowledge February assignments in SeaNet
- **18th**: Dean’s Office unlocks unacknowledged February assignments to be edited for March payments
- **22nd**: Deadline for departments to enter March assignments in SIAASGN
- **23rd**: Dean’s Office extracts March assignments to SeaNet
- **25th**: Deadline for SeaNet edits, comments, and additional approvals for March assignments
- **26th**: Dean’s Office locks March assignments

## March 2021
- **1st**: Faculty can begin acknowledging March assignments in SeaNet
- **15th**: Deadline for faculty to acknowledge March assignments in SeaNet
- **18th**: Dean’s Office unlocks unacknowledged March assignments to be edited for April payments
- **24th**: Deadline for departments to enter April assignments in SIAASGN
- **25th**: Dean’s Office extracts April assignments to SeaNet
- **30th**: Deadline for SeaNet edits, comments, and additional approvals for April assignments
- **31st**: Dean’s Office locks April assignments

## April 2021
- **1st**: Faculty can begin acknowledging April assignments in SeaNet
- **15th**: Deadline for faculty to acknowledge April assignments in SeaNet
- **18th**: Dean’s Office unlocks unacknowledged April assignments to be edited for May payments *(note: this is on a Sunday)*
  - Summer term 2021 opens in Banner for to enter assignments in SIAASGN
- **23rd**: Deadline for departments to enter May assignments in SIAASGN
- **26th**: Dean’s Office extracts May assignments to SeaNet
- **29th**: Deadline for SeaNet edits, comments, and additional approvals for May assignments
- **30th**: Dean’s Office locks May assignments

## May 2021
- **1st**: Faculty can begin acknowledging May assignments in SeaNet
- **15th**: Deadline for faculty to acknowledge May assignments in SeaNet
- **18th**: Dean’s Office unlocks unacknowledged May assignments to be edited for June payments
- **24th**: Deadline for departments to enter June assignments in SIAASGN
- **25th**: Dean’s Office extracts June assignments to SeaNet
- **28th**: Deadline for SeaNet edits, comments, and additional approvals for June assignments
- **31st**: Dean’s Office locks June assignments

*All FY21 assignments must be paid by June 30, 2021.

*Assignments to be paid in FY22 should be entered after July 1, 2021.*

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Special Instructions:

- After entering a non-instructional assignment in SIAASGN, email the faculty member’s full name, Banner ID, salary and the position-suffix to the CAS Dean’s Office for extraction.

- Remember to check NBIJLST in Banner and change the search term to 7/1/2006 to avoid reusing a position suffix.

- If you need to change the position, suffix, contract type, or workload pay amount after extraction, email the changes to the CAS Dean’s Office. The record may need to be deleted and re-entered in order to extract correctly to SeaNet.

- The default 1.00 FTE displayed in SeaNet must be changed for all non-instructional assignments. Ensure the employee provides you with the estimated number of hours and the number of weeks he/she anticipates working on the non-instructional assignment in order to update the FTE field by using the FTE calculator.

- All full-time, permanent faculty must have justification comments entered for their non-instructional assignments. Comments are required for temporary part-time employees if they are being paid from a grant fund, teaching outside of their home department or receiving pay for a late assignment.

FAQ

What is a non-instructional assignment?
Non-instructional assignments differ from course teaching assignments in that they are not associated with a specific course CRN. They are all entered as “workload one,” meaning the pay amount is entered in the override workload field in SIAASGN. Common examples of non-instructional stipends include grants, research, graduate coordinators, advising, and additional pay for courses.

When should I enter non-instructional assignments?
Non-instructional assignments should be processed the month before payment. For example, if the payment will be in August, the assignment will be processed in July. We are required to lock records before the start date—otherwise, a late justification and approval is required.

What happens if faculty do not acknowledge by the 15th deadline?
Assignments that are not acknowledged by the monthly 15th deadline will be unlocked by the Dean’s Office. The preparer will edit the dates, pays, and factors, as well as add a late justification statement. Once the Dean’s Office locks the record, the faculty must acknowledge by the 15th of the following month.

How do I enter payments for graduate students?
Graduate students are paid through EPAF in SeaNet, even if they are being paid to teach courses as the instructor of record.

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What do I do if the position number is not listed on the SSRS Active FLAC Pool Positions report?
If you need a position that is not listed on the active positions report, you will need to request for a pool position to be created by the Budget Office. Complete the appropriate form on the Budget Office website, then forward to Nina Brown at brownn@uncw.edu for approval.

How can I confirm if faculty have acknowledged their assignments?
Go to the FLAC module in SeaNet and click “Faculty Compensation Administration.” Select the correct term. Click “Employee Filter” to search for the individual faculty by name, or select your organization from the “COA and Organization” menu for a list of all faculty in your department.

Click the notepad and pencil icon below the faculty’s name on the Employee Summary page. Records that have been acknowledged will display a checked box and the date of the approval. If not yet acknowledged, the Acknowledgement Date checkbox will be blank and the date will not be displayed.

Need more help?
Join us for FLAC Open Labs for a quiet, uninterrupted space to work. It is also a great time to ask questions and work with your FLAC manager for one-on-one support. See contact information below for additional support.

<table>
<thead>
<tr>
<th>Nina Brown, Business Officer</th>
<th>2-7506</th>
<th></th>
</tr>
</thead>
</table>
| CAS FLAC Manager             | brownn@uncw.edu | - Position funding  
   - Salary scale calculations  
   - CAS salary workbook  
   - FLAC Open Lab dates  
   - Record extractions and review  
   - Faculty salary reports |
| Jessenia McCrary, Business Services Coordinator | 2-7753 | - FLAC step-by-step support  
   - Record extractions  
   - Record corrections  
   - Faculty position reports  
   - Feedback on tools and resources  
   - Faculty access  
   - Hiring and credentialing |
| Sarah Schaeffer, Senior Business Officer | 2-4216 | - Faculty startup |
| Rhianna Radabaugh, AARM Administrative Specialist  | radabaughr@uncw.edu | - FLAC Preparers access  
   Always contact the Dean’s Office first with FLAC questions and training. If circumstances require elevation, the Dean’s Office will work with Rhianna to resolve it. |

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