



# Faculty Load and Compensation

Wednesday, August 26, 2009

1:30 to 3:30

Sue Jennings  
Susan Paradis

# Agenda

- Terminology
- Process Overview/Web Pages
- Student Form Set Up
- Human Resource Form Set up

# Terminology

- Course-by-course = hourly faculty = adjunct faculty = part-time
- Faculty Administrator Actions
  - Update
  - Download to excel
  - Move assignment to overload
  - Change account distribution
  - Change job information

# Despite the name.....

- The Faculty Load and Compensation module:
  - does not impact the Student Faculty Load module
  - is not dependent on the faculty workload rules

# Process Overview

- Run extract to populate Employee Self-Service
- Update Employee Self-Service as required
- Run extract to add/delete records as required
- Lock records
- Run upload
- Manual updates to job records as required

# Extract Process

- PEPFLAC: Load and Compensation Extract Process
  - Pulls from SIASSGN and SSBSECT (Student) and NBAJOBS (HR)
  - Can be run multiple times to add/delete faculty assignments
  - Can be run person by person
  - Posts the data on Employee Self Service

# Filter Selection

Select desired Term from the drop-down list and select "Go". 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:** \* 200751 - Spring 2007(FLAC Leave by job) Go

**Part of Term:** All  
1 - Full Term

**Campus:** All  
DWN - Downtown (FLAC Testing)  
M - Main

**College:** All  
AS - College of Arts & Sciences  
HK - School of Hard Knocks

**COA and Organization:** All  
B-01, President  
B-11, Vice President Academic Affairs

SIAASGN  
SSASECT

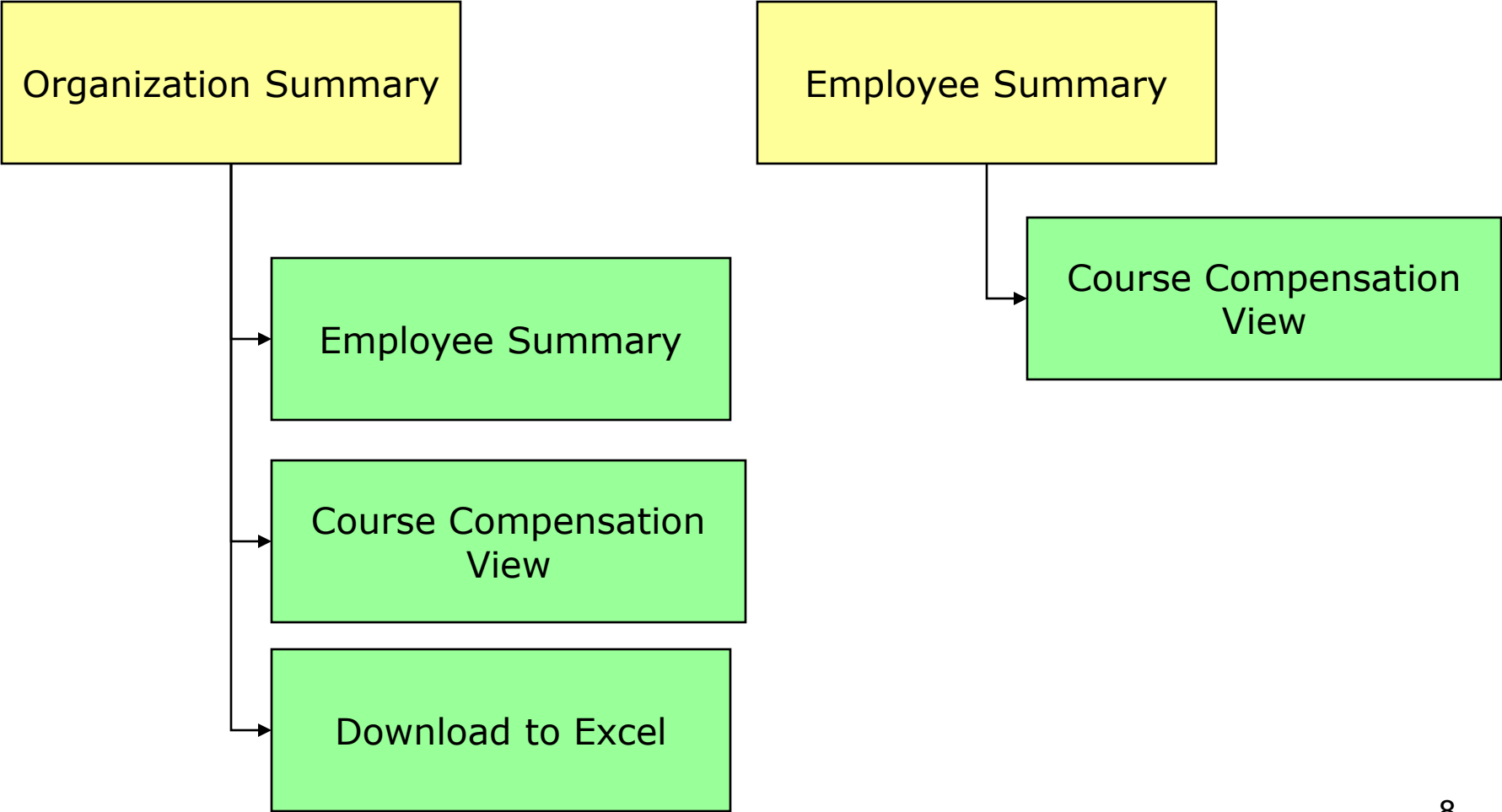
NBAPBUD

**Include Subordinate Organizations:**

**Include Non-Instructional Assignment:**

**Number of Employees per Page:** 25

# Web Navigation/Summary Views





# 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 click the 'Restart Selected Employees' button at the bottom of the page.

200742-Spring 2007 (FLACFuncTesting)

Option on this page to download to Excel

1 - 25 of 70 Next   
[Jump To Bottom](#)

SIAASGN

SSASECT

Chart A for Organization 120 - Biology Department

Links	Restart	Name	Faculty Assignment Changes	Position Suffix	Contract Type	CRN Session	Subject and Course	Section	Course Load Changes	Compensation	Overload Exists
	<input type="checkbox"/>	Bates, Elizabeth	No	FLAC51-00	FA - Fall Only (FLAC Testing)	41090-01	LING 120 - The Nature of Language	0	No	4,650.00	
<b>Calculated Compensation Total:</b>										<b>4,650.00</b>	
<b>Job Assignment Compensation Total:</b>										<b>4,650.00</b>	
	<input type="checkbox"/>	Bradshaw, Kelly	No	FLAC51-00	PT - Part Time	41093-01	MATH 210 - Elementary Statistics	004	No	4,200.00	
<b>Calculated Compensation Total:</b>										<b>4,200.00</b>	
<b>Job Assignment Compensation Total:</b>										<b>4,200.00</b>	
	<input type="checkbox"/>	Brown, Mia	No	FLAC50-00	FA - Fall Only (FLAC Testing)	41089-01	EDUC 106 - Psychology of Sexual Identity	0	No	315.00	
<b>Calculated Compensation Total:</b>										<b>315.00</b>	
<b>Job Assignment Compensation Total:</b>										<b>315.00</b>	
	<input type="checkbox"/>	Combs, Sean	No	FLAC51-00	FA - Fall Only (FLAC Testing)	41088-01	EDUC 105 - Human Development	0	No	600.00	
<b>Calculated Compensation Total:</b>										<b>600.00</b>	
<b>Job Assignment Compensation Total:</b>										<b>600.00</b>	

# Employee Summary



Icons are provided to access the Comments, Errors, Acknowledgement 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 click the 'Restart Selected Employees' button at the bottom of the page.

200742 - Spring 2007 (FLACFuncTesting)

1 - 25 of 51 Next   
[Jump To Bottom](#)

All of these courses are attached to the same position number under the employee's salaried contract. Only one annual salary displays

[Abrahams, Andrew FLAC0000](#)  
**Professor and Smith Chair**  
 Restart [Jump To Bottom](#)

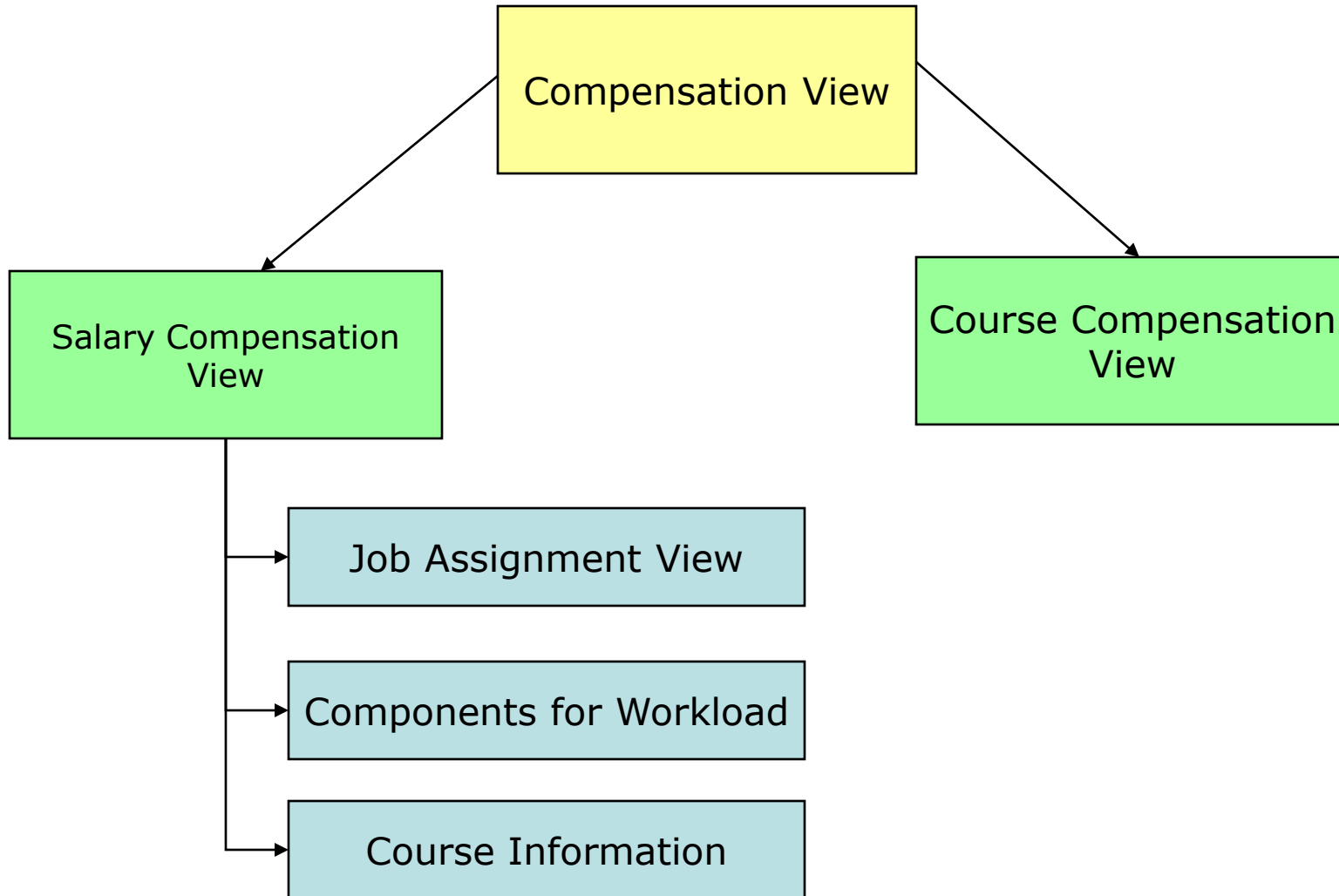
Links	COA and Organization	Faculty Assignment Changes	Position Suffix	Contract Type	CRN Session	Subject and Course	Section	Course Load Changes	Compensation	Overlap Exists
	B-11201 - Dean School of Education	No	FLAC49-00	FT - Fall, Spring, Summer (FLAC)	41103-01	EDUC 105 - Human Development	007	No	42,560.00	
	B-11201 - Dean School of Education		FLAC49-00	FT - Fall, Spring, Summer (FLAC)	41106-01	EDUC 106 - Psychology of Sexual Identity	007	No		
	B-11201 - Dean School of Education		FLAC49-00	FT - Fall, Spring, Summer (FLAC)	41100-01	LING 120 - The Nature of Language	007	No		
	B-11201 - Dean School of Education		FLAC49-00	FT - Fall, Spring, Summer (FLAC)	NIST	DIS - Dissertation Director		No		
<b>Job Assignment Compensation Total:</b>									<b>42,560.00</b>	

[Abrahams, Erik FLACC003](#)  
 Restart [Jump To Bottom](#)

Course-by-course payments will show compensation on each line

Links	COA and Organization	Faculty Assignment Changes	Position Suffix	Contract Type	CRN Session	Subject and Course	Section	Course Load Changes	Compensation	Overlap Exists
	B-11009 - Dept of Physical Sciences	No	FLAC10-00	FA - Fall Only (FLAC Testing)	41079-01	<a href="#">EDUC 106 - Psychology of Sexual</a>	0	No	7,200.00	

# Web Navigation/Compensation Views



Search

# Compensation View

Enter Proposed Job Salary. Select the icon in front of each Subject and Course listing to access the Course Information Window. Any Comments made will not be seen by the employee.

**Name and ID:** Andrew Abrahams, FLACS0008  
**Term:** 200742 - Spring 2007 (FLACFuncTesting)

**Salary Compensation View**

Full-time Salary Based Contracts  
loaded from NBAJOBS

**Contract Type:** ET - Fall, Spring, Summer (FLAC)  
 FLAC49 - 00, Faculty Full time, Unlocked  
**COA - Organization:** B - 11201 Dean School of Education

Faculty Load Factors  
from SIAASGN

Can move job  
to overload


	Current	New
<b>Annual Salary</b>		<input type="text" value="42,560.00"/>
<b>Salary Group</b>		2006
<b>Table</b>		FA
<b>Grade</b>		01
<b>Step</b>		0

*Instructional Summary* ← Also displays non-instructional

CRN-Session	Subject and Course	Section	Work Load		Credit Hours		Contact Hours		HeadCount		Responsibility Percent	Move To Overload
			Current	Proposed	Current	Proposed	Current	Proposed	Current	Proposed		
41100 - 01	LING 120 - The Nature of Language	007	3.000	<input type="text" value="3.000"/>	3.000	<input type="text" value="3.000"/>	3.00	<input type="text" value="3.00"/>	0	<input type="text" value="0"/>	100	<input type="checkbox"/>
41103 - 01	EDUC 105 - Human Development	007	3.000	<input type="text" value="3.000"/>	3.000	<input type="text" value="3.000"/>	3.00	<input type="text" value="3.00"/>	0	<input type="text" value="0"/>	100	<input type="checkbox"/>

# Moving to Overload

Position to assign the overload job is entered here.  
 Position display is by organization code from NBAPBUD and/or Employee class.

 To move information to Overload, check the appropriate 'Move To Overload' checkbox and provide a Position and Suffix for the Overload table. Then select the 'Move to Overload' button. Fill in all information in the Overload table, changing the Instructional and Non-Instructional loads on the page as necessary. Then select 'Save' button.

\* - indicates a required field.


**Overload**

 Position: \*    Existing Jobs

**Instructional Overload**

CRN-Session	Subject and Course	Section	Rate	Calculation Method	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation	Remove Overload
<b>Total:</b>					0.000	0.000	0.00	0		0.00	

# Job Assignment

 Begin Date on new jobs must be equal or prior to the Effective Date.

**Name and ID:** Erik Abrahams, FLACC0039  
**Term:** 200742 - Spring 2007 (FLACFuncTesting)  
**Position and Suffix:** FLAC10-00, Faculty Adjunct (FLAC)  
**Position Lock Status:** Unlocked  
**Acknowledged on:**

One page per contract

- Job Detail
- Job Earnings
- Account Distribution

\* - indicates a required field.

<b>Job Type:</b>	Primary
<b>Begin Date:</b>	09/01/2006
<b>Effective Date:</b> * (MM/DD/YYYY)	<input type="text" value="01/15/2007"/>
<b>Personnel Date:</b> * (MM/DD/YYYY)	<input type="text" value="01/15/2007"/>
<b>End Date:</b> (MM/DD/YYYY)	<input type="text" value="05/14/2007"/>
<b>Change Reason:</b>	CTEST - Faculty Compensation
<b>Title:</b>	<input type="text" value="Faculty Adjunct (FLAC)"/>
<b>Job FTE:</b>	<input type="text" value="1.000"/>
<b>Appointment Percent:</b> *	<input type="text" value="100.00"/>
<b>Hours Per Day:</b>	<input type="text" value="1.00"/>
<b>Salary Group:</b> *	<input type="text" value="2006"/>
<b>Salary Table:</b> *	<input type="text" value="FA"/>
<b>Salary Grade:</b> *	<input type="text" value="02"/>
<b>Salary Step:</b> *	<input type="text" value="0"/>
<b>Regular Rate:</b>	<input type="text" value="1,800.000000"/>

Also displays for update:

- Regular rate
- Hours per pay
- Assigned Salary
- Factors/Pays
- Annual Salary
- Deferred Pay

Job Detail **Job Earnings** Account Distribution

\* - indicates a required field.

Effective Date	Earnings *	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift *	End Date MM/DD/YYYY	Rem
01/15/2007	REG, Regular Pay	1.00			1		<input type="checkbox"/>
	Not Selected						
	Not Selected						
	Not Selected						
	Not Selected						

Save and Add New Rows

Job Detail Job Earnings **Account Distribution**

Effective Date: 01/15/2007

COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Rem
B	8122	11009	6121	40					100.00	<input type="checkbox"/>

Total: 100.00

Validate or Default Index

Save and Submit

# Course Information Link

Course Information Window

---

**CRN-Session:** 41001-01  
**Part of Term:** 1 - Full Term  
**Campus:** M - Main  
**College:** MD - School of Medicine

[Exit Window](#)

---

**RELEASE: 8.0**

SSASECT



# Workload Link

Components for the Calculation of Workload

---

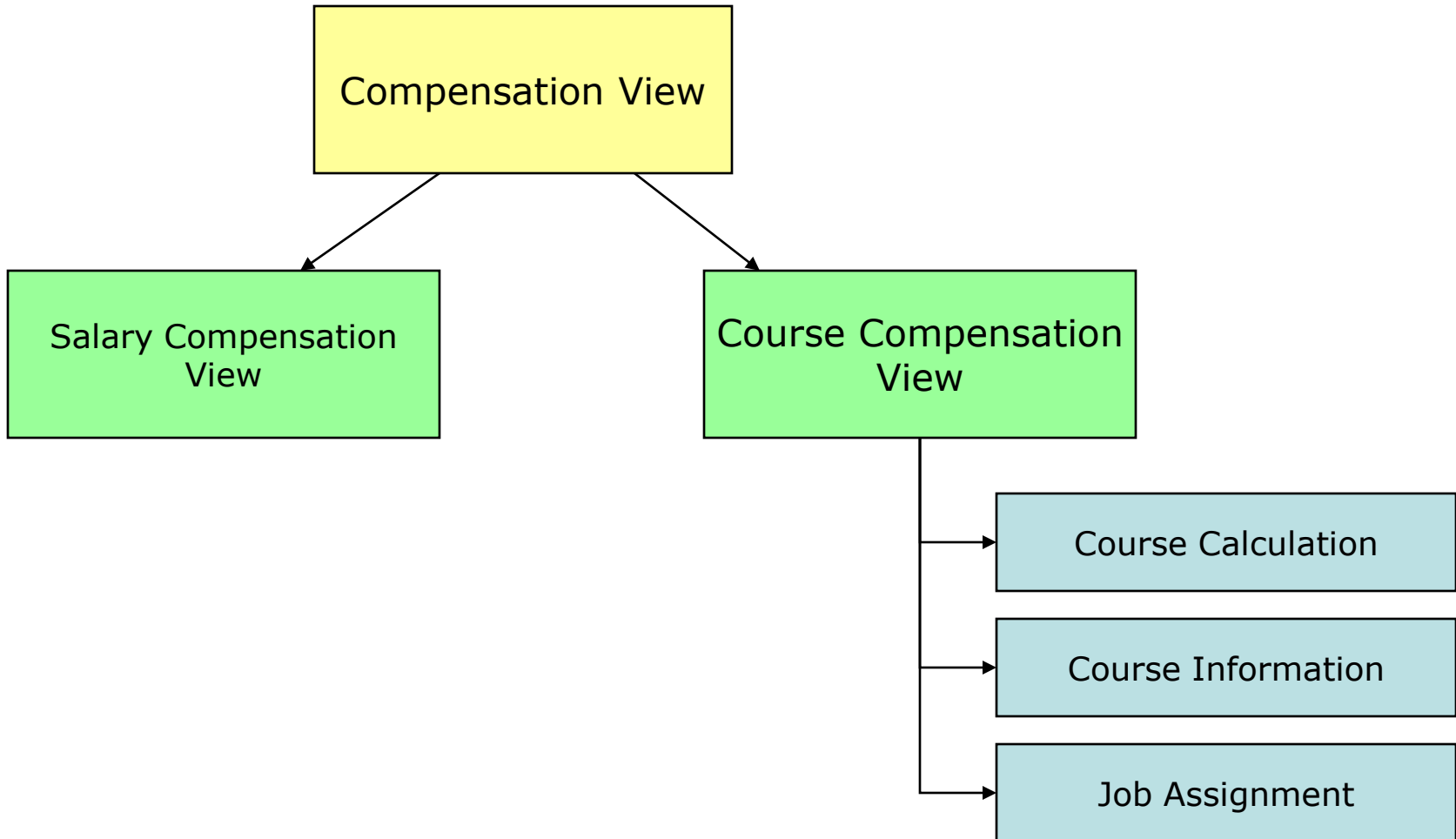
<b>Workload or Override Workload</b>	=	1.000
<b>Percent of Responsibility</b>	=	100
<b>Enrollment Increment Work Load</b>	=	0.000
<b>Calculated Workload</b>	=	1.000

[Exit Window](#)

---

RELEASE: 8.0

# Web Navigation continued



## Compensation View



Select the icon in front of the Subject and Course link to access the Course Information Window. Select the Subject and Course link to access the Course Calculation Page. Select the Position and Suffix link to access the Job Assignment Page. Non-Instructional Faculty Level, Rate and Calculation Method information may be updated. Any Comments made will not be seen by the employee.

**Name and ID:** Kelly Michelle Barnes, FLACC0052




**Term:** 200742 - Spring 2007 (FLACFuncTesting)

### Course Compensation View

**Contract Type:** FA - Fall Only (FLAC Testing)

**Total Compensation for this Contract Type:** 5,496.00


#### Instructional Summary

CRN Session	Subject and Course	Position and Suffix	Responsibility Percent	Course Value	Incremental Total Value	Total Compensation	Position Lock Status
41070 - 01	 MUSI 130 - Introduction to Western Music	FLAC09 - 01, Faculty Adjunct (FLAC)	100	1,371.00	0.00	1,371.00	Unlocked
41081 - 01	 EDUC 105 - Human Development	FLAC09 - 01, Faculty Adjunct (FLAC)	100	645.00	0.00	645.00	Unlocked
41082 - 01	 EDUC 106 - Psychology of Sexual Identity	FLAC09 - 02, Faculty Adjunct (FLAC)	100	3,480.00	0.00	3,480.00	Unlocked

#### Enter Comment

# Course Calculation

Your change was saved successfully.


 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.

**Name and ID:** Kelly Michelle Barnes, FLACC0052  
**Term:** 200742 - Spring 2007 (FLACFuncTesting)  
**Contract Type:** FA - Fall Only (FLAC Testing)  
**CRN-Session:** 41070-01  
**Subject-Course:** MUSI 130 - Introduction to Western Music  
**Part of Term:** 2 - First Half Term  
**Campus:** 0 - Off-campus  
**College:** SM - School of Music  
**Position-Suffix:** FLAC09-01, Faculty Adjunct (FLAC)

Schedule Type	Faculty Level	Rate	Calculation Method	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Percent of Session	Compensation
LE3 - Lecture (FLAC Generated Cred)	ADVIS1	457.00	Credit Hours	3.000	3.000	3.00	2	100	100	1,371.
<b>Total:</b>										1,371.

Incremental	Rate	Percentage	Calculation Method	Work Load	Credit Hours	Contact Hours	Head Count	Compensation	Remove
DISTANT - Teach at a Distant Campus	220.00		Flat Rate					220.00	<input type="checkbox"/>
Not Selected			Credit Hours						
Not Selected			Credit Hours						
Not Selected			Credit Hours						
Not Selected			Credit Hours						
<b>Total:</b>								220.00	

Save

 Enter a comment.

Name and ID: Anthony J Adams, WTE000011

**Previous Comments****Date:** 09/30/06 11:11:47 AM**Made by:** Preston, James Thomas**Comments:** During the current term, Dr. Adams' Search Committee obligation takes priority and will not impact his contract.**Date:** 09/28/06 03:05:19 PM**Made by:** Preston, James Thomas**Comments:** Dr. Adams brought to the attention of the Dep't Chair that his position as Faculty Search Committee chairperson may cause numerous absences from classroom obligations. Would this interfere contractually?**Enter Comment**[Employee Summary](#) | [OR Departmental Summary](#)[Filter Selection](#) | [Term Selection](#)

# Lock/Unlock

- Once all updates are made records can be locked on-line
- Users lock records based on organizational level security
  - If using hierarchy security, all organization that 'roll-up' to the organization code will also be locked
- All records must be locked before they can be uploaded to NBAJOBS

# Faculty Member Acknowledgement

- Can be accessed by Administrator or faculty member
- Can be downloaded to Excel

# Compensation and Acknowledgement



Select desired Term and the 'Go' button. To acknowledge your review of this information, select the checkbox next to 'Faculty Acknowledgement' and then select the 'Acknowledge Selected Positions' button. To navigate this page: Select the icon next to 'Contract Notes' to view the Contract Notes window. Select the icon under 'Subject and Course' to view the Course Information window. If available, select the Course link to view the Course Calculation Page. Select the link on the 'Work Load' number to view the workload calculation. Insert and view previous comments.

**Name and ID:** Erik Abrahams, FLACC0039

**Term:** 200742 - Spring 2007 (FLACFuncTesting)

**FLAC10-00 Faculty Adjunct (FLAC)** Faculty Acknowledgment:  Acknowledgment Date:

**Organization:** 11009, Dept of Physical Sciences

**Contract Type:** Fall Only (FLAC Testing) [Upload Documents](#) Contract Note:

Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
41079-01	<a href="#">EDUC-106-Education</a>	0	ED		3.000	3.000	3.000	2	100	7,200.00
<b>Calculated Compensation:</b>										7,200.00
<b>Job Assignment Compensation:</b>										7,200.00

**FLAC10-01 Faculty Adjunct (FLAC)** Faculty Acknowledgment:  Acknowledgment Date:

**Organization:** 11009, Dept of Physical Sciences

**Contract Type:** Overload (FLAC Testing) [Upload Documents](#) Contract Note:

Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
41080-01	<a href="#">DRAM-100-Drama</a>	0	SM		3.000	3.000	3.000	0	100	1,567.11
<b>Calculated Compensation:</b>										1,567.11
<b>Job Assignment Compensation:</b>										1,567.11



Search

[RETURN TO FACULTY COMPENSATION MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Contract Notes

PTRFLCT

**Term:** 200742 - Spring 2007 (FLACFuncTesting)

**Contract Type:** Fall Only (FLAC Testing)

**Notes:** This is the offer of a temporary appointment as defined in the Policies of the Board of Trustees of the Banner University. Although a temporary appointment may, by definition, be terminated at any time, the maximum period of professional obligation authorized and intended under this offer of appointment will not, in any event, extend beyond 1 year and it will end automatically on that date without further notice.

[Filter Selection](#)

# Upload to Job Records

- PEPFCAP: Faculty Compensation Upload Process
  - Run in edit/then in upload
  - Can run by contract type
  - Create report listing what was posted and any errors

# Student Validation Forms

- STVSCHD: Schedule Type Code Validation
  - Links instructional rates defined on PTRFLCT to assigned courses paid on a course by course basis. Schedule type is entered on SSASECT.
- STVFCNT: Faculty Contract Type Validation
  - Contract type is entered on SIAINST and defaults to SIAASGN.
- STVTERM: Term Code Validation
  - Term is entered on SSASECT and SIAASGN

# Student Application Forms Used

- SCACRSE – Course Catalog Form
  - Workload is attached to Schedule Type for the Course
- SSASECT: Schedule Form
  - Course information will be extracted
- SIAINST: Faculty/Advisor Information
  - Must have an active, faculty status to be associated with assignments on SIAASGN
  - Contract type from this form and will dictate the view on Employee Self Service - salaried or course-by-course. Contract information entered here will default into SIAASGN.
- SIAASGN: Faculty Assignment Form
  - Instructional and non-instructional information will be extracted, along with position number and suffix.
- SCACLBD: Course Labor Distribution Form/SSACLBN: Schedule Labor Distribution Form
  - Optional function to set a default FOAPAL at course or section level

# SIAINST: Faculty/Advisor Information Form

- Faculty Contract Type is entered on page 2 SIAINST.

Faculty Contract, College and Department: SIAINST 8.0 (BAN8)

**Faculty Contract**

From Term:  Maintenance  To Term:

Type   
FC Faculty Contract

Rule   
FTFACL Full Time Faculty

Default Indicator  
 Default Indicator  
 Default Indicator  
 Default Indicator

# SIAASGN – Four New Fields

- **Position Number Field** – used to enter a position number for the faculty assignment. It is used to tie the faculty member's assignment to a position defined in the Banner Human Resources system. This is used when Position Control is installed.
- **Position Number Suffix Field** – used to display a position number suffix from Banner Human Resources. This is used when Position Control is installed.
- **Compensation Extracted Checkbox** – enabled when the assignment has been extracted into the Faculty Compensation module or has been applied to Banner Human Resources from that module. This field cannot be changed.
- The **Compensation Applied checkbox** – enabled when the assignment has been extracted into the Faculty Compensation module or has been applied to Banner Human Resources from that module. This field cannot be changed.

# SIAASGN: Faculty Assignment

Faculty Assignment SIAASGN 8.0 (s10b80)

ID: 555666555 West, Austin D.

Term: 200741

CRN	Session	Subject	Course	Section	Session Credit	Institutional Credit	Percentage of Session	Primary Instructor	Override Conflicts
41049	01	LAW	800	1	4.000	4.000	100		
<b>Workload:</b>		4.000	<b>Percent Responsibility:</b>	100	<b>Generated Credits:</b>	4.000	<b>Position Number:</b>	F11001	
<b>Override Workload:</b>			<b>Weekly Contact:</b>	4.40	<b>FTE:</b>	.33	<b>Position Number Suffix:</b>	00	
<b>Calculated Workload:</b>		4.000	<b>Total Contact:</b>	61.60	<b>Contract Type:</b>	FS	<b>Additional Instructors:</b>	*	
<b>Assignment Type:</b>			<b>Compensation Extracted:</b>	<input checked="" type="checkbox"/>	<b>Compensation Applied:</b>	<input type="checkbox"/>			

New Fields

New Function – validates against NBAPOSN/Set up on PTRINST

# SSASECT Instructional Elements

- CRN, Subject, Course, Section, and Session Credit.
- Session Credit is calculated by the number of credits assigned to the session multiplied by the percent of responsibility of the instructor. (Can be maintained in the Instructor view on SSASECT or on SIAASGN).

The screenshot displays the 'Schedule SSASECT 8.1A (BAN8)' window. At the top, there are fields for Term (200903), CRN (42306), Subject (MUS.), Course (685CG), and Title (Redw. Symph.: Judeo Mus. Exper). Below this, there are four tabs: 'Course Section Information', 'Section Enrollment Information', 'Meeting Times and Instructor', and 'Section Preferences'. The 'Course Section Information' tab is active. In this tab, the 'Subject' dropdown is highlighted with a red box and shows 'MUS.' selected and 'Music' as the full name. Other fields include 'Course Number' (685CG), 'Section' (0), 'Title' (Redw. Symph.: Judeo Mus. Exper), 'CEU Indicator' (checkbox), 'Credit Hours' (1.000), 'Billing Hours' (1.000), and radio buttons for 'None', 'To', and 'Or'.



# SIAASGN Instructional Elements

- Workload, Override Workload, Calculated Workload, Weekly Contact, Contract Type, Position Number, and Position Number Suffix.
- Course Workload is set up on SCACRSE (attached to Schedule Type) and defaults into SIAASGN for calculations.

CRN	Session	Subject	Course	Section	Session Credit	Institutional Credit	Percentage of Session	Primary Instructor	Override Conflicts
42306	01	MUS.	685CG	0			100	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Workload:</b>		30.000	<b>Percent Responsibility:</b>		100	<b>Generated Credits:</b>		<b>Position Number:</b>	
<b>Override Workload:</b>			<b>Weekly Contact:</b>		3.00	<b>FTE:</b>		<b>Position Number Suffix:</b>	
<b>Calculated Workload:</b>		30.000	<b>Total Contact:</b>		122.00	<b>Contract Type:</b>		<b>Additional Instructors:</b>	
<b>Assignment Type:</b>		CNY	<b>Compensation Extracted:</b>		<input type="checkbox"/>	<b>Compensation Applied:</b>		<input type="checkbox"/>	



# Labor Distribution Overrides

- Optional feature
- Used only when the course is paid on a course-by-course basis, e.g., for adjunct faculty
- Used to override the budget factors associated with the funding of a specific position in Human Resources that has been assigned to the employee on SIAASGN.
- If blank, will use FOAPAL from NBAPOSN
- Do not apply to non-instructional assignments

Subject: LAW Law  
 Course Title: Civil Procedure

Course: 800

Term: 200742

From Term: Maintenance To Term:

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent

New optional Labor Distribution form in Banner Student System – If set at the catalog level, will default to sections when built.

Term: 200742 CRN: 41049 Subject: LAW Course: 800

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
B		1110	11002	6121	30					50.00
B		1110	11003	6121	30					50.00

# Human Resource Rule/Validation Forms

- PTRFLCT: Faculty Load Contract Type Control Rules
  - Set rules for population of Employee Self Service
- PTRFLAC: Faculty Load Compensation Institution Rules
  - Set up compensation level for part-time/adjunct/hourly faculty by schedule type for instructional schedule types
  - Set up optional tiers of compensation b faculty level schedule types
- PTVFLCL: Faculty Compensation Level Code Validation Form
  - Optional form to defined codes that will attach pay factors such as seniority, education level, etc. to a course-by-course payment

Term: 200742 Spring

Used to Define Extract to and Display on Employee Self Service

From Term: 200742

Copy:

SCACLBN/SSACLBD

To Term: 200751

Contract Type: STVFCNT/SIAASGN

Compensation View

Extract Job Effective Date

Update Job Effective Date

Use Schedule Labor Distributions

Self Service Comment

Activity Date

Contract Type	Compensation View	Extract Job Effective Date	Update Job Effective Date	Use Schedule Labor Distributions	Self Service Comment	Activity Date
>> F1 Fall and Spring (FLAC Testing)	Salaried	01-JAN-2007	01-JAN-2007	<input type="checkbox"/>	<input checked="" type="checkbox"/>	08-DEC-2007
FA Fall Only (FLAC Testing)	Course	01-JAN-2007	01-JAN-2007	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	08-DEC-2007
FS Fall/Spring Contract	Salaried	01-JAN-2007	01-JAN-2007	<input type="checkbox"/>	<input checked="" type="checkbox"/>	08-DEC-2007
FT Fall, Spring, Summer (FLAC)	Salaried	01-JAN-2007	01-JAN-2007	<input type="checkbox"/>	<input checked="" type="checkbox"/>	08-DEC-2007
OV Overload (FLAC Testing)	Course	01-JAN-2007	01-JAN-2007	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	08-DEC-2007
PT Part Time	Course	01-JAN-2007	01-JAN-2007	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	08-DEC-2007

If blank for course by course will use term date. Will pro-rate if not equal to start of pay period.

Self Service Comments:

Term:   Spring 2007 (FLACFuncTesting)  
 Campus:   Main

College:   College of Education

Copy Rules:

Contract Type:   Summer Only (FLAC Testing)

Instructional Rules Rate

Used to Define Course-by-Course Compensation

From Term:

Copy:

To Term:

Schedule Type	Base Rate	Calculation Method	Faculty Levels Exist	User ID	Activity Date
<input type="button" value="v"/> STVSCHD/SSASECT					
LE1 Lecture (FLAC Credit)	<input type="text" value="1,550.00"/>	<input type="button" value="v"/> Credit Hours	<input checked="" type="checkbox"/>	<input type="text" value="JBRIGGS"/>	<input type="text" value="10-DEC-2007"/>
>> LE2 Lecture (FLAC Contact)	<input type="text" value="1,550.00"/>	<input type="button" value="v"/> Contact Hours	<input checked="" type="checkbox"/>	<input type="text" value="JBRIGGS"/>	<input type="text" value="10-DEC-2007"/>
LE3 Lecture (FLAC Generated Cred)	<input type="text" value="1,400.00"/>	<input type="button" value="v"/> Generated Credit Hours	<input type="checkbox"/>	<input type="text" value="JBRIGGS"/>	<input type="text" value="10-DEC-2007"/>
LE4 Lecture (FLAC Headcount)	<input type="text" value="75.00"/>	<input type="button" value="v"/> Headcount	<input type="checkbox"/>	<input type="text" value="JBRIGGS"/>	<input type="text" value="10-DEC-2007"/>
OL1 Online Course (FLAC Credit)	<input type="text" value="1,550.00"/>	<input type="button" value="v"/> Workload	<input type="checkbox"/>	<input type="text" value="JBRIGGS"/>	<input type="text" value="10-DEC-2007"/>
		<input type="button" value="v"/> Flat Rate	<input type="checkbox"/>	<input type="text" value="JBRIGGS"/>	<input type="text" value="10-DEC-2007"/>

Faculty Instructional Level Rate

Faculty Level	Level Rate	User ID	Activity Date
<input type="button" value="v"/> PTVFLCL/PEAFAC			
ADVIS1 Advisor Level 1	<input type="text" value="1,600.00"/>	<input type="text" value="JBRIGGS"/>	<input type="text" value="10-DEC-2007"/>
ADVIS2 Advisor Level 2	<input type="text" value="1,630.00"/>	<input type="text" value="JBRIGGS"/>	<input type="text" value="10-DEC-2007"/>
ADVIS3 Advisor Level 3	<input type="text" value="1,660.00"/>	<input type="text" value="JBRIGGS"/>	<input type="text" value="10-DEC-2007"/>

# Human Resource Rule/Validation Forms - continued

- PTRNIST: Faculty Load Non-Instructional Rules
  - Set up compensation level for part-time/adjunct/hourly faculty by schedule type for non-instructional schedule types
  - Set up optional tiers of compensation by faculty level schedule types



Term: 200731 Fall 2006 (FLAC Tech Test)

Contract Type: FA Fall Only (FLAC Testing)

Copy Rules:

### Non-Instructional Rules Rate

From Term: 200731

Copy:

To Term: 999999

Non-Instructional Type: **STVNIST/SIAASGN**

Non-Instructional Type	Base Rate	Calculation Method	Faculty Levels Exist	User ID	Activity Date
ADV Advising	250.00	Contact Hours	<input checked="" type="checkbox"/>	APOLISKI	10-JUL-2007
CHR Department Chairman	500.00	Workload	<input checked="" type="checkbox"/>	APOLISKI	10-JUL-2007
COAH Coaching Assignment	500.00	Flat Rate	<input type="checkbox"/>	KIJOHNSO	30-OCT-2007
COMM Academic Committee	250.00	Workload	<input type="checkbox"/>	CDWESTFA	03-DEC-2007
CUR Curriculum Development	275.00	Workload	<input checked="" type="checkbox"/>	KIJOHNSO	24-OCT-2007

### Faculty Non-Instructional Level Rate

Faculty Level	Level Rate	User ID	Activity Date
ADVIS1 Advisor Level 1	150.00	APOLISKI	21-AUG-2007
ADVIS2 Advisor Level 2	175.00	APOLISKI	21-AUG-2007


Non-Instructional Type Code; Press LIST for valid codes.

# Human Resource Rule/Validation Forms - continued

- PTRFLIC: Faculty Load Incremental Compensation Rule
  - Additional compensation for part-time contracts
- PTVFLIC: Incremental Compensation Code Validation

Term:   Fall 2006 (FLAC Func Testing)

From Term:

Copy: 

To Term:

Incremental Compensation Code	Incremental Rate	Calculation Method	Percentage of Course Compensation	User ID	Activity Date
<input type="button" value="v"/> A01 Test1	200.00	Credit Hours		JBRIGGS	26-NOV-2007
A02 Test2	150.00	Contact Hours		JBRIGGS	26-NOV-2007
A04 Test4	300.00	Generated Credit Hours		JBRIGGS	26-NOV-2007
A05 Test5	230.00	Headcount		JBRIGGS	26-NOV-2007
COURSE Course Planning	250.00	Workload		KIJOHNSO	18-DEC-2007
DISTANT Teach at a Distant Campus	220.00	Flat Rate		KIJOHNSO	18-DEC-2007
HEADCT3 Incremental 31+ students		Percentage of Course	5.00	CDWESTFA	24-JAN-2008
		Contact Hours			
		Percentage of Course			

# Human Resource Application Forms

- PEAEMPL: Employee Form
  - Must have active status
- NBAPBUD: Position Budget Form
  - Organization code in salary window used for security and display
  - FOAPAL can be used to create job records for course-by-course assignments
  - Step defaults to new job records
- NBAJOBS: Jobs Form
  - Data extracted for salaried contract types

# Human Resource Application

## Forms continued

- PEAFACT: Faculty Tracking
  - Optional faculty level to use in additional base rates for course-by-course payments

### General

<b>Primary Activity:</b>	<input type="text" value="Instructional"/>
<b>Primary Discipline:</b>	<input type="text"/> ▼
<b>Institution Credit:</b>	<input type="text"/>
<b>Faculty Type:</b>	<input type="text"/> ▼
<b>Faculty Compensation Level:</b>	<input type="text" value="ADVIS3"/> ▼ Advisor Level 3
<b>Birth State or Province:</b>	<input type="text"/> ▼
<b>Academic Title:</b>	<input type="text" value="Instructor"/>
	<input type="checkbox"/> Emeritus Status
	<input type="checkbox"/> Terminal Degree

If this is used, then all faculty impacted will need to be loaded on PEAFACT

# Security

- PTRINST: Installation Rule Form
  - Use organizational hierarchy – yes/no
  - If yes then:
    - Uses finance established rollups
    - Uses NSASPSC: Organization Hierarchy security set up
  - If no, then uses PSAORGN
- Organization security is based on the organization code in the salary budget window of NBAPBUD
- PTRUSER: User Code
  - Update, Query, None

# Roles

- Academic Administrators
  - Set up using web tailor
  - Subject to security set up
- Faculty Members
  - Access contracts on Employee Self Service

# Questions?



# Contact Information

---

---

Strata Information Group  
3935 Harney Street, Suite 230  
San Diego, California 92110  
619-296-0170  
[www.sigcorp.com](http://www.sigcorp.com)

Sue Jennings  
Sr. Consultant  
314-920-1079  
[jennings@sigcorp.com](mailto:jennings@sigcorp.com)

Susan Paradis  
Sr. Consultant  
508-330-4721  
[paradis@sigcorp.com](mailto:paradis@sigcorp.com)