1. SSASECT – Schedulers assign instructor to teach course (this is not new)
2. FLAC – Quick Flow (Enter FLAC in the Go To box in Banner to go directly to these three forms)
   a. Review PEAFACT for correct Faculty compensation Level; assigned to your college).
   b. Review SIAINST
      i. Active record with Faculty and/or Advisor role checked on
      ii. Workload Rule (1st block)
          1. ADJU = Adjunct
          2. FTT = Full Time Faculty Tenure/Tenure Track
          3. FTCR = Full Time Faculty Contract Renewable
          4. FTFSR = Full Time Faculty with Funded Service Release
          5. FTGBO = Full Time Faculty with Grant Buy Out
          6. IT = Interim Term
          7. SM6 or Sum 12 = Summer Term rules (if teaching in both use 12)
          8. SABB = Sabbatical
      iii. Review and/or input Contract Type(s) in 2nd block to be used in SIAASGN; if Adjunct only AD; if Full Time faculty enter FA FO FI and FM
          1. AD = Adjunct pay per credit hour based on PEAFACT level
          2. FA = Faculty Full-Time base load and part of salary
          3. FO = Faculty Full-Time Overload will pay per credit hour
          4. FI – Faculty Interim
          5. FM– Faculty Summer
   c. Complete SIAASGN
      i. Review and Override % Responsibility, Workload, Assignment Type (if needed for overload), make sure college and department are added where necessary.
          1. NOTE: A FT faculty workload should be equal to 15 workload units per semester; 30 workload units across fall and spring semesters.
          2. For workload, to adjust the percentages, do this on the percent of session field (NOT THE OVERRIDE WORKLOAD FIELD) You can double-check this by manually multiplying the credit hours by the % of the credit hours to be allocated (e.g. if 80% of a faculty's workload on a 3 credit hour section/course should be assigned, the calculation should be 0.8 * 3 = **2.4**).
          3. If a CRN is assigned to an instructor, the workload for that CRN should not be 0. Decimals (i.e. 0.1) can be used, but nobody should be assigned 0 workload on something they are assigned to do.
      ii. Input Contract Type according to types from SIAINST
      iii. Input unique Position and Suffix for each CRN (follow rules already established per college and can reuse if position and suffix are paid out). Use the drop down for position suffix options. Be careful if you COPY and Paste!!!
      iv. 2nd Block, input any Non-Instructional assignments
          1. Enter unique Position/Suffix, Workload, and Contract Type

        v. 3rd and 4th block, review Workload rules any over and under then assign any Overload as needed by updating the Contract Type and Assignment Type

  d. Work with HR Specialist on any corrections needed and follow the Training Guide for instructions on how to make changes and Business Processes to follow.