Dashboard – FLAC (Acknowledgement)
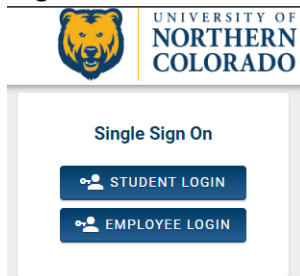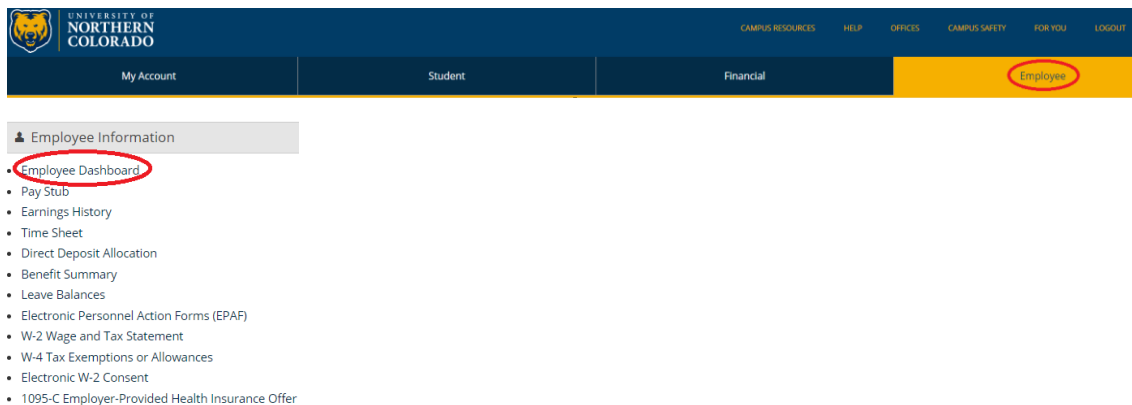
General Overview

Detailed screens follow

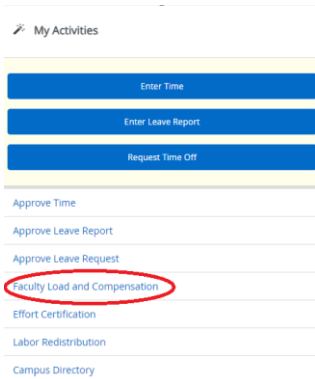To review these records, employees will follow these steps:

1. Login to Ursa at ursa.unco.edu
   a. Click on the Employee Tab, then click on the Employee Dashboard link under the Employee Information section, then click on Faculty Load and Compensation under the My Activities section
2. Click on the Compensation and Acknowledgement box
3. Select your term and then the Go button
4. Select each course you would like to acknowledge by clicking on the Faculty Acknowledge checkbox and then selecting the Acknowledge Selected Positions button towards the bottom left-hand corner
   a. Verify that all of the information is correct
5. After clicking on the Acknowledge Selection Positions button, you will see a message stating that the change was saved successfully
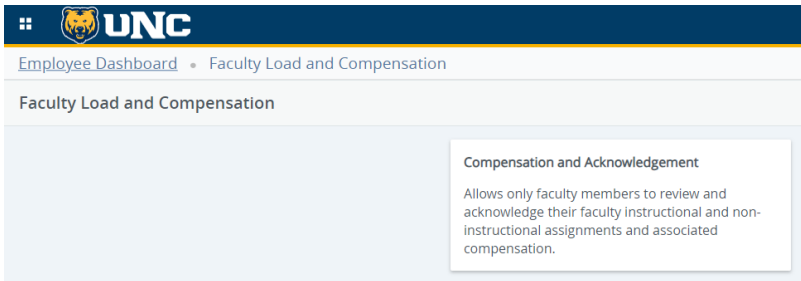

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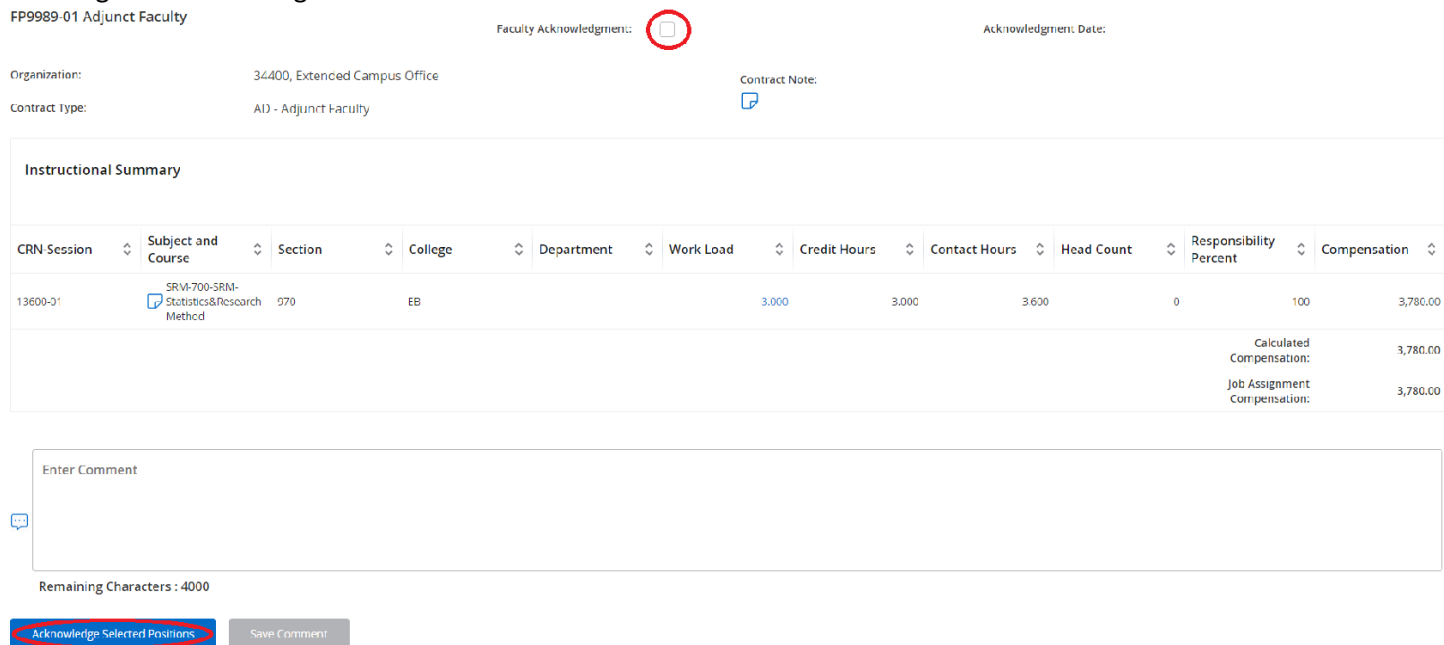
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FP9989-01 Adjunct Faculty

Faculty Acknowledgment: ☐   Acknowledgment Date:

| Organization: | 34400, Extended Campus Office | Contract Note: |
| Contract Type: | AD - Adjunct Faculty | |

Instructional Summary

CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
13600-01	SRM-700-SRM-Statistics&Research Method	970	EB			3.000	3.000	3.600	0	100	3,780.00
									Calculated Compensation:		3,780.00
									Job Assignment Compensation:		3,780.00

Enter Comment

Remaining Characters : 4000

[Acknowledge Selected Positions] [Save Comment]

a. Verify that all of the information is correct

5. After clicking on the Acknowledge Selection Positions button, you will see a message stating that the change was saved successfully

✅ Your change was saved successfully.