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
- 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

NORTHERN COLORADO		CAMPUS RESOURCES HELP	P OFFICES CAMPUS SAFETY FOR YOU LOGOUT
My Account	Student	Financial	Employee
Employee Information			
Employee Dashboard			
Pay Stub Saming History			
Time Sheet			
Direct Deposit Allocation			
Leave Balances			
Electronic Personnel Action Forms (EPAF)			
 W-2 Wage and Tax Statement 			
 W-4 Tax Exemptions or Allowances 			
Electronic W-2 Consent			
1095-C Employer-Provided Health Insurance Offer			

My Activities . بخر
Enter Time
Enter Leave Report
Request Time Off
Approve Time
Approve Leave Report
Approve Leave Request
Faculty Load and Compensation
Effort Certification
Labor Redistribution
Campus Directory

2. Click on the Compensation and Acknowledgement box

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Employee Dashboard • Faculty Load and Compensation	1
Faculty Load and Compensation	
	Compensation and Acknowledgement Allows only faculty members to review and acknowledge their faculty instructional and non- instructional assignments and associated compensation.

3. Select your term and then the Go button

Term *	
202350 - Fall 2023 🗸	Go

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

FP9989-01 Adjunct Faculty				Faculty A	Faculty Acknowledgment:							Acknowledgment Date:					
Organization: Contract Type:		34400, Extended AD - Adjunct Facu	20, Extended Campus Office Contract Note: Adjunct Faculty														
Instructional Sur	nmary																
CRN-Session \$	Subject and Course	\$ Section	College	\$ 0	Department	\$	Work Load	\$	Credit Hours	\$	Contact Hours 🗘	Head Count	\$	Responsibility Percent	0	Compensation \$	
13600-01	SRM-700-SRM- Statistics&Researce Method	:h 970	EB					3.000		3.000	3.600		0		100	3,780.00	
														Calcula Compensati	ted ion:	3,780.00	
														Job Assignme Compensati	ent ion:	3,780.00	
Enter Comment																	
																	
Remaining Chara	acters : 4000																
Acknowledge Selecte	ed 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.