

# HRS Dashboard FLAC Quick Guide

## 1. PEAFACT

- a. Enter Education Level under Faculty Type
  - i. ADB = Adjunct BA/BS with Tested Experience
  - ii. ADM = Adjunct MA
  - iii. ADMFA = Adjunct Master Fine Arts
  - iv. ADP = Adjunct PhD
  - v. ADEM = Adjunct Emeritus
- b. Enter Pay Level under Faculty Compensation Level
  - i. B1 = BA/BS pay level
  - ii. M1 = Master minimum range
  - iii. M9 = Master maximum range
  - iv. P1 = PhD minimum range
  - v. P9 = PhD maximum range
  - vi. E1 = Emeritus minimum range
  - vii. E9 = Emeritus maximum range
  - viii. O1 – O9 = Other approved pay levels within the ranges

## 2. SIAINST

- a. Look to see that record is “Active” and that the box is checked by “Faculty” status. **DO NOT CHECK THE BOX if it is not!!** Only verify the box is checked.
- b. Enter Workload Rule (1<sup>st</sup> block) This is the only FIELD you will enter on page 1.
  - i. ADJU = Adjunct
  - ii. IT = Interim Term
  - iii. FTT= Full Time Tenure/Tenure Track
  - iv. FTFSR = Full Time with Funded Service Release
  - v. FPCR = Full Time Faculty Contract Renewable
  - vi. FTGBO = Full Time with Grant Release
  - vii. SM6 and SUM12 = Summer Term rule (Use 12 if teaching in both)
  - viii. SABB = Sabbatical
- c. Enter Contract Type(s) in 2<sup>nd</sup> block to be used in SIAASGN
  - i. AD = Adjunct pay per credit hour based on PEAFACT level
  - ii. FA = Faculty Full-Time base load and part of salary
  - iii. FO = Faculty Full-Time Overload will pay per credit hour
  - iv. FI – Faculty Interim”
  - v. FM– Faculty Summer
- d. Enter college and department information in 3<sup>rd</sup> block

## 3. FLAC Dashboard - My Activities – Faculty Load and Compensation

- a. After BOM completes assignments in SIAASGN with Position/Suffix and PEPFLAC is run you will have records to review within the Employee Dashboard under the My Activities menu, and Faculty Load and Compensation (FLAC).
- b. Dashboard FLAC – Review and Revise entries
  - i. Review Compensation, Workload, Begin and End pay Dates, FTE, Earnings code, and FOAP.
  - ii. Download data to Excel and get any approvals from Dean, Directors, Provost
  - iii. Lock records when everything looks correct (this is the approval)
  - iv. If NOT correct and you do not want to override, work with BOM to make corrections according to the Business Processes and Unique Pay Situations in the Training Guide.
  - v. If you override items, you may need to work with BOM to update SIAASGN to match.
- c. Dashboard FLAC – Lock Review
  - i. Ensure all records are Locked by reviewing the “Unlocked” filter before the Payroll deadline for PEPFCAP which pulls the records into NBAJOBS for payment.