



FACULTY LOAD AND COMPENSATION (FLAC) Scheduler Guide

Faculty Assignment Form - SIAASGN

The Faculty Assignment form (SIAASGN) is used to enter and maintain assignment information for a term for a faculty member. If a faculty member is not assigned to a course, s/he will need to be assigned in SSASECT before SIAASGN can be updated.

Locating and Inserting Contract Type

SIAASGN

The screenshot shows the Faculty Assignment SIAASGN 9.3.8 (ePROD) interface. The top navigation bar includes buttons for ADD, RETRIEVE, RELATED, and TOOLS. The main form area is divided into several sections: FACULTY ASSIGNMENT, WORKLOAD, and GENERATED CREDITS. The FACULTY ASSIGNMENT section contains fields for CRN, Session, Subject, Course, Section, Session Credit, Institutional Credit, Percentage of Session, and Primary Instructor. The WORKLOAD section includes fields for Workload, Override Workload, Calculated Workload, Assignment Type, Percent, Responsibility, Weekly Contact, Total Contact, and Compensation Extracted. The GENERATED CREDITS section includes fields for FTE, Contract Type, Position Number, Position Number, Suffix, and Additional Instructors. A red arrow points to the 'RELATED' button in the top right. A red circle highlights the '1 of 3' record count at the bottom left.

- Open **SIAASGN**
- Enter the **Banner ID** for the faculty member
- Enter the **Term**
- **Click 'Go'**
- **Change the number of records shown so you can see all assigned courses/sections**
- Open the **Related** Menu
- Select **Term Section Details (SSASECT)**
- The course information populates automatically – **Click 'Go'**

SSASECT

Schedule SSASECT 9.3.11 (ePROD) [ADD] [RETRIEVE] [RELATED] [TOOLS]

Term: 201910 CRN: 13003 Subject: ENG Course: 11011 Title: COLLEGE WRITING I [Start Over]

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

COURSE SECTION INFORMATION [Insert] [Delete] [Copy] [Filter]

Subject: ENG ENGLISH Campus: KC Kent Campus Grade Mode: Session: Special Approval: Duration: Override Duration: ☐

Course Number: 11011 Status: A Active Schedule Type: LEC Lecture Instructional Method: TR Traditional Integration Partner: BB9 BlackBoard Learn

CLASS TYPE [Insert] [Delete] [Copy] [Filter]

Additional Class: Part of Term: 1 01/14/2019 05/05/2019 16

Open Learning Class: First Last

Registration Dates: Start Dates: Maximum Extensions: 0 [Processing Rules]

CREDIT HOURS [Insert] [Delete] [Copy] [Filter]

Credit Hours: 3.000 Credit Hours Indicator: ☒ None ☐ To ☐ Or

Billing Hours: 3.000 Billing Hours Indicator: ☒ None ☐ To ☐ Or

Contact Hours: 3.000 Contact Hours Indicator: ☒ None ☐ To ☐ Or

Lecture: 3.000 Lecture Indicator: ☒ None ☐ To ☐ Or

Lab: Lab Indicator: ☒ None ☐ To ☐ Or

Other: Other Indicator: ☒ None ☐ To ☐ Or

CLASS INDICATORS [Insert] [Delete] [Copy] [Filter]

Prerequisite Check Method: ☐ Basic or None ☒ CAPP ☐ DegreeWorks

Link Identifier: CEU Indicator: Attendance Method: Weekly Contact Hours:

Daily Contact Hours: ☒ Print ☒ Gradable ☐ Tuition and Fee Waiver ☒ Voice Response and Self-Service Available

☐ Long Title ☐ Comments ☐ Syllabus

- Identify the **Part of Term**
- Close SSASECT

The screenshot shows the Faculty Assignment SIAASGN 9.3.0 (ePROD) interface. The main window displays a list of faculty assignments with columns for CRN, Session, Subject, Course, Section, Session Credit, Institutional Credit, Percentage of Session, and Primary Instructor. A modal window titled "Faculty Contract Type Codes" is open, showing a list of codes and descriptions. A red arrow points to the "Contract Type" field in the main window.

- Click the **Contract Type** search button
- The **List of Values** will open
- Select the **Contract Type** (Refer to SSASECT crosswalk below)

<u>Fall/Spring</u>	
<u>SSASECT Part of Term</u>	<u>SIAASGN Contract Type</u>
1 – Full Term	PT or K3 – Full Semester
H1 – 1 st Half Semester	H1 or K1 – 1 st Half of Semester
H2 – 2 nd Half Semester	H2 or K2 – 2 nd Half of Semester
<u>Summer</u>	
1 – Full Term	ST or K4 – Summer Full Term
S1 – Summer I	S1 or K6 – Summer I
S2 – Summer II	S2 or K7 – Summer II
S3 – Summer III	S3 or K8 – Summer III
W1 – 1 st Seven Weeks	IS or K5 – 1 st Seven Weeks
W2 – 2 nd Seven Weeks	S4 or K9 – 2 nd Seven Weeks

***NOTE:** 'PT' or 'K3' may be populated in **Contract Type** in SIAASGN; each record should be verified and updated as necessary.

Locating and Inserting Position Number and Suffix

Inserting the Position Number and Position Suffix are part of the FLAC process.

SIAASGN

- Select the **Position Number Search Button**

Faculty Assignment SIAASGN 9.3.8 (ePROD)

ID: Term: 201910

Start Over

Insert Delete Copy Filter

CRN	Session	Subject	Course	Section	Session Credit	Institutional Credit	Percentage of *	Primary Instructor	Workload	Override Workload	Calculated Workload	Assignment Type	Percent *	Responsibility	Weekly Contact	Total Contact	Generated Credits	FTE	Contract Type	Compensation Applied	Position Number	Position Number	Suffix	Additional Instructors
13003	01	ENG	11011	038	3.000	3.000	100	<input checked="" type="checkbox"/>	0.000		0.000		100		2.5		24.000		K3	<input type="checkbox"/>				
13116	01	ENG	21011	045	3.000	3.000	100		0.000		0.000		100		2.5	37.5	57.000		K3	<input type="checkbox"/>				

- The **Options List** will open
- Select **List of Employee's Jobs (NBIJLST)**

Option List

[List of all Positions](#)

[List of Employee's Jobs \(NBIJLST\)](#)

Cancel

Employee Job Inquiry NBILST 9.3.3 (ePROD)

ID: Query Date: 04/01/2015

Start Over

Position *	Suffix *	Begin Date *	End Date	Job Type
992200	00	03/16/2017	03/31/2017	Secondary
999040	02	09/01/2014	05/31/2015	Primary
999040	03	09/01/2015	05/31/2016	Primary
999040	04	09/01/2016	05/31/2017	Primary
999561	00	09/01/2017	12/31/2017	Primary
999561	01	01/16/2018	05/15/2018	Primary
999561	02	09/01/2018	12/31/2018	Primary
999561	03	01/16/2019	05/15/2019	Primary

Record 8 of 8

DETAILS

Effective Date	Job Status	Description	Employee Class	Pay ID	COA	Organization	Job Change Reason	Employer
01/16/2019	Active	Faculty Part-Time -Semester	F4	FA	K	100133	00059	KSUJ
05/15/2019	Terminated	Faculty Part-Time -Semester	F4	FA	K	100133	00059	KSUJ

Record 1 of 2

CANCEL SELECT

- Choose **Select** when you have found the correct position number – keep in mind the instructor may teach for other departments/campuses as well
- You may need to change the Query Date to an earlier date to show all the position numbers for the employee (i.e., Summer positions). To accomplish this, click the 'Start Over' button, change the date and hit 'Go'.

SIAASGN

ID: Term: 201910

Start Over

FACULTY ASSIGNMENT

CRN 13003	Session 01	Subject ENG	Course 11011	Section 038	Session Credit 3.000	Institutional Credit 3.000	Percentage of * 100	Session	<input checked="" type="checkbox"/> Primary Instructor	<input type="checkbox"/> Override Conflicts Workload 0.000 Override Workload Calculated Workload 0.000 Assignment Type Percent * 100 Responsibility Weekly Contact 2.5 Total Contact <input type="checkbox"/> Compensation Extracted	Generated Credits 24.000 FTE Contract Type K3 <input type="checkbox"/> Compensation Applied Position Number 999561 Position Number 04 Suffix Additional Instructors
CRN 13116	Session 01	Subject ENG	Course 21011							<input type="checkbox"/> Override Conflicts Workload 0.000 Override Workload Calculated Workload 0.000	Generated Credits 57.000 FTE Contract Type K3 <input type="checkbox"/> Compensation Applied

- Increase **Suffix** by 1* (in this example it was 03, we changed it to 04)

*If you are adding an Assignment with the same contract type for the same term, do *not* change the Suffix; all Assignments with the same contract type in the same term should have the same Suffix

Compensation Extracted - SIAASGN

The screenshot displays the 'FACULTY ASSIGNMENT' window for Term: 201910. It shows two assignment records. The first record (CRN 13003, Session 01, Subject ENG) has a 'Compensation Extracted' checkbox checked, which is highlighted with a red rectangle. The second record (CRN 13116, Session 01, Subject ENG) has the checkbox unchecked. The interface includes fields for Workload, Override Workload, Calculated Workload, Assignment Type, Percent, Responsibility, Weekly Contact, Total Contact, Generated Credits, FTE, Contract Type, Position Number, and Suffix. A 'Start Over' button is visible in the top right corner.

When the **Compensation Extracted** checkbox is enabled, the assignment and compensation information has been extracted into the Faculty Compensation module in Employee Self-Service. This checkbox cannot be changed manually.

Compensation Applied - SIAASGN

The screenshot displays the 'FACULTY ASSIGNMENT' window for Term: 201910. It shows two assignment records. The first record (CRN 13003, Session 01, Subject ENG) has a 'Compensation Applied' checkbox checked, which is highlighted with a red rectangle. The second record (CRN 13116, Session 01, Subject ENG) has the checkbox unchecked. The interface includes fields for Workload, Override Workload, Calculated Workload, Assignment Type, Percent, Responsibility, Weekly Contact, Total Contact, Generated Credits, FTE, Contract Type, Position Number, and Suffix. A 'Start Over' button is visible in the top right corner.

When the **Compensation Applied** checkbox is enabled, the assignment and compensation information has been uploaded from Employee Self-Service to the Banner HR module. This checkbox cannot be changed manually.