

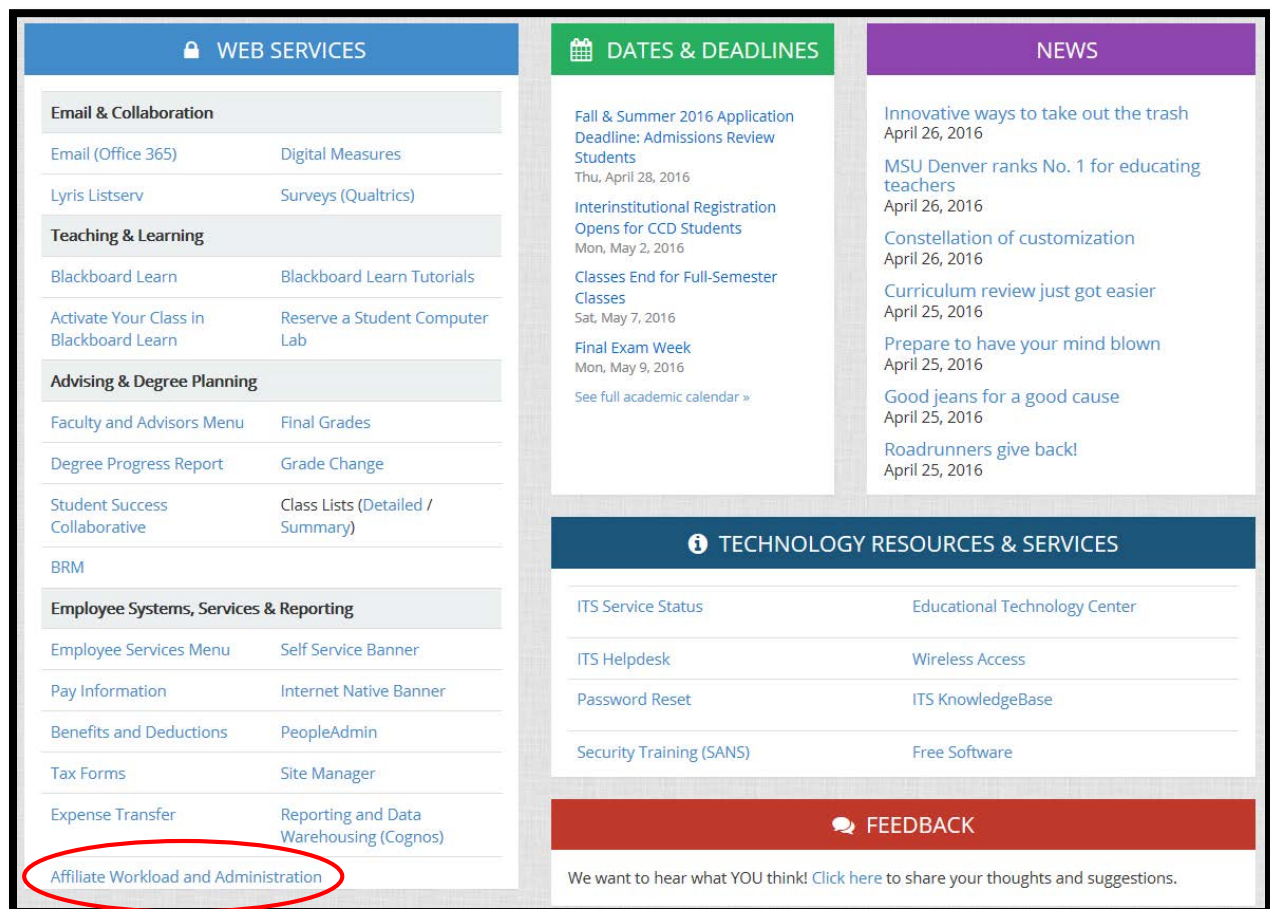
Faculty Load and Compensation

Workload Acknowledgement Instructions

FLAC, Faculty Load and Compensation, is the Banner module that MSU Denver is planning to implement in the Summer Semester in order to pay Affiliate Faculty, which will streamline the current process and help eliminate data entry errors, overpayments and missed payments. With this process we will save time on both ends by entering data directly into Banner.

Affiliate Faculty Members will be able to log in and see their assigned classes and verify that the course and pay information is accurate prior to the pay stubs being available. This module will also generate letters and reporting capabilities.

You will receive an automated email from the system once your workload is ready to be acknowledged. You can click on the link in the email, or click on “Affiliate Workload and Administration” on the Faculty & Staff HUB

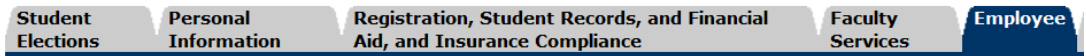


The screenshot displays the Faculty & Staff HUB interface with the following sections:

- WEB SERVICES** (Blue header):
 - Email & Collaboration**
 - Email (Office 365) | Digital Measures
 - Lyris Listserv | Surveys (Qualtrics)
 - Teaching & Learning**
 - Blackboard Learn | Blackboard Learn Tutorials
 - Activate Your Class in Blackboard Learn | Reserve a Student Computer Lab
 - Advising & Degree Planning**
 - Faculty and Advisors Menu | Final Grades
 - Degree Progress Report | Grade Change
 - Student Success Collaborative | Class Lists (Detailed / Summary)
 - BRM
 - Employee Systems, Services & Reporting**
 - Employee Services Menu | Self Service Banner
 - Pay Information | Internet Native Banner
 - Benefits and Deductions | PeopleAdmin
 - Tax Forms | Site Manager
 - Expense Transfer | Reporting and Data Warehousing (Cognos)
 - Affiliate Workload and Administration** (Circled in red)
- DATES & DEADLINES** (Green header):
 - Fall & Summer 2016 Application Deadline: Admissions Review Students (Thu, April 28, 2016)
 - Interinstitutional Registration Opens for CCD Students (Mon, May 2, 2016)
 - Classes End for Full-Semester Classes (Sat, May 7, 2016)
 - Final Exam Week (Mon, May 9, 2016)
 - See full academic calendar »
- NEWS** (Purple header):
 - Innovative ways to take out the trash (April 26, 2016)
 - MSU Denver ranks No. 1 for educating teachers (April 26, 2016)
 - Constellation of customization (April 26, 2016)
 - Curriculum review just got easier (April 25, 2016)
 - Prepare to have your mind blown (April 25, 2016)
 - Good jeans for a good cause (April 25, 2016)
 - Roadrunners give back! (April 25, 2016)
- TECHNOLOGY RESOURCES & SERVICES** (Dark Blue header):
 - ITS Service Status | Educational Technology Center
 - ITS Helpdesk | Wireless Access
 - Password Reset | ITS KnowledgeBase
 - Security Training (SANS) | Free Software
- FEEDBACK** (Red header):

We want to hear what YOU think! [Click here](#) to share your thoughts and suggestions.

1. Log in with your NetID and password.
2. Select **Faculty Load and Compensation** on the Employee tab



Search

[RETURN TO MENU](#) [SITE MA](#)

Employee

[Time Sheet](#)

[Request Time Off](#)

[Benefits and Deductions](#)

Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, Benefit Statement.

[Pay Information](#)

Direct deposit allocation, earnings and deductions history, or pay stubs.

[Tax Forms](#)

W4 information, W2 Form or T4 Form.

[Jobs Summary](#)

[Leave Balances](#)

[Faculty Load and Compensation](#)

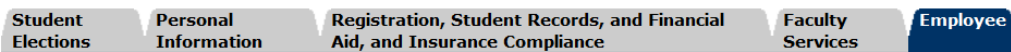
[Enroll in Accounts Payable ACH reimbursement](#)

Have your Travel and other Accounts Payable reimbursements sent directly to your checking or savings account (similar to direct deposit). need to enroll or make changes to your **Payroll Direct Deposit information**, please contact the Payroll Office at 303-556-5030.

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3. Select **Compensation and Acknowledgement** on the Employee tab



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Faculty Load and Compensation

[Compensation and Acknowledgement](#)

[Faculty Compensation Administration](#)

[Summary View of Locked and Unlocked Status](#)

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4. **Optional:** Select previous term from dropdown if you want to view prior term acknowledgement

[Student Elections](#) | [Personal Information](#) | [Registration, Student Records, and Financial Aid, and Insurance Compliance](#) | [Faculty Services](#) | [Employee](#)

Search [RETURN TO FACULTY COMPENSATION MENU](#)

Compensation and Acknowledgement

Select desired Term and the Go button. To acknowledge your review of this information, select the checkbox in Positions button.

To navigate this page: Select the icon next to Contract Notes to view the Contract Notes window. Select the icon available, select the Course link to view the Course Calculation Page. Select the link on the Work Load number

Name and ID: Patrick L Condon, 900656891
Term: * 201630 - Spring 2016

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Special Note: Contact Department Admin for problems with workload or compensation

5. Select checkbox next to each assignment
6. Select **Acknowledge Selected Positions** to complete acknowledgement

PTART1- A1 Part-Time Faculty Faculty Acknowledgment: Acknowledgment Date: 04/28/2016
Organization: ART, Art
Contract Type: Spring Only **Contract Note:**

Instructional								
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Co
31341-01	ARTH-4480-Art History	001	LA	ART	3.000	3.000	2.500	

Job AS

PTART1- A2 Part-Time Faculty Faculty Acknowledgment: Acknowledgment Date: 04/28/2016
Organization: ART, Art
Contract Type: Spring Only **Contract Note:**

Instructional								
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Co
31357-01	ART-2681-Art	001	LA	ART	3.000	3.000	5.500	

Job AS

PTART2- A3 Part-Time Faculty Faculty Acknowledgment: Acknowledgment Date: 04/28/2016
Organization: ART, Art
Contract Type: Spring Only **Contract Note:**

Instructional								
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Co
31377-01	ARTH-3300-Art History	001	LA	ART	3.000	3.000	2.500	

Job AS

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Comment

Special Note: Comments are information only, no notifications are sent