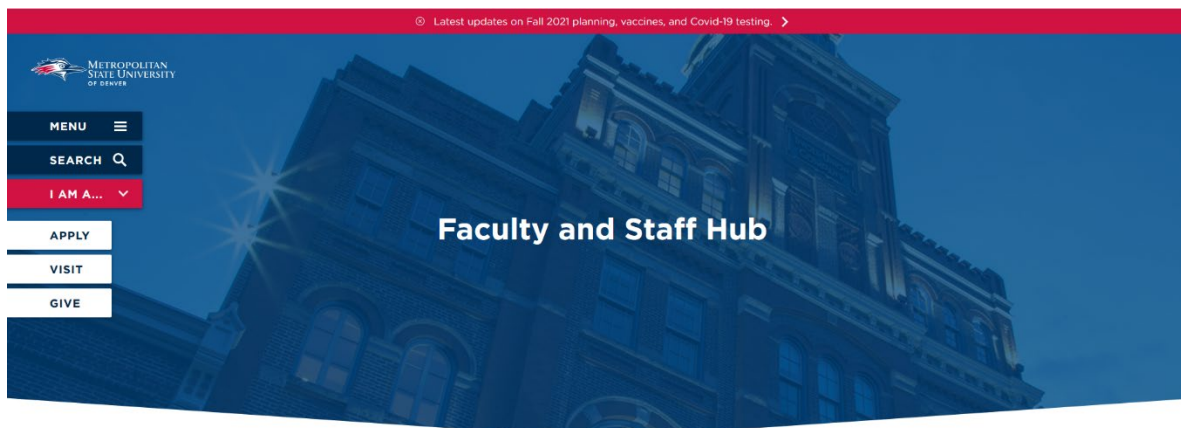


## Affiliate Faculty - How to Acknowledge Course load in Faculty Load & Compensation

- 1) Please go to the Faculty & Staff Hub: <https://www.msudenver.edu/facstaff/>



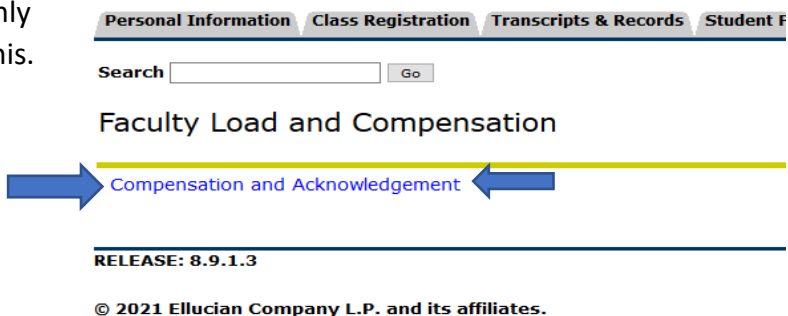
- 2) Scroll down to **Employee Systems Services & Reporting** and click on **Affiliate Workload and Admin**



- 3) You will then be taken to the **Faculty Load & Compensation** home page:



Please note **Compensation and Acknowledgement** will be the only option you see. Please click on this.





4) You will be then, taken to the **Compensation and Acknowledgement** page.

Personal Information Class Registration Transcripts & Records Student Financial Services Financial Aid & Scholarships Insurance Waiver Faculty Services **Employee** Onl Cou Res

Search  Go [RETURN TO FACULTY COMPENSATION MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Compensation and Acknowledgement

Select desired Term and the Go button. To acknowledge your review of this information, select the checkbox next to Faculty Acknowledgement and then select the Acknowledge Selected Positions button.

To navigate this page: Select the icon next to Contract Notes to view the Contract Notes window. Select the icon under Subject and Course to view the Course Information window. If available, select the Course link to view the Course Calculation Page. Select the link on the Work Load number to view the workload calculation. Insert and view previous comments..

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

Name and ID: **[Employee Name and 900/901# will appear here]**

**⚠ No terms available for you at this time.**

**RELEASE: 8.12.1.5**

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Your employee Name and employee number will appear (location in purple). If you are seeing **\*\*No terms available for you at this time\*\***

- 1) You are either not actively teaching or
- 2) Your department has not entered your job into FLAC. Most entries by the department are usually entered closer to the start of the semester.

**Please check with your department chair or admin first before reaching out to HR.**