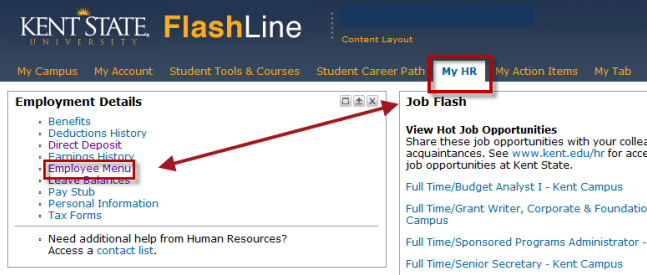
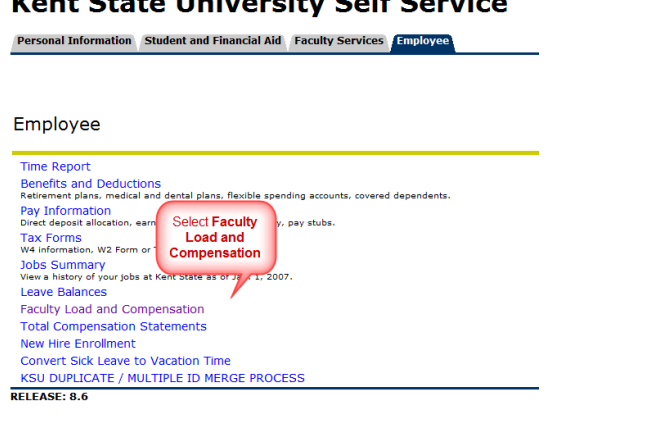
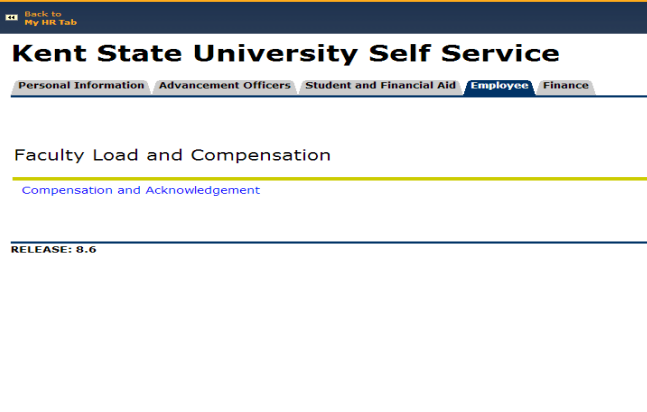
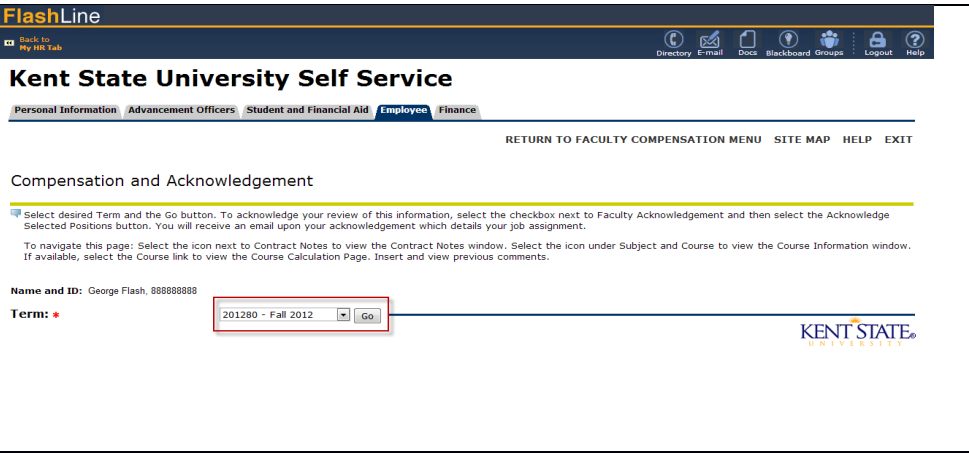
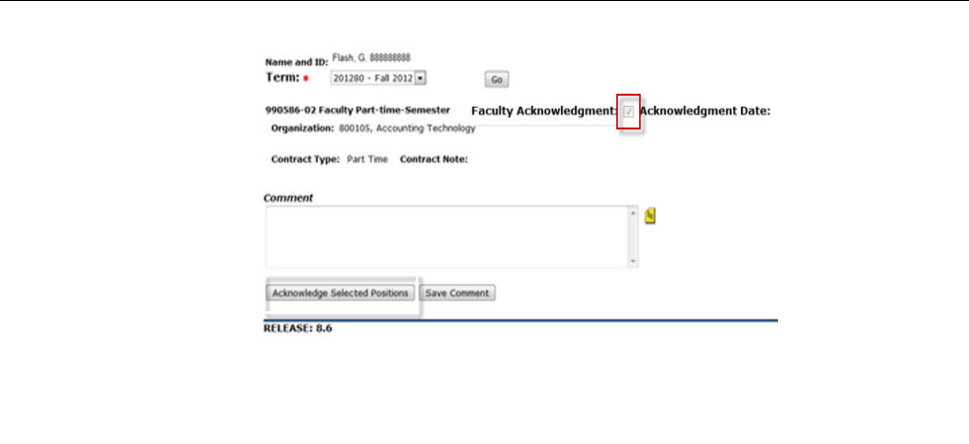
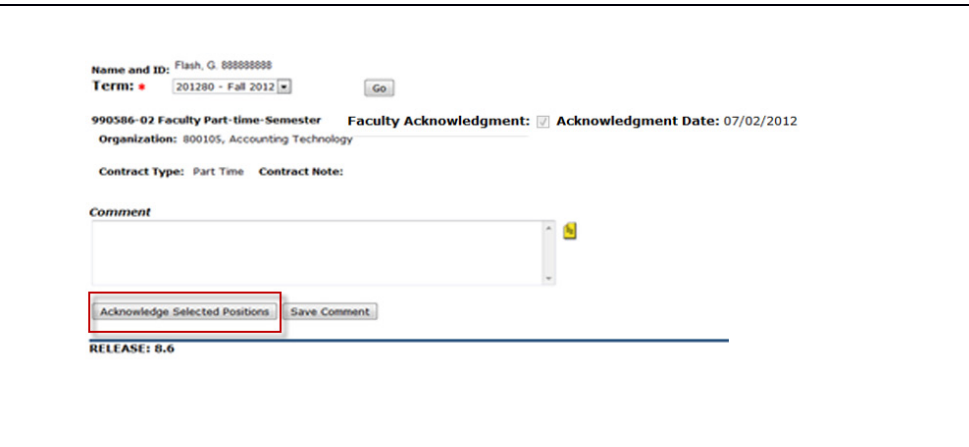


REVIEW AND ACKNOWLEDGE ASSIGNMENT IN FLASHLINE (Self-Service Banner)


You will receive an email at your **kent.edu** account. The subject line in the email will read **“PT Faculty assignment is awaiting your acknowledgement”**. Written step-by-step instructions are provided in the email. Below are the steps with screen shots of each action.

<ul style="list-style-type: none"> • Sign into FlashLine • Select the My HR tab • Select Employee Menu from the Employment Details channel 	
<ul style="list-style-type: none"> • Select Faculty Load and Compensation 	
<ul style="list-style-type: none"> • Select Compensation and Acknowledgement 	



<ul style="list-style-type: none"> Select a Term from the Drop-Down List Click Go 	
<ul style="list-style-type: none"> Check the Faculty Acknowledgment Checkbox 	
<ul style="list-style-type: none"> Select Acknowledge Selected Positions 	

Once you have acknowledged your assignment, you will receive an email at your **kent.edu** account. The subject line in the email will read **“Your PT faculty assignment detail”**. This email will provide specific information relating to your course assignment. For example: term, campus, course/section number, day/time of the course, room and building, and the total compensation.

Optional

- To view or enter a **Contract Note** select the icon 
- Enter a comment in the **Comment** field
- Select **Save Comment**

Name and ID: Flash, G. 000000000


Term:  201280 - Fall 2012 


990586-02 Faculty Part-time-Semester Faculty Acknowledgment: ☒ Acknowledgment Date: 07/02/2012

Organization: 000105, Accounting Technology

Contract Type: Part Time Contract Note:

Comment



Acknowledge Selected Positions 

RELEASE: 8.6