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> <li>Sign into FlashLine</li> <li>Select the My HR tab</li> <li>Select Employee Menu from the Employment Details channel</li> </ul>	Context Layout         My Campus       My count       Student Tools & Courses       Student Career Path       My HR       My Action Items       My Tab         Operations       Benefits       Declucions History       Declucions History       Declucions History       Declucions History         • Derstone       • Parsinnas History       • Declucions History       • Declucions History       • Declucions History         • Parsinnas History       • Derstone       • Declucions History       • Declucions History         • Parsinnas History       • Declucions History       • Declucions History       • Declucions History         • Parsinnas History       • Declucions Acres       • Declucions History       • Declucions History         • Parsonal Information       • Tax Forms       • Declucions History       • Declucions History         • Need additional help from Human Resources?       Full Time/Sponsored Programs Administrator - Full Time/Sponsored Programs Administ
Select Faculty Load     and Compensation	Exercise State University Self Service         Evenne Information       Student and Financial All       Employee
Select Compensation and Acknowledgement	Personal Information Advancement Officers Student and Financial Aid Employee Finance  Faculty Load and Compensation Compensation and Acknowledgement  RELEASE: 8.6

<ul> <li>Select a Term from the Drop-Down List</li> <li>Click Go</li> </ul>	
	Selected Positions button. You will receive an email upon your acknowledgement which details your job assignment. To navigate this page: Select the icon select the contract Holes 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. Insert and view previous comments. Name and ID: George Flash, 88888988 Term: •
Check the Faculty     Acknowledgment     Checkbox	Name and ID: Flah, G. 08080808 Term: 201200 - Fall 2012 COM 990536-02 Faculty Part-time-Semester Faculty Acknowledgment Acknowledgment Date: Organization: 800105, Accounting Technology Contract Type: Part Time Contract Note: Comment Acknowledge Selected Positions Save Comment RELEASE: 8.6
<ul> <li>Select Acknowledge Selected Positions</li> </ul>	Name and ID: Flash, G. 80000000 Term: 201280 - Fail 2012 Gen 990586-02 Faculty Part-time-Semester Faculty Acknowledgment: Acknowledgment Date: 07/02/2012 Organization: 800105, Accounting Technology Contract Type: Part Time Contract Note: Comment Acknowledge Selected Positions Save Comment RELEASE: 8.6

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**

<ul> <li>To view or enter a Contract Note select the icon</li> <li>Enter a comment in the Comment field</li> <li>Select Save Comment</li> </ul>	Name and ID: Flash, G. 686666668 Term: # 201280 - Fail 2012 # 60 990586-02 Faculty Part-time-Semester Faculty Acknowledgment: / Acknowledgment Date: 07/02/2012 Organization: 800105, Accounting Technology Contract Type: Part Time Contract Note: Comment Acknowledge Selected Positions Save Comment RELEASE: 8.6
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