

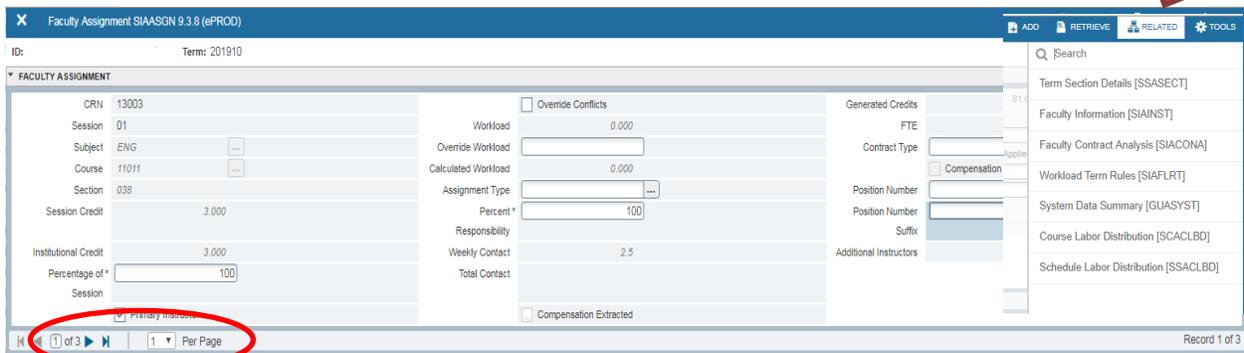
FACULTY LOAD AND COMPENSATION (FLAC) Scheduler Guide

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

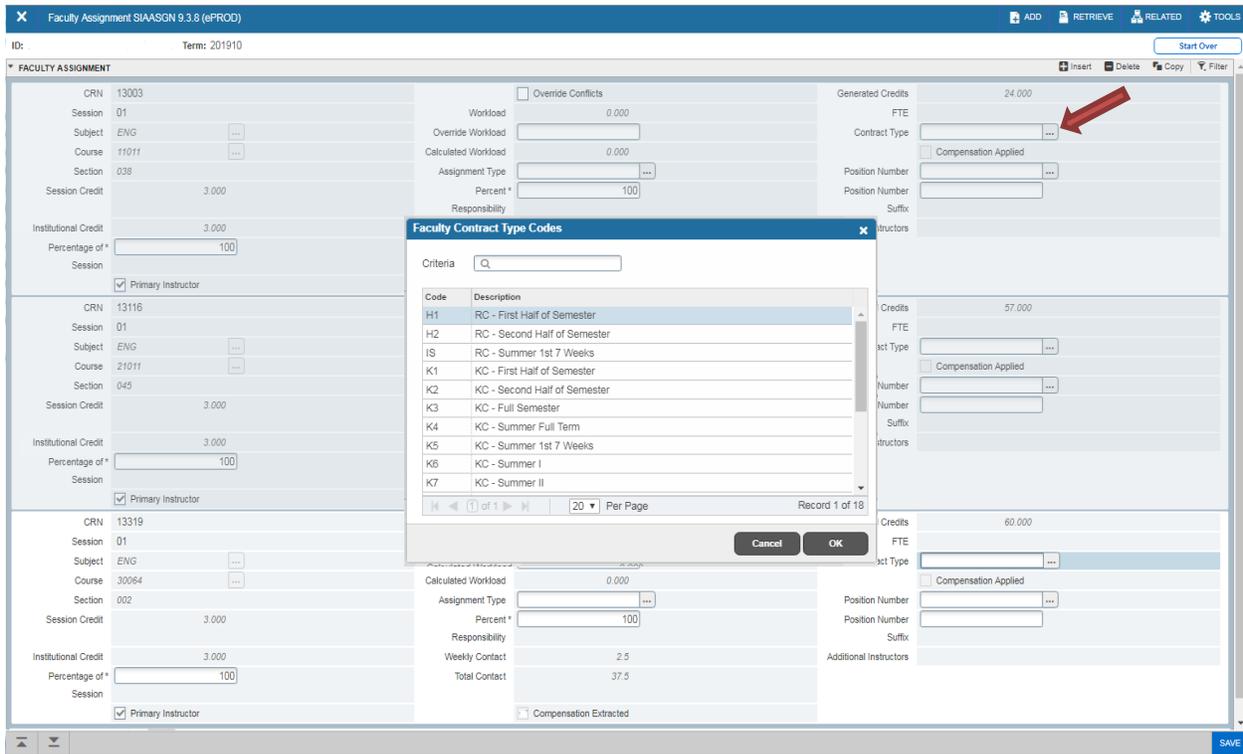


- Open **SIAASGN**
- Enter the **Banner ID** for the faculty member
- Enter the **Term**
- **Click 'Go'**
- **Change the number of records shown so you can see all assigned courses/sections**
- Open the **Related** Menu
- Select **Term Section Details (SSASECT)**
- The course information populates automatically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

SSASECT

The screenshot displays the SSASECT system interface for course section management. The top navigation bar includes 'Schedule SSASECT 9.3.11 (ePROD)' and utility buttons for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. The main header shows 'Term: 201910', 'CRN: 13003', 'Subject: ENG', 'Course: 11011', and 'Title: COLLEGE WRITING I'. Below this, tabs for 'Course Section Information', 'Section Enrollment Information', 'Meeting Times and Instructor', and 'Section Preferences' are visible. The 'COURSE SECTION INFORMATION' section contains fields for Subject (ENG ENGLISH), Course Number (11011), Title (COLLEGE WRITING I), Section (039), and Cross List. It also includes Campus (KC Kent Campus), Status (A Active), Schedule Type (LEC Lecture), Instructional Method (TR Traditional), and Integration Partner (BB9 BlackBoard Learn). The 'CLASS TYPE' section shows 'Part of Term' set to 1, with registration dates from 01/14/2019 to 05/05/2019. The 'CREDIT HOURS' section details credit, billing, and contact hours for Lecture, Lab, and Other indicators. The 'CLASS INDICATORS' section includes options for Prerequisite Check Method, CEU Indicator, Attendance Method, and various indicators like Print, Gradable, Tuition and Fee Waiver, and Voice Response and Self-Service Available.

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



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

Fall/Spring	
SSASECT Part of Term	SIAASGN Contract Type
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
Summer	
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) - Term: 201910

CRN	Session	Subject	Course	Section	Session Credit	Institutional Credit	Percentage of * Session	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	0.000		0.000		100		2.5		24.000		K3					
13116	01	ENG	21011	045	3.000	3.000	100	0.000		0.000		100		2.5	37.5	57.000		K3					

- 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 NBIIJLST 9.3.3 (ePROD) ADD RETRIEVE RELATED TOOLS

ID: Query Date: 04/01/2015 Start Over

EMPLOYEE JOB INQUIRY Insert Delete Copy Filter

Position *	Suffix *	Begin Date *	End Date	Job Type
992260	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 Insert Delete Copy Filter

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	KSU
05/15/2019	Terminated	Faculty Part-Time -Semester	F4	FA	K	100133	00059	KSU

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 Insert Delete Copy Filter

CRN 13003	Session D1	Subject ENG	Course 11011	Section 038	Session Credit 3.000	Institutional Credit 3.000	Percentage of* 100	Session <input checked="" type="checkbox"/> Primary Instructor	Workload 0.000	Override Workload	Calculated Workload 0.000	Assignment Type	Percent * 100	Responsibility	Weekly Contact 2.5	Total Contact	Override Conflicts <input type="checkbox"/>	Generated Credits 24.000	FTE	Contract Type K3	Compensation Applied <input type="checkbox"/>	Position Number 999561	Position Number 04	Suffix	Additional Instructors
CRN 13116	Session D1	Subject ENG	Course 21011						Workload 0.000	Override Workload	Calculated Workload 0.000						Override Conflicts <input type="checkbox"/>	Generated Credits 57.000	FTE	Contract Type K3	Compensation Applied <input type="checkbox"/>				

1. 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' form for CRN 13003, Session 01, Subject ENG, Course 11011, and Section 038. The form is divided into several sections: 'Override Conflicts', 'Workload', 'Assignment Type', 'Responsibility', 'Weekly Contact', and 'Total Contact'. The 'Compensation Extracted' checkbox is checked and highlighted with a red box. Other fields include 'Generated Credits' (24.000), 'FTE', 'Contract Type' (K3), 'Position Number' (999561), and 'Suffix' (04). The 'Primary Instructor' checkbox is also checked.

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' form for CRN 13003, Session 01, Subject ENG, Course 11011, and Section 038. The form is divided into several sections: 'Override Conflicts', 'Workload', 'Assignment Type', 'Responsibility', 'Weekly Contact', and 'Total Contact'. The 'Compensation Applied' checkbox is checked and highlighted with a red box. Other fields include 'Generated Credits' (24.000), 'FTE', 'Contract Type' (K3), 'Position Number' (999561), and 'Suffix' (04). The 'Primary Instructor' checkbox is also checked.

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.