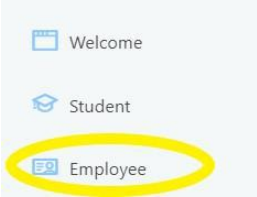

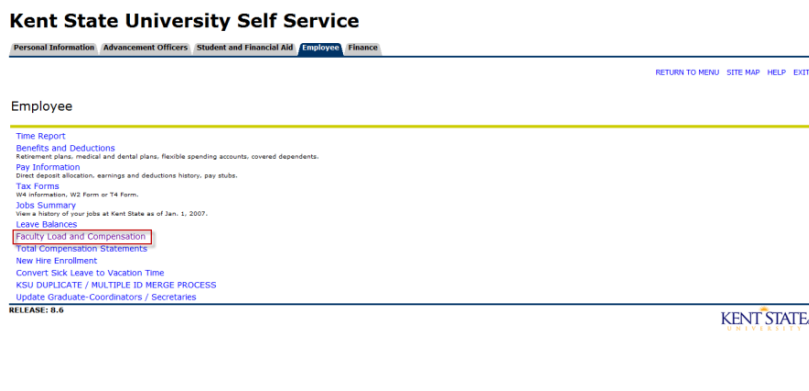
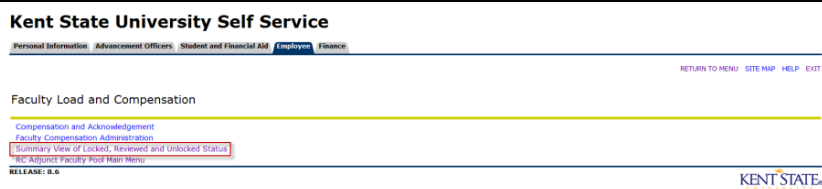


FACULTY LOAD AND COMPENSATION (FLAC)

Summary View of Locked, Reviewed and Unlocked Status

Accessing Locked, Reviewed and Unlocked Records

Access the **Summary View of Locked, Reviewed and Unlocked Status** menu by signing into **FlashLine**.

<ul style="list-style-type: none"> From the FlashLine landing page select Employee 	
<ul style="list-style-type: none"> Under Resources select My Earnings & Benefit Elections Then Select Employee Main Menu 	
<ul style="list-style-type: none"> Select Faculty Load and Compensation 	
<ul style="list-style-type: none"> Select Summary View of Locked, Reviewed and Unlocked Status 	

Generating a List by Status

When you select Summary View of Locked, Reviewed and Unlocked Status, you can filter your results by:

- Term
- Lock Status (All, Unlocked, Reviewed and Locked)

Kent State University Self Service

Personal Information Advancement Officers Student and Financial Aid **Employee** Finance

RETURN TO FACULTY COMPENSATION MENU SITE MAP HELP EXIT

Employee Status Summary

Select Term and Status to list on this page and select the Go button. Once list appears, the list can be sorted using the ascending and descending arrows. Change employee status by selecting individual Change Lock checkboxes or use the Select buttons at the bottom of the page. When all checks are complete, select the Save button. Applied records may not be selected. Selecting the Name link will access the employee's Compensation View.

Term: * 201280 - Fall 2012 Go

Lock Status: All Unlocked Reviewed Locked

Number of Employees per Page: 25 50 100

RELEASE: 8.6



1. Select the applicable filter:

- **Term:** Current term is the default
- **Lock Status:** Select Unlocked
- Select **Go**

Select Term and Status to list on this page and select the Go button. Once list appears, the list can be sorted using the ascending and descending arrows. Change employee status by selecting individual Change Lock checkboxes or use the Select buttons at the bottom of the page. When all checks are complete, select the Save button. Applied records may not be selected. Selecting the Name link will access the employee's Compensation View.

Term: * 201280 - Fall 2012 Go

Lock Status: All Unlocked Reviewed Locked

Number of Employees per Page: 25 50 100

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[Jump To Bottom](#)

Change Lock	Lock Status	Name	Job	Total Compensation	Overload Exists	Organization	Date Acknowledged	Applied
<input type="checkbox"/>	Unlocked	Flash, George	994579-20 Faculty Part-Time - Semester	4,645.50		K-600032, Music		
<input type="checkbox"/>		Flash, George	990583-04 Faculty Part-time- Semester	3,108.00		K-700100, Accounting Technology		
<input type="checkbox"/>		Flash, George	994300-03 Faculty Part-Time - Semester	2,228.00		K-700038, College of Nursing		
<input type="checkbox"/>		Flash, George	990586-02 Faculty Part-time- Semester	5,000.00		K-800105, Accounting Technology		
<input type="checkbox"/>		Flash, George	994300-09 Faculty Part-Time - Semester	100.00		K-700038, College of Nursing		
<input type="checkbox"/>		Flash, George	994300-07 Faculty Part-Time - Semester	6,216.00		K-700038, College of Nursing		

2. If compensation appears correct for the employee, go to **Page 7** for instructions on how to change the lock status to 'reviewed'.

- This is to be done by Asst/Assoc Deans, Dept. Chairs, School Directors only.

3. In order to review the compensation amount, click on the name link to view the **Instructional Summary**

- If the selected employee has another assignment with a different contract type, you will need to select the next Contract **Type** button before completing the compensation review (see page 5 for screenshot)

Kent State University Self Service

[Personal Information](#) [Advancement Officers](#) [Student and Financial Aid](#) [Employee](#) [Finance](#)

[RETURN TO FACULTY LOAD AND COMPENSATION](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Compensation View

Select the icon in front of the Subject and Course link to access the Course Information Window. Select the Subject and Course link to access the Course Calculation Page. You may select the Position and Suffix link to access the Job Assignment Page; however, no changes should be made to the Job Assignment Page. Any Comments made will not be seen by the employee.

Name and ID: George Flash, 888888888

Term: 201280 - Fall 2012

[Course Compensation View](#) [Comments](#) [Errors](#)

Contract Type: PT - Part Time

Total Compensation for this Contract Type: 4,645.50

Instructional Summary

CRN Session	Subject and Course	Position and Suffix	Responsibility Percent	Course Value	Incremental Total Value	Total Compensation	Position Lock Status
15987 - 01	MUS 36912 - APPLIED MUSIC-GUITAR	994579 - 20, Faculty Part-Time - Semester	100	0.00	3,178.50	3,178.50	Unlocked
16097 - 01	MUS 47012 - FOLK GUITAR CLASS I	994579 - 20, Faculty Part-Time - Semester	100	0.00	1,222.50	1,222.50	Unlocked
16100 - 01	MUS 47014 - FOLK GUITAR MUSIC ED	994579 - 20, Faculty Part-Time - Semester	100	0.00	244.50	244.50	Unlocked

4. Click on the **Subject and Course** link to review how the compensation amount is calculated

Changing the Course Calculation

When the **Course Calculation** sections opens, you can make changes to the Compensation Amount.

Detailed information on the compensation calculation of a specific course. Schedule Type records may not be updated or removed. Calculation Method information may be updated. Incremental Types may be added, updated or removed. To remove Incremental Type records, select the Remove checkbox and select the Save button.

Name and ID: George R Flash, 888888888

Term: 201280 - Fall 2012

Contract Type: PT - Part Time

CRN-Session: 20745-01

Subject-Course: ACTT 11000 - ACCOUNTING I - FINANCIAL

Part of Term: 1 - Full Term

Campus: EC - East Liverpool Campus

College: RE - Regional College

Position-Suffix: 990576-02, Faculty Part-time-Semester

Schedule Type	Faculty Level	Rate	Calculation Method	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Percent of Session	Compensation
LEC - Lecture	ADJC2A	684.00	Credit Hours Credit Hours Contact Hours Generated Credits Head Count Workload Flat Rate	0.000	4.000	3.33	6	100	100	2,736.00
Total:										2,736.00

Incremental	Rate	Percentage	Calculation Method	Work Load	Credit Hours	Contact Hours	Head Count	Compensation	Remove
Not Selected			Credit Hours						
Not Selected			Credit Hours						
Not Selected			Credit Hours						
Not Selected			Credit Hours						
Total:									0.00

[Save](#)

[Course Compensation View](#) | [Compensation and Acknowledgement](#)

1. Change the **Calculation Method** to **Workload** using the dropdown box
2. Click the **Save** button

Detailed information on the compensation calculation of a specific course. Schedule Type records may not be updated or removed. Calculation Method information may be updated. Incremental Types may be added, updated or removed. To remove Incremental Type records, select the Remove checkbox and select the Save button.

Name and ID: George Flash, 888888888
Term: 201280 - Fall 2012
Contract Type: PT - Part Time
CRN-Session: 15987-01
Subject-Course: MUS 36912 - APPLIED MUSIC-GUITAR
Part of Term: 1 - Full Term
Campus: ST - Stark Campus
College: CA - College of the Arts
Position-Suffix: 994579-20, Faculty Part-Time -Semester

Schedule Type	Faculty Level	Rate	Calculation Method	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Percent of Session	Compensation
STU - Studio	ADJC2B	777.00	Workload	0.000	2.000	0.83	0	100	100	0.00
									Total:	0.00

Compensation View

Select the icon in front of the Subject and Course link to access the Course Information Window. Select the Subject and Course link to access the Course Calculation Page. You may select the Position and Suffix link to access the Job Assignment Page; however, no changes should be made to the Job Assignment Page. Any Comments made will not be seen by the employee.

Name and ID: Sue Z Que, 855555555

Term: 201280 - Fall 2012

Course Compensation View

Contract Type: H1 - First Half of Semester

Total Compensation for this Contract Type: 2,736.00

Next Contract Type

Instructional Summary

CRN Session	Subject and Course	Position and Suffix	Responsibility Percent	Course Value	Incremental Total Value	Total Compensation	Position Lock Status
15951 - 01	MUS 36111 - APPLIED MUSIC-PIANO	994608 - 11, Faculty Part-Time - Semester	100	2,736.00	0.00	2,736.00	Unlocked

Enter Comment

Incremental Adjustment Instances Examples

The following examples show how the incremental codes can be used. Remember to click **Save** after changes are completed.

Flat Fee

Course Calculation

Flat Fee

RETURN TO FACULTY LOAD AND COMPENSATION SITE MAP HELP EXIT

✓ Your change was saved successfully.

Detailed information on the compensation calculation of a specific course. Schedule Type records may not be updated or removed. Calculation Method information may be updated. Incremental Types may be added, updated or removed. To remove Incremental Type records, select the Remove checkbox and select the Save button.

Name and ID: George Flash, 888888888
Term: 201280 - Fall 2012
Contract Type: H1 - First Half of Semester
CRN-Session: 19107-01
Subject-Course: COMT 11000 - INTRO TO COMPUTER SYSTEMS
Part of Term: H1 - First Half Semester
Campus: GC - Geauga Campus
College: RE - Regional College
Position-Suffix: 995203-24, Faculty Part-Time -Semester

Schedule Type	Faculty Level	Rate	Calculation Method	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Percent of Session	Compensation
LEC - Lecture	ADJC2B	777.00	Workload	0.000	3.000	5.00	0	100	100	0.00
Total:										0.00

Incremental	Rate	Percentage	Calculation Method	Work Load	Credit Hours	Contact Hours	Head Count	Compensation	Remove
FLAT FEE - Flat Fee Payment - RC	1,500.00		Flat Rate					1,500.00	<input type="checkbox"/>
Not Selected			Credit Hours						
Not Selected			Credit Hours						
Not Selected			Credit Hours						
Not Selected			Credit Hours						
Total:								1,500.00	

Save

Course Compensation View | Compensation and Acknowledgement

Workload Adjustment

Course Calculation **Workload Adjustment**

✓ Your change was saved successfully.

Detailed information on the compensation calculation of a specific course. Schedule Type records may not be updated or removed. Calculation Method information may be updated. Incremental Types may be added, updated or removed. To remove Incremental Type records, select the Remove checkbox and select the Save button.

Name and ID: Sandra Gold, 811111111
Term: 201280 - Fall 2012
Contract Type: PT - Part Time
CRN-Session: 19382-01
Subject-Course: NURS 30010 - PARENT AND NEWBORN NURSING
Part of Term: H1 - First Half Semester
Campus: TR - Trumbull Campus
College: NU - College of Nursing
Position-Suffix: 994300-07, Faculty Part-Time -Semester

Schedule Type	Faculty Level	Rate	Calculation Method	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Percent of Session Compensation
LEC - Lecture	ADJC2B	777.00	Workload	0.000	4.000	4.00	0	100	100
Total:									0.00

Incremental	Rate	Percentage	Calculation Method	Work Load	Credit Hours	Contact Hours	Head Count	Compensation	Remove
NURS ADJ - Nursing Adjustment - RC Adjunct	100.00		Workload	6.500				650.00	<input type="checkbox"/>
WRKLDADJ - Workload Adjustment - RC	777.00		Workload	6.500				5,050.50	<input type="checkbox"/>
Not Selected			Credit Hours						
Not Selected			Credit Hours						
Not Selected			Credit Hours						
Not Selected			Credit Hours						
Total:								5,700.50	

Save

[Course Compensation View](#) | [Compensation and Acknowledgement](#)

Head Count

Course Calculation **Headcount**

RETURN TO FACULTY LOAD AND COMPENSATION SITE MAP HELP EXIT

✓ Your change was saved successfully.

Detailed information on the compensation calculation of a specific course. Schedule Type records may not be updated or removed. Calculation Method information may be updated. Incremental Types may be added, updated or removed. To remove Incremental Type records, select the Remove checkbox and select the Save button.

Name and ID: 201210 - Spring 2012
Contract Type: PT - Part Time
CRN-Session: 15537-01
Subject-Course: MUS 36912 - APPLIED MUSIC-GUITAR
Part of Term: 1 - Full Term
Campus: ST - Stark Campus
College: CA - College of the Arts
Position-Suffix: 994579-20, Faculty Part-Time -Semester

Schedule Type	Faculty Level	Rate	Calculation Method	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Percent of Session Compensation
STU - Studio	ADJC2B	777.00	Workload	0.000	2.000	0.83	12	100	100
Total:									0.00

Incremental	Rate	Percentage	Calculation Method	Work Load	Credit Hours	Contact Hours	Head Count	Compensation	Remove
OFFSCALE - Off Scale Payment - RC	244.50		Head Count				12	2,934.00	<input type="checkbox"/>
Not Selected			Credit Hours						
Not Selected			Credit Hours						
Not Selected			Credit Hours						
Not Selected			Credit Hours						
Total:								2,934.00	

Save

[Course Compensation View](#) | [Compensation and Acknowledgement](#)

- Use the off-scale incremental to calculate a payment by head count
 - Change the rate calculation method to head count
 - Update headcount
 - Click **Save**

Removing an Incremental Line

Term: 2022 - 2023

Contract Type: PT - Part Time

CRN-Session: 15987-01

Subject-Course: MUS 36912 - APPLIED MUSIC-GUITAR

Part of Term: 1 - Full Term

Campus: ST - Stark Campus

College: CA - College of the Arts

Position-Suffix: 994579-20, Faculty Part-Time -Semester

Schedule Type	Faculty Level	Rate	Calculation Method	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Percent of Session	Compensation
STU - Studio	ADJC28	777.00	Workload	0.000	2.000	0.83	0	100	100	0.00
Total:										0.00

Incremental	Rate	Percentage	Calculation Method	Work Load	Credit Hours	Contact Hours	Head Count	Compensation	Remove
WRKLDADJ - Workload Adjustment - RC	244.50		Head Count				13	3,178.50	<input checked="" type="checkbox"/>
Not Selected			Credit Hours						
Not Selected			Credit Hours						
Not Selected			Credit Hours						
Not Selected			Credit Hours						
Total:									
									3,178.50

Select the Remove checkbox

Save

[Course Compensation View](#) | [Compensation and Acknowledgement](#)

RELEASE: 8.6

1. Select the **Remove** checkbox to delete an **Incremental** line
2. Click **Save**

Must be completed by Assistant/Associate Dean, Department Chair or School Director

Changing the Lock Status from Unlocked to Reviewed

After all of the **Course** Compensations have been updated for an adjunct faculty member, follow these steps to change the status from **Unlocked** to **Reviewed**.

Instructional Summary

CRN Session	Subject and Course	Position and Suffix	Responsibility Percent	Course Value	Incremental Total Value	Total Compensation	Position Lock Status
15987 - 01	MUS 36912 - APPLIED MUSIC-GUITAR	994579 - 20, Faculty Part-Time - Semester	100	0.00	3,178.50	3,178.50	Unlocked
16097 - 01	MUS 47012 - FOLK GUITAR CLASS I	994579 - 20, Faculty Part-Time - Semester	100	0.00	1,222.50	1,222.50	Unlocked
16100 - 01	MUS 47014 - FOLK GUITAR MUSIC ED	994579 - 20, Faculty Part-Time - Semester	100	0.00	244.50	244.50	Unlocked

Enter Comment

Save

Select Employee Status Summary link

[Filter Selection](#) | [Employee Status Summary](#)

RELEASE: 8.6

KENT STATE®

1. [Employee Status Summary](#) page, select the **Employee Status Summary** link at the bottom of the page

RETURN TO FACULTY COMPENSATION MENU SITE MAP HELP EXIT

Employee Status Summary

Select Term and Status to list on this page and select the Go button. Once list appears, the list can be sorted using the ascending and descending arrows. Change employee status by selecting individual Change Lock checkboxes or use the Select buttons at the bottom of the page. When all checks are complete, select the Save button. Applied records may not be selected. Selecting the Name link will access the employee's Compensation View.

Term: * 201280 - Fall 2012 Go

Lock Status: All
Unlocked
Reviewed
Locked

Number of Employees per Page: 25
50
100

1 - 1 of 1
[Jump To Bottom](#)

Fall 2012

Change Lock	Lock Status	Name	ID	Job	Total Compensation	Overload Exists	Organization	Date Acknowledged	Applied
<input type="checkbox"/>	Unlocked	Flash, George	888888888	994579-20 Faculty Part-Time - Semester	4,645.50		K-600032, Music		

1 - 1 of 1
[Return to Top](#)

Reset Save

RELEASE: 8.6

KENT STATE

2. The **Employee Status Summary** will open
3. Check the **Change Lock** checkbox
4. Select **Save**
 - a. The **Status** will change from **Unlocked** to **Reviewed**
5. Follow the steps listed on **pages 2 – 9** for each employee to be reviewed