Introduction

This document is an overview of the questions asked during the Faculty Load and Compensation (FLAC) demonstrations held on March 24 and 26, 2014.

Questions and Answers

1. **When will I go into SIAASGN and put in the position/suffix number and contract type? Does the contract letter need to be in place first?**
   a. As soon as you know you are using that part-time faculty you can go in and input that information. The faculty must be assigned to the course first on SSASECT. The contract letter does not need to be in place to do this but does need to be completed in order for them to get paid.

2. **What about the confusion with using a suffix number that may be assigned at the same time using a paper ePAF?**
   a. Academic Personnel will be using a different numbering structure for paper ePAFs suffixes so they will not overlap any longer.

3. **Will part-time faculty see their salary information in SSB?**
   a. Yes. It is included on the page where they should acknowledge.

4. **What if there are changes to the assignment or a course is cancelled? How do I handle those situations? For example, Fall/Spring courses are usually dropped just 1 or 2 weeks before classes begin.**
   a. The course of action depends on where the assignment is at in the FLAC process. There is document on what to do when. You can also wait until closer to the deadline if you know that a course might get cancelled; but remember there is the extra step of having the faculty acknowledge their assignment before they get paid.

5. **Can we see when the part-time faculty has acknowledged their assignment? Do we get a notification?**
   a. You can see when the faculty has acknowledged their assignment by a column in SSB as well as running a report to see who has NOT acknowledged yet. You will NOT get an email notification when the faculty acknowledges.
6. **Can we process non-instructional assignments through FLAC?**
   a. Currently non-instructional assignments will need to be processed through ePAFs, but we will be reviewing this feature in FLAC soon.

7. **Will the departments get a notification when a faculty leaves a comment through SSB that there is a problem with their assignment?**
   a. When a faculty leaves a comment the departments are NOT notified. You will have to go into SSB to check. For that reason, faculty should be instructed to *not* acknowledge their assignment and to contact the department directly if there is a problem. The first email they receive also instructs them of this.

8. **Do I still need to record workload in the comments of FLAC like I am doing for ePAFs?**
   a. Yes. You will need to keep up this practice for now. The comments are internal and are not seen by the faculty.

9. **Do we have to send contracts every term?**
   a. Once the initial contract is sent to the faculty, you will not need to send any other contract again.

10. **How much follow-up will departments need to do with the faculty to let them know of the process after the initial discussion?**
    a. FLAC will send an initial email to faculty telling them there is an assignment waiting and how to go out and acknowledge it. A second email will be sent once they have acknowledged it and it will provide their course information. There is no follow-up necessary for departments unless they want to.

11. **What email account are the emails sent to?**
    a. They are sent to the faculty’s University (@kent.edu) account.

12. **Will we be able to have a record of the faculty’s assignment and pay?**
    a. The information is stored in FLAC (by Term) and can be printed or downloaded into an Excel sheet. You can download by department or individual.

13. **Will a new originator or reviewer be able to see prior faculty assignments in FLAC?**
    a. Security is set by organization so as soon as they have the proper security in place for the department they will be able to see all information including prior terms.

14. **Flexible schedule courses do not fit into a set part-of-term structure. What will I use for selecting the contract types?**
    a. You must select the Contract type that best fits for that period. One thing to note is we do not want to pay them before their course starts.

15. **Are the Open Labs mandatory?**
    a. The open labs are not mandatory but are strongly encouraged! These will be ‘live’ sessions meaning you will be entering information into production. The open labs are a great opportunity to bring an actual assignment and get your workload done while
having help on hand. It is also recommended to have Originator and Reviewer there to see the whole process.

16. **How many approvers are there?**
   a. The Originator (1) inputs the salary into SSB and the Department Chair (2) reviews and can change the information and then selects ‘Reviewed’. The College Dean only has access to view the information and would have to send information back if there is a change. The Originator and Reviewer can post internal comments.

17. **Does the Reviewer get a notification that there is something out there waiting for them to review?**
   a. No. You must coordinate this internally, i.e., sending them an email that there is something waiting.

18. **Does this information tie in with RPIE?**
   a. No.

19. **What if one misses the deadlines?**
   a. This will be handled the same as in the past.

20. **If the faculty does not acknowledge their assignment, does this affect the course information?**
   a. No, the course information on SSASECT is not affected in any way. The faculty will NOT get paid though until their assignment is acknowledged.

21. **How is the New Hire Process affected by this?**
   a. Not at all. Send paperwork in the same as you would. See question #1 for further information.

22. **Where can I find additional information such as the PowerPoint from the demonstration and job aids?**
   a. You can go the Academic Personnel webpage at [http://www.kent.edu/provost/academicpersonnel/index.cfm](http://www.kent.edu/provost/academicpersonnel/index.cfm). Links to the job aids, letter templates and much more will be on the right side of the screen under **Employment Information**.