

HRS FLAC Quick Guide

1. PEAFACT

- a. Enter Education Level under Faculty Type
 - i. ADB = Adjunct BA/BS with Tested Experience
 - ii. ADM = Adjunct MA
 - iii. ADMFA = Adjunct Master Fine Arts
 - iv. ADP = Adjunct PhD
 - v. ADEM = Adjunct Emeritus
- b. Enter Pay Level under Faculty Compensation Level
 - i. B1 = BA/BS pay level
 - ii. M1 = Master minimum range
 - iii. M9 = Master maximum range
 - iv. P1 = PhD minimum range
 - v. P9 = PhD maximum range
 - vi. E1 = Emeritus minimum range
 - vii. E9 = Emeritus maximum range
 - viii. O1 – O9 = Other approved pay levels within the ranges

2. SIAINST

- a. Not a New Hire - Look to see that record is “Active” and check the “Faculty” box if not checked. **DO NOT CHECK THE “ADVISOR” BOX !!**
- b. **NEW HIRE – When HR has let you know that the Back Ground Check is completed and gives you their BEAR ID:**
 - i. **Set their Status to “ACTIVE”**
 - ii. **Check the “FACULTY” box (Don’t ever check the ADVISOR box)**
 1. **This can be completed on the 15th prior to the month of the term:**
 - a. **Dec 15th for Spring Hire**
 - b. **May 15th for Summer Hire**
 - c. **July 15th for Fall Hire**

NOTE: the Scheduler cannot assign the instructor until SIAINST is “Active” and the Faculty box is check. On a new hire you can do this sooner to assist the scheduler. As they will not be able to get into CANVAS until PEAEMPL is active and they have a firstname.Last name account.

- d. Enter Workload Rule (1st block) This is the only FIELD you will enter on page 1.
 - i. ADJU = Adjunct
 - ii. IT = Interim Term
 - iii. FTT= Full Time Tenure/Tenure Track
 - iv. FTFSR = Full Time with Funded Service Release
 - v. FTCTR = Full Time Faculty Contract Renewable
 - vi. FTGBO = Full Time with Grant Release
 - vii. SM6 and SUM12 = Summer Term rule (Use 12 if teaching in both)
 - viii. SABB = Sabbatical
- e. Enter Contract Type(s) in 2nd block to be used in SIAASGN
 - i. AD = Adjunct pay per credit hour based on PEAFACT level
 - ii. FA = Faculty Full-Time base load and part of salary
 - iii. FO = Faculty Full-Time Overload will pay per credit hour
 - iv. FI – Faculty Interim”
 - v. FM– Faculty Summer
- f. Enter college and department information in 3rd block

3. SSB

- a. After BOM completes assignments in SIAASGN with Position/Suffix and PEPFLAC is run you will have records to review in SSB.
- b. SSB – Review and Revise entries
 - i. Review Compensation, Workload, Begin and End pay Dates, FTE, Earnings code, and FOAP.
 - ii. Download data to Excel and get any approvals from Dean, Directors, Provost
 - iii. Lock records when everything looks correct (this is the approval)
 - iv. If NOT correct and you do not want to override, work with BOM to make corrections according to the Business Processes and Unique Pay Situations in the Training Guide.
 - v. If you override items, you may need to work with BOM to update SIAASGN to match.
- c. SSB – Lock Review
 - i. Ensure all records are Locked by reviewing the ‘Unlocked’ filter before the Payroll deadline for PEPFCAP which pulls the records into NBAJOBS for payment.