

FLAC Handbook for Adjunct Contracts

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What is FLAC

The Office of the Provost and the Department of Human Resources announce the new Adjunct Faculty Contract Payment Process effective for the Spring 2025 semester.

This new initiative will automate the contract process with our adjunct faculty for communicating their course assignments and course compensation electronically in Employee Self Service. Adjunct faculty will be able to view their contract terms and conditions and acknowledge their course assignments online with a simple click.

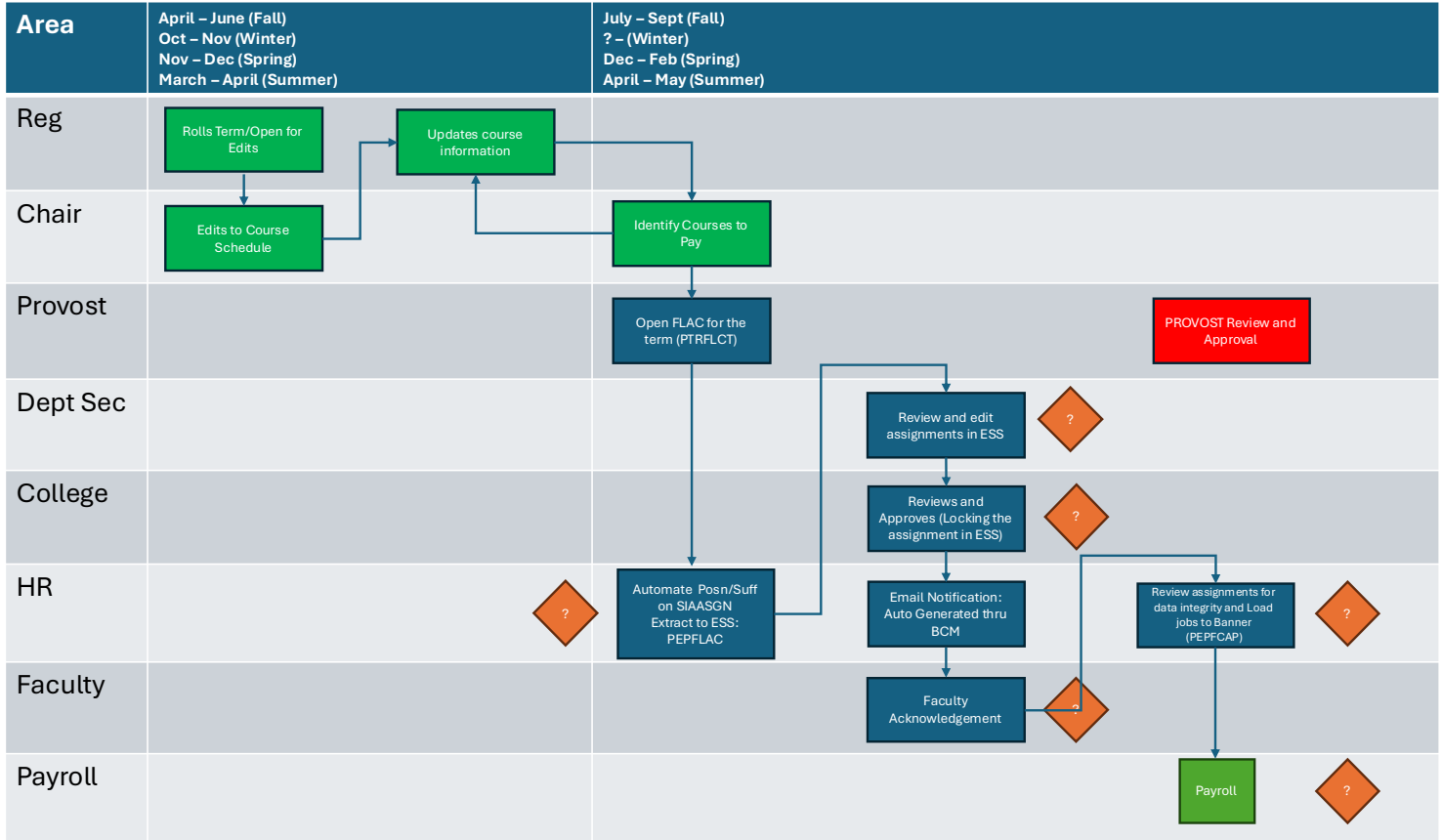
The Faculty Load and Compensation (FLAC) component of Banner joins faculty member from Banner Student and Banner HR to determine the compensation packages for adjunct faculty based on their individual workloads.

The FLAC module allows us to define specific rules for calculating the compensation for instructional pay based on the college, campus, contract code and schedule type.

Seton Hall University will be using the Faculty Load and Compensation (FLAC) functionality in Banner to deploy these improvements.

General Process Flow for Managing Adjunct Contracts with FLAC

DRAFT Seton Hall FLAC Workflow



Roles and Responsibilities

<i>Role</i>	<i>Area</i>	<i>Responsibility</i>
<u>FLAC Editor (FE)</u>	Department Secretary; Department Chair; Asst/Assoc Dean; Admin	SSB 9 Edits for assignments, additional authorization emails as needed. Reviewing all assignments to ensure they abide by university and college pay guidelines and policies; budget review; establishing college FLAC roles and responsibilities; accuracy of assignments; first line of troubleshooting for editors; editor training (in conjunction with FLAC Administrator); communicating FLAC needs of the college with FLAC Administrator;
<u>FLAC Locker (FL)</u>	Dean (APPROVER)	Locks records or provides required approval for locking records - can be done via report or report generated email, can be delegated to FLAC Manager or other centralized position in the college.
<u>Registrar</u>		Assignment entry in SSASECT / SIAASGN – manages updates to course assignments
<u>Provost Administration</u>		Updates PEAFAC for faculty levels (Terminal Degree); troubleshooting with FLAC Editors; implementing procedures to support university policy; Develops and reviews campus needed reports
<u>HRIS</u>		Security management in Banner Self-Service; Runs processes to move records from FLAC into payroll tables; Reviews reports of status changes

Editors – Guide to Reviewing/Editing Assignments in Self Service Banner

FLAC Editors will use Self Service Banner (SSB) to review and assess the assignments for accuracy and communicate any observed issues. The FLAC Editor can edit

After adjunct assignments have been completed by the registrar in SIASSGN, Position and Suffixes have been updated by PEPFAPA, and PEPFLAC has been run, and any errors have been corrected, it is time to begin the review of assignments in Self-Service Banner (SSB) as needed. *Not all assignments will require editing in SSB.*

What edits can be made in SSB?

The following adjustments and modifications can be made in SSB:

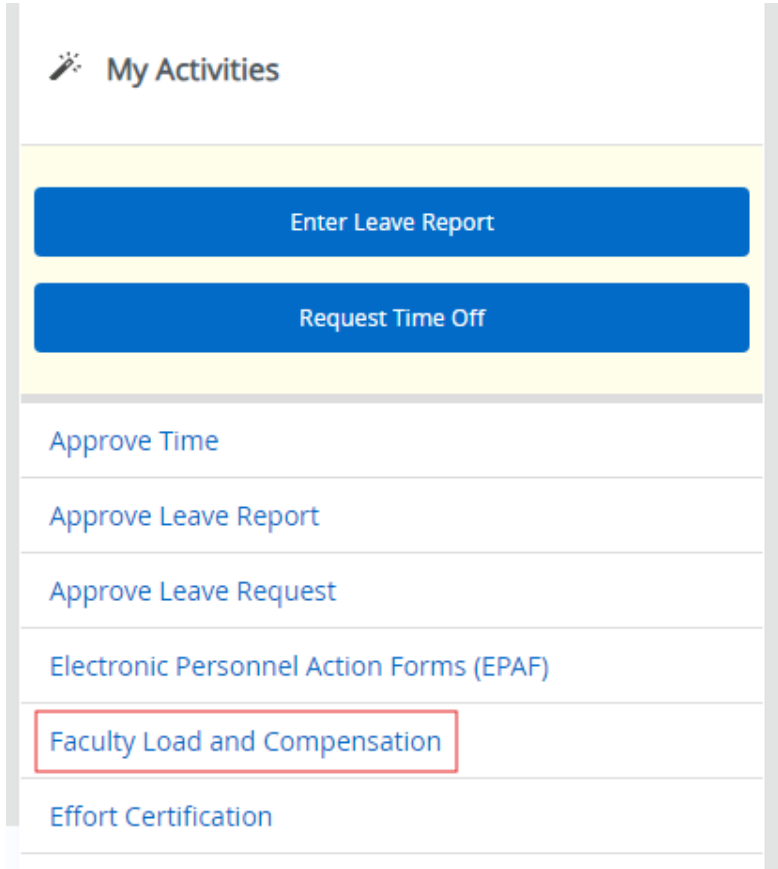
- Compensation amounts when the calculation differs from desired pay amount
- Labor distribution for the course assignment
- Pay dates of assignment, when necessary (must also adjust factors and pays)

Keep in mind only adjunct faculty with assignments will be available to view in SSB FLAC.

Navigating to Faculty Load and Compensation SSB via the SHU Portal

To access the assignments in SSB, you must navigate to Faculty Load and Compensation module via the SHU Portal. Follow these step-by-step instructions:

Step 1. Navigate to Employee Dashboard via the SHU Portal and click on Faculty Load and Compensation from the right-hand menu under My Activities.



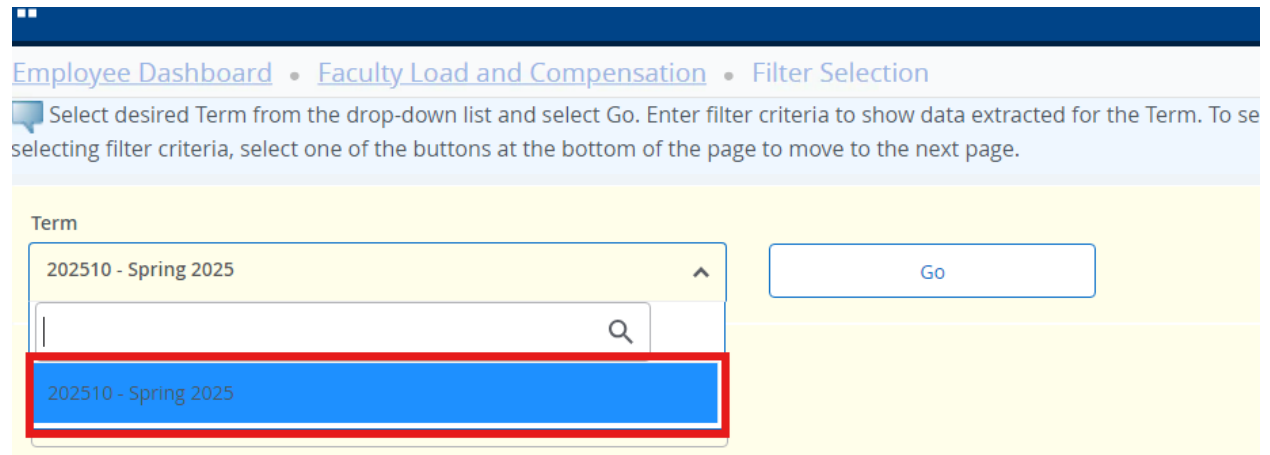
Step 2. Choose the Faculty and Compensation tile

[Employee Dashboard](#) • [Faculty Load and Compensation](#)

Faculty Load and Compensation

<p>Compensation and Acknowledgement</p> <p>Allows only faculty members to review and acknowledge their faculty instructional and non-instructional assignments and associated compensation.</p>	<p>Faculty Compensation Administration</p> <p>Allows Faculty Compensation Administrators to create and/or update compensation packages for full-time and part-time faculty members based on the individual assignments and defined institutional rules.</p>
<p>Summary View of Locked and Unlocked Status</p> <p>Allows Faculty Compensation Administrators to see a summary of statuses for faculty position records. These statuses refer to the state of faculty compensation and job assignments being completed and applied to Banner® Human Resources for payment.</p>	

Step 3. Choose the correct term from the drop-down menu



Step 4. OPTIONAL - Filter your results as you would like to see your assignments displayed
NOTE: Filtering is not required.

Filtering information:

Part of Term: This information is connected to the course as it is listed on the course schedule. By choosing a part of term you will only see instructional assignments that occur within that part of term as entered in Banner. To view a wider range of results, keep as "All".

Campus: This information is connected to the course as it is listed on the course schedule. By choosing a campus you will only see instructional assignments that are connected to this campus in Banner. To view a wider range of results, keep as "All".

College: This is tied to the course as it is entered in Banner (SCACRSE). To view a wider range of results, keep as "All".

Organization: This is tied to position number/assignment FOAP (Fund-Org-Account-Program). This will show instructional assignments being paid out of the selected organization. To view a wider range of results, keep as "All"

IMPORTANT NOTE: When filtering, make sure "All" is removed from the filter that you are using. For example, if filtering based on college, select your college and then click the "x" next to "All" in that field only

College



A screenshot of a web interface showing a dropdown menu for selecting a college. The menu is titled "College" and contains two options: "All" and "AS - College of Arts and Sciences". The "All" option is highlighted with a red circle. A downward arrow is visible on the right side of the menu.

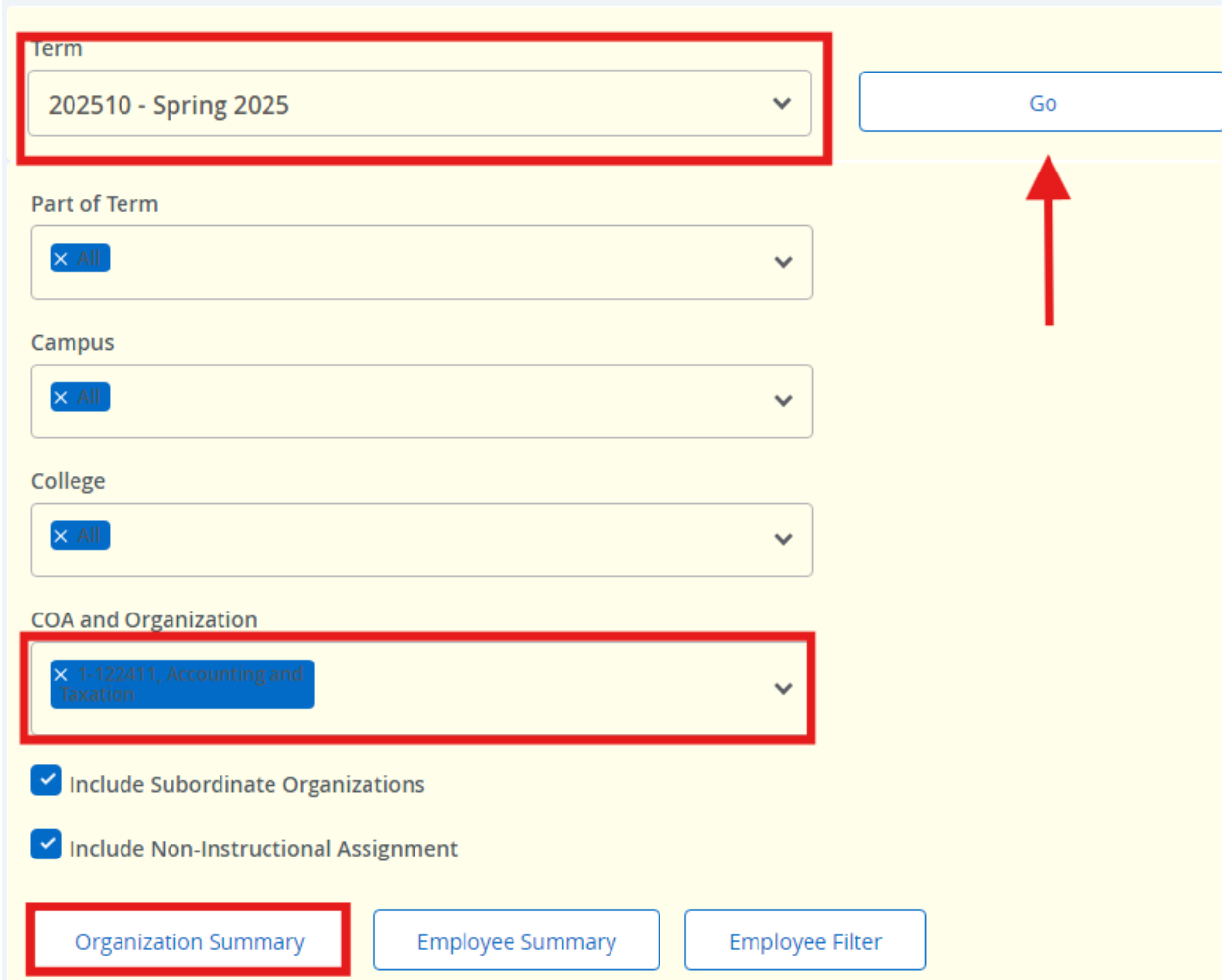
Step 5. Choose your preferred view from the following three options

1. Organization Summary
2. Employee Summary
3. Employee Filter (currently out of service)

Organization Summary: this view will show assignments (according to set filters) grouped by the Org on the assignment Fund-Org-Acct-Program (FOAP) and then by Employee. This is best used when viewing multiple orgs/depts at one time. The page displays a summary of course information of each adjunct faculty member for the term selected within the selected organization. If an adjunct teaches two courses in the spring term and each is associated with a different Organization code, the Organization Summary page displays the adjunct course compensation information for only the selected filtered Organization code for the spring term.

[Employee Dashboard](#) • [Faculty Load and Compensation](#) • [Filter Selection](#)

Select desired term from the drop-down list and select Go. Enter filter criteria to show data extracted for selecting filter criteria, select one of the buttons at the bottom of the page to move to the next page.



The screenshot shows a filter selection interface with the following elements:

- Term:** A dropdown menu with "202510 - Spring 2025" selected. This field is highlighted with a red box.
- Part of Term:** A dropdown menu with "All" selected.
- Campus:** A dropdown menu with "All" selected.
- College:** A dropdown menu with "All" selected.
- COA and Organization:** A dropdown menu with "1-122411, Accounting and Taxation" selected. This field is highlighted with a red box.
- Checkboxes:** Two checked checkboxes: "Include Subordinate Organizations" and "Include Non-Instructional Assignment".
- Buttons:** Three buttons at the bottom: "Organization Summary" (highlighted with a red box), "Employee Summary", and "Employee Filter".
- Go Button:** A "Go" button to the right of the filter criteria, with a red arrow pointing to it.

Clicking on Go after completing your filter criteria (if applicable) and selecting Organization Summary, assignments will be grouped and displayed by the Org on the position FOAP and then by employee, as shown below.

Fast changes for the employee will be overridden. To restart, check the restart checkbox and select the restart selected employees button at the bottom of the page.

202510 - Spring 2025

[Jump To Bottom](#)

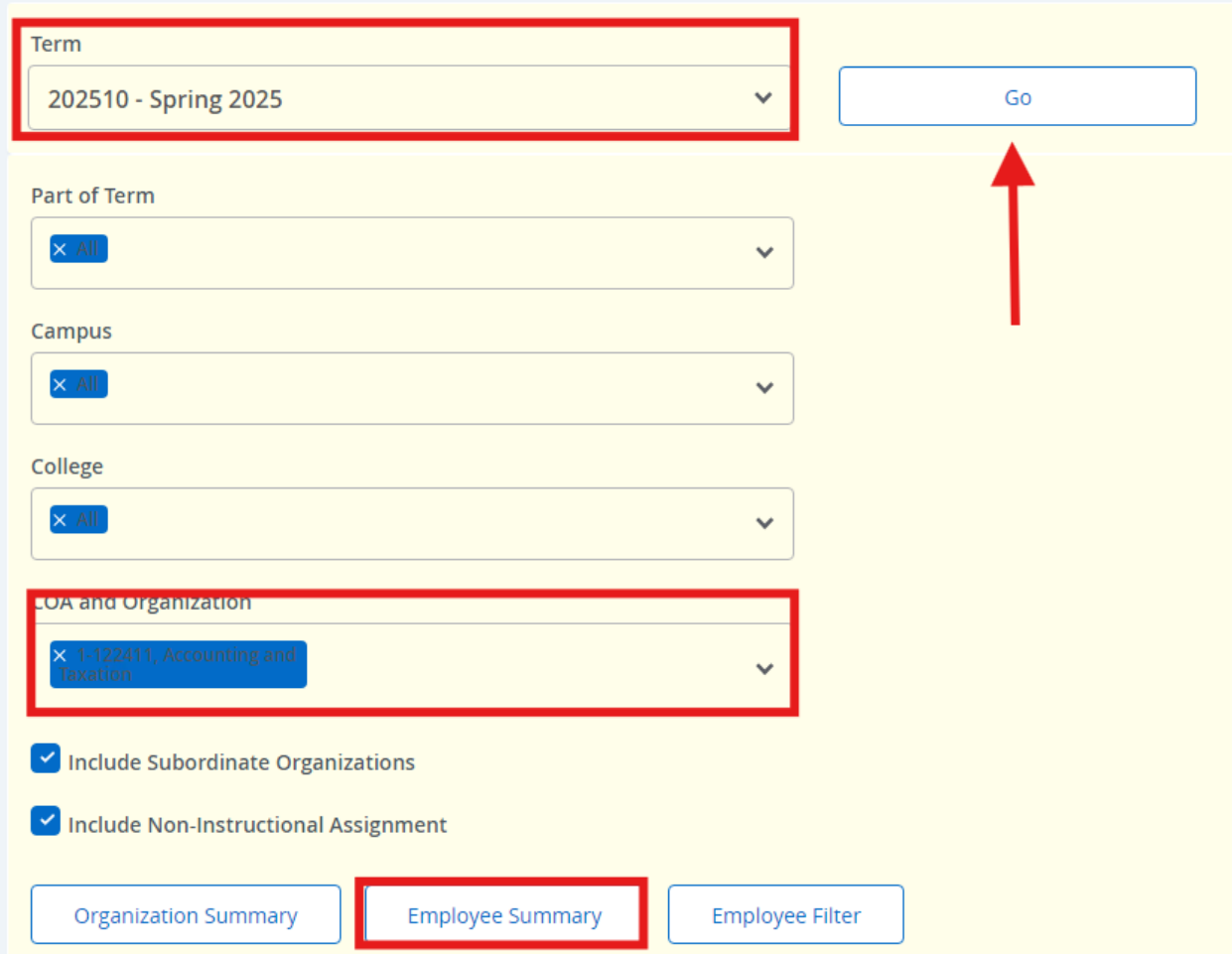
Chart 1 for Organization 122411 - Accounting and Taxation

Links	Restart	Name	Faculty Assignment Changes	Position Suffix	Contract Type	CRN Session	Subject and Course	Section	Course Load Changes	Compensation	Overload Exists
	<input type="checkbox"/>		No	J22431-00	PT - Part Time - Adjunct	14454-01	BFIN 2112 - Wealth Mgmt - Investment Tax	NA	No	3,900.00	N/A
Calculated Compensation Total:										3,900.00	
Job Assignment Compensation Total:										3,900.00	
Links	Restart	Name	Faculty Assignment Changes	Position Suffix	Contract Type	CRN Session	Subject and Course	Section	Course Load Changes	Compensation	Overload Exists
	<input type="checkbox"/>		No	J22411-00	PT - Part Time - Adjunct	15939-01	BACC 3120 - Forensic Acctng&Fraud Investig	EXP	No	3,900.00	N/A
Calculated Compensation Total:										3,900.00	
Job Assignment Compensation Total:										3,900.00	

Employee Summary: this view will show assignments (according to set filters), grouped by Employee, listed in alphabetical order by last name. This is best used when viewing one org/department at a time

[Employee Dashboard](#) • [Faculty Load and Compensation](#) • [Filter Selection](#)

Select desired Term from the drop-down list and select GO. Enter filter criteria to show data extracted for the selecting filter criteria, select one of the buttons at the bottom of the page to move to the next page.



The screenshot shows a filter selection interface with the following elements:

- Term:** A dropdown menu with "202510 - Spring 2025" selected. This field is highlighted with a red box.
- Part of Term:** A dropdown menu with "All" selected.
- Campus:** A dropdown menu with "All" selected.
- College:** A dropdown menu with "All" selected.
- LOA and Organization:** A dropdown menu with "1-122411, Accounting and Taxation" selected. This field is highlighted with a red box.
- Checkboxes:** Two checked checkboxes: "Include Subordinate Organizations" and "Include Non-Instructional Assignment".
- Buttons:** Three buttons at the bottom: "Organization Summary", "Employee Summary" (highlighted with a red box), and "Employee Filter".
- Go Button:** A "Go" button to the right of the filter criteria, with a red arrow pointing to it.

Click on Go after completing your filter criteria (if applicable) and selecting Employee Summary. Assignments will be grouped by last name of Employee in alphabetical order as shown below. This is best used when viewing one org/dept at a time.

[Employee Dashboard](#) • [Faculty Load and Compensation](#) • [Employee Summary](#)
 for the employee will be overridden. To restart, check the restart checkbox and select the Restart Selected Employees button at the bottom of the page.

202510 - Spring 2025
 Jump To Bottom

Restart Jump To Bottom

Links	COA and Organization	Faculty Assignment Changes	Position Suffix	Contract Type	CRN Session	Subject and Course	Section	Course Load Changes	Compensation	Overload Exists
	1-122411 - Accounting and Taxation	No	J22431-00	PT - Part Time - Adjunct	14454-01	BFIN 2112 - Wealth Mgmt - Investment Tax	NA	No	3,900.00	N/A
Calculated Compensation Total:									3,900.00	
Job Assignment Compensation Total:									3,900.00	

Restart Jump To Bottom

Links	COA and Organization	Faculty Assignment Changes	Position Suffix	Contract Type	CRN Session	Subject and Course	Section	Course Load Changes	Compensation	Overload Exists
	1-122411 - Accounting and Taxation	No	J22411-00	PT - Part Time - Adjunct	15939-01	BACC 3120 - Forensic Acctng&Fraud Investig	EXP	No	3,900.00	N/A

Employee Filter – Currently out of service

View Employee Details

No matter which view you choose when looking at assignments in SSB, you will have the option to click on an employee's name to further drill to all the details of the adjunct assignments and course compensation.

Click on the employee's name (as shown below).

[Employee Dashboard](#) • [Faculty Load and Compensation](#) • [Employee Summary](#)

Restart Jump To Bottom

Links	COA and Organization	Faculty Assignment Changes	Position Suffix	Contract Type	CRN Session	Subject and Course
	1-122411 - Accounting and Taxation	No	J22431-00	PT - Part Time - Adjunct	14454-01	BFIN 2112 - Wealth Mgmt - Investment Tax

Next you will be directed to the Compensation View as shown below, where you can view all of the employee’s assignments and assignment details for the organization level your security access allows.

Employee Dashboard » Faculty Load and Compensation » Compensation View

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. Select the Position and Suffix link to access the Job Assignment Page. Non-Instructional Faculty Level, Rate and Calculation Method information may be updated. Any Comments made will not be seen by the employee.

Name and ID: [Redacted] Term: 202510 - Spring 2025

[Course Compensation View](#)

Contract Type: PT - Part Time - Adjunct Total Compensation for this Contract Type: 7,200.00

Instructional Summary

CRN-Session	Subject and Course	Position and Suffix	Responsibility Percent	Course Value	Incremental Total Value	Total Compensation	Position Lock Status
15414 - 01	CPSY 6003 - Counseling Skills	J23611 - 00, Faculty, Adjunct	100	3,600.00	0.00	3,600.00	Unlocked
15450 - 01	CPSY 7381 - Internship Counseling II	J23611 - 01, Faculty, Adjunct	100	3,600.00	0.00	3,600.00	Unlocked

Course Compensation View

The Course Compensation View summarizes each course assignment for the individual by contract type. This view will have important information to review including:

- CRN-Session
- Subject and Course Number
- Position and Suffix
- Total Compensation Amount
- Locked Status

Editors should carefully review the list of faculty and course assignments confirming that all adjuncts and assignments are as expected and the pay calculation is correct for each course.

This is also where comments for internal consumption can be entered. Comments are on the adjunct level, so comments must be designated by the position number and suffix of the correlating assignment. We are not using the comments field at this time, so any dialog or notations will need to be handled separately outside FLAC.

Reviewing Details of the Course Calculations

To review the details of the compensation calculated for an individual course, click on the subject and course link (shown below) to access the Course Calculation Page.

Instructional Summary								
CRN-Session	Subject and Course	Position and Suffix	Responsibility Percent	Course Value	Incremental Total Value	Total Compensation	Position Lock Status	
15414 - 01	CPSY 6003 - Counseling Skills	J23611 - 00, Faculty, Adjunct		100	3,600.00	0.00	3,600.00	Unlocked
15450 - 01	CPSY 7381 - Internship Counseling II	J23611 - 01, Faculty, Adjunct		100	3,600.00	0.00	3,600.00	Unlocked

The Course Calculation page will be displayed.

[Employee Dashboard](#) » [Faculty Load and Compensation](#) » [Course Calculation](#)

Term 202510 - Spring 2025	Subject-Course CPSY 6003 - Counseling Skills	College EC - Col Human Dev, Culture, Media
Contract Type PT - Part Time - Adjunct	Part of Term MT - Main Campus Term	Position-Suffix J23611-00, Faculty, Adjunct

Schedule Type	Faculty Level	Rate	Calculation Method	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Responsibility of Session	Compensation
OL - SWW - Online Course	None	1,200.00	Credit Hours		3.000	3.000	2.50	0	100	3,600.00
Total:										3,600.00

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

[Add Row](#)

Items to review on the calculation page:

- Has the correct faculty level been applied, if applicable?
- Is the rate for the calculation method correct?
- Does the course have sufficient enrollment?
- Does incremental pay apply?

Applying Incremental Pay to Course Compensation

Incremental pays capture additional compensation assigned to courses based on criteria as defined by your college. If your college uses incremental pays, they will be defined in Banner and made available in self-service.

From the Course Compensation page, navigate to the incremental pay section located below the course compensation data.

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

Select the correct incremental pay description from the drop-down menu. The predefined rate and calculation method will populate the form.

For flat rate calculation method, click save. For all other calculation methods, fill in the appropriate multiplier for the calculation method (e.g. credit hours, head count). For example, if the incremental pay is based on course credit, enter the credit hours in the appropriate block and click save. Total compensation for the course will be reflected on the Employee Summary page.

Adjusting Course Compensation

If the rate needs to be adjusted, change the calculation method in the drop down to “Flat Rate” and modify the rate field to the amount desired for the course.

Schedule Type	Faculty Level	Rate	Calculation Method	Work Load
OL - SWW - Online Course	None	2,000.00	Flat Rate	3.000

Incremental	Rate	Percentage	Calculation Method	Work Load
Not Selected			Flat Rate	

Remember to click **SAVE**.

Adjusting Labor Distribution in FLAC

Because the automated FLAC process that assigns position numbers is based on the discipline, department, and/or college associated with the course, there are times when the default labor distribution on the position will need to be adjusted to better reflect where the financial responsibility should be recorded.

Adjustments to the labor distribution may be needed when:

- If an adjunct faculty is charged to the wrong index/account number (FOAP)
- If an adjunct faculty is teaching courses in different departments/school
- If the adjunct faculty instruction is grant funded

Important notes:

- Adjustments on the labor distribution will not change the position number nor the administrative org of the position. It will only change the labor distribution on the job record that goes through payroll.
- Budget and actual reconciliation should look not only to the position but to the labor distribution when the position is expensed in payroll to gain a full understanding of where funding is being spent.
- When using the Employee Data Download in FLAC, the COA Org column reflects the administrative org associated with the position on NBAPUD, not the labor distribution org.

How to Change the FOAP on a Course

Use the following steps to change the FOAP.

Click on the Position and Suffix link (see below) to access the Job Assignment Page.

[Employee Dashboard](#) • [Faculty Load and Compensation](#) • [Compensation View](#)

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 Job Assignment Page. Non-Instructional Faculty Level, Rate and Calculation Method information may be updated. Any Comments made will

Name and ID: Term: 202510 - Spring 2025

[Course Compensation View](#)

Contract Type: PT - Part Time - Adjunct Total Compensation for this Contract Type: 7,200.00

Instructional Summary

CRN-Session	Subject and Course	Position and Suffix	Responsibility Percent	Course Value	Incr Value
15414 - 01	 CPSY 6003 - Counseling Skills	J23611 - 00, Faculty, Adjunct	100	3,600.00	
15450 - 01	 CPSY 7381 - Internship Counseling II	J23611 - 01, Faculty, Adjunct	100	3,600.00	

Click account distribution tab below

[Employee Dashboard](#) • [Faculty Load and Compensation](#) • [Job Assignment](#)

Job Assignment

Update applicable fields. To remove a labor record, select the Remove checkbox and select the Save and Submit button.

ID: Term: 202510 - Spring 2025 Position and Suffix: J23611-00, Faculty, Adjunct Position Lock Status: Unlocked

Acknowledged on:

Job Detail Job Earnings **Account Distribution**

Effective Date: 01/17/2025

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Remove
1	<input type="text"/>	<input type="text" value="100"/>	<input type="text" value="123611"/>	<input type="text" value="6141"/>	<input type="text" value="1100"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="100.00"/>	<input type="checkbox"/>
Total:										100.00	

To change the value of Organization click in the box and change the Organization code, then click save and submit.

To add a new FOAP (Fund-Org-Account-Program), click Add Row and enter the additional values in the appropriate FOAP fields, click save and submit. If you add more than one account distribution for a course, be sure to update the percentages as necessary. Overall total percentage should add up to 100.

202510 - Spring 2025 J22311-00, Adjunct Professor Unlocked

Acknowledged on:

Job Detail Job Earnings **Account Distribution**

Effective Date 02/01/2025

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Remove
1	<input type="text"/>	100	122311	6141	1310	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	50.00	<input type="checkbox"/>
1	<input type="text"/>	100	132181	6141	1320	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	50.00	<input type="checkbox"/>
Total:										100.00	

Add Row

Report in SSB

Download Employee Data report can be accessed at the bottom of the display in either the Organization Summary view or the Employee Summary view.

Employee Dashboard • Faculty Load and Compensation • Organization Summary

Links	Restart	Name	Changes	Suffix	Contract Type	Session	Subject and Course	Section	Calculated Com	Job Assignment Com
	<input type="checkbox"/>		No	J22311-00	PT - Part Time - Adjunct	14514-01	BMBA 9451 - Corporate Soci Responsibility	HYA		

Results found: 41

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Restart Selected Employees **Download Employee Data**

This action will download a csv file labeled **summary.csv** summarizing the assignment information for the relevant term and filtered fields.

Employee Summary											
Term:	202510-Spring 2025										
Part of Term:	All										
Campus:	All										
College:	BU - Stillman School of Business										
Organization:	All										
Include Subordinate Organization:	Yes										
Include Non-Instructional Assignments:	Yes										

Employee ID	Employee Name	COA and Organization	Faculty Assignments	Position	Contract Type	CRN	Session	Course	Description	Section	Course Load	Job	
												Changes	Compens:Exists
10000001	Mouse, Mickey	1-122311 School of I	No	J22311-00	PT	Part Time	10814-01	BACC	BACC 210	AD	No		
10000002	Squarepants, Spongebob	1-122411 Accountin	No	J22431-00	PT	Part Time	14454-01	BFIN	BFIN 2112	NA	No		
10000003	Mouse, Minnie	1-122311 School of I	No	J22311-00	PT	Part Time	15882-01	BACC	BACC 210	NC	No		
10000004	Bird, Big	1-122441 Managem	No	J22441-00	PT	Part Time	12983-01	BSPM	BSPM 740	JH	No		
10000005	Man, Iron	1-122441 Management		J22441-01	PT	Part Time	13192-01	BSPM	BSPM 433	NA	No		

* Compensation columns are blank in the screenshot but should not be blank in the actual report.

Do and Don'ts in SSB

- Do not use the RESTART button – this is reserved for use by Academic Affairs
- Edit only on the course compensation, not on the position

Lockers

Once the editors have completed their review, they will notify the Dean's office when the adjunct compensation is ready for Dean's approval. The Dean will review, correct, update and lock records. For example, a Dean may review exceptions based on discipline, flat rate amounts, etc.

Each college/school may have their own process and procedures for editing and handing off records to be locked. Be sure to follow the procedures that your college/school has prepared.

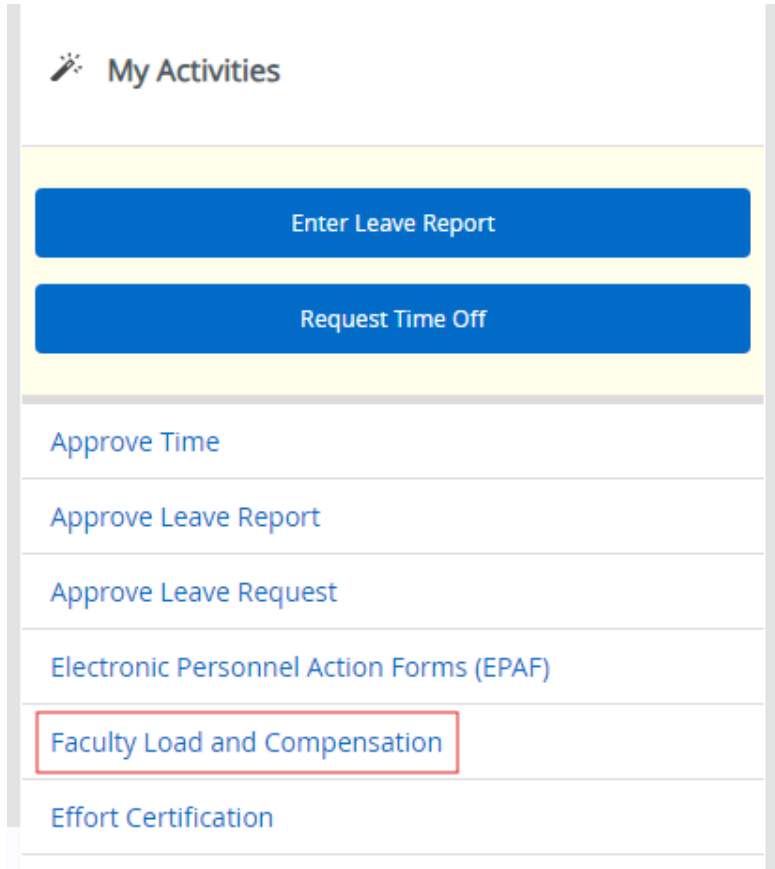
Locking a record constitutes the Dean's approval that the adjunct, course information and course compensation is correct and is ready for the adjunct acknowledgement.

Locking faculty records allows the faculty members the ability to review and acknowledge their course assignments for the specified term and the associated course compensation information. Faculty with locked course assignments will be sent an automated email from Banner Communication Management (BCM) letting them know they have a course assignment(s) ready for their review and acknowledgement.

Procedure to lock/unlock record(s)

1. Access your employee dashboard on ESS ([or follow these instructions](#))

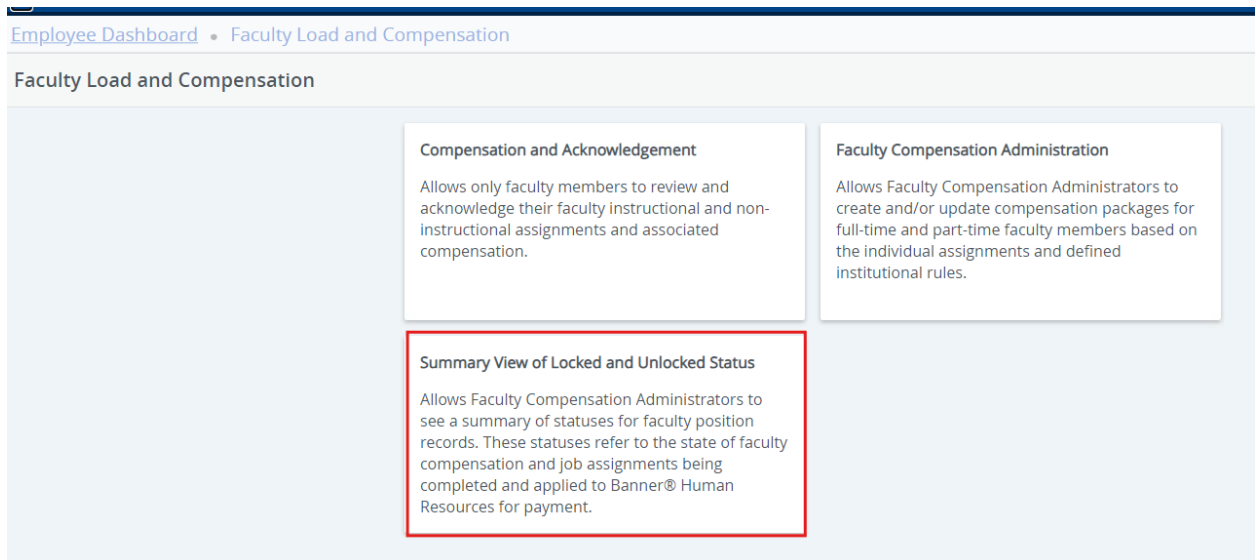
2. Click on Faculty Load and Compensation from My Activities menu



My Activities

- Enter Leave Report
- Request Time Off
- Approve Time
- Approve Leave Report
- Approve Leave Request
- Electronic Personnel Action Forms (EPAF)
- Faculty Load and Compensation**
- Effort Certification

3. Click on Summary View of Locked and Unlocked Status tile



[Employee Dashboard](#) • [Faculty Load and Compensation](#)

Faculty Load and Compensation

- Compensation and Acknowledgement**
Allows only faculty members to review and acknowledge their faculty instructional and non-instructional assignments and associated compensation.
- Faculty Compensation Administration**
Allows Faculty Compensation Administrators to create and/or update compensation packages for full-time and part-time faculty members based on the individual assignments and defined institutional rules.
- Summary View of Locked and Unlocked Status**
Allows Faculty Compensation Administrators to see a summary of statuses for faculty position records. These statuses refer to the state of faculty compensation and job assignments being completed and applied to Banner® Human Resources for payment.

4. Select the correct term and lock status, then click Go.

Employee Status Summary

Select Term and Status to list on this page and select the Go button. Once list appears, reorder the page 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 * 202510 - Spring 2025 Lock Status All

Change the employee lock status by selecting individual Change Lock checkboxes or use the Select buttons at the bottom of the page. When the checks are complete, select the Save button. *Note: applied records may not be selected.*

Spring 2025

Change Lock	Lock Status	Name	ID	Job	Total Compensation	Overload Exists	Organization	Date Acknowledged	Applied
<input type="checkbox"/>	Unlocked			J27311-00 Discipline Chief	0.00		1-127311, Health + Medical Sci Dean's Office		
<input type="checkbox"/>	Unlocked			J37411-00 Faculty, Adjunct	2,400.00		1-137411, Communication Arts Faculty		
<input type="checkbox"/>	Unlocked			J23511-01 Faculty, Adjunct	3,600.00		1-123511, Ed Leadership, Mgt & Policy Faculty		
<input type="checkbox"/>	Unlocked			J23611-00 Faculty, Adjunct	3,600.00		1-123611, Prof Psych & Family Therapy Faculty		
<input type="checkbox"/>	Unlocked			J23611-01 Faculty, Adjunct	3,600.00		1-123611, Prof Psych & Family Therapy Faculty		
<input type="checkbox"/>	Unlocked			J28311-00 Adjunct Professor	0.00		1-128311, Seminary Instruction		
<input type="checkbox"/>	Unlocked			J22431-00 Adjunct Professor	3,900.00		1-122411, Accounting and Taxation		
<input type="checkbox"/>	Unlocked			J23611-00 Faculty, Adjunct	3,600.00		1-123611, Prof Psych & Family Therapy Faculty		
<input type="checkbox"/>	Unlocked			J23611-01 Faculty, Adjunct	3,600.00		1-123611, Prof Psych & Family Therapy Faculty		

<input type="checkbox"/>	Unlocked		J37411-01 Faculty, Adjunct	3,600.00	1-123411, Communication Arts Faculty
<input type="checkbox"/>	Unlocked		J21511-01 Adjunct Professor	3,600.00	1-122441, Management
<input type="checkbox"/>	Unlocked		J21511-00 Adjunct Professor	3,600.00	1-122441, Management
<input type="checkbox"/>	Unlocked		J21511-02 Adjunct Professor	4,800.00	1-122441, Management
<input type="checkbox"/>	Unlocked		J21461-01 Adjunct Professor	3,600.00	1-121461, English
<input type="checkbox"/>	Unlocked		J28311-00 Adjunct Professor	3,600.00	1-128311, Seminary Instruction
<input type="checkbox"/>	Unlocked		J23611-01 Faculty, Adjunct	3,600.00	1-123611, Prof Psych & Family Therapy Faculty

Results found: 594

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Return to Top

Select All Unlocked Select All Locked Reset Save

Selecting the Name link will access the employee's Compensation View.

Adjunct Faculty Acknowledgement

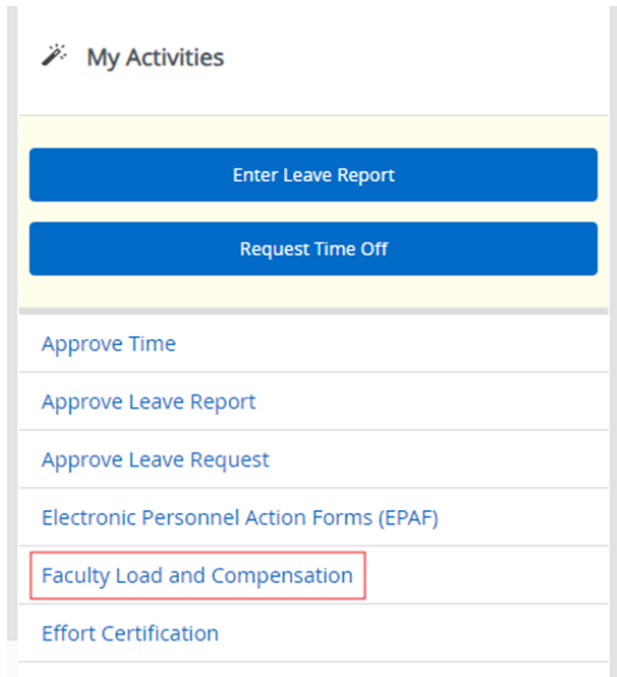
After a faculty record(s) has been reviewed and locked, the faculty will be sent an automated email from Banner Communication Management (BCM) letting them know they have a course assignment(s) ready for their review and acknowledgement.

After receiving the email, the adjunct faculty member is required to review and acknowledge their contract.

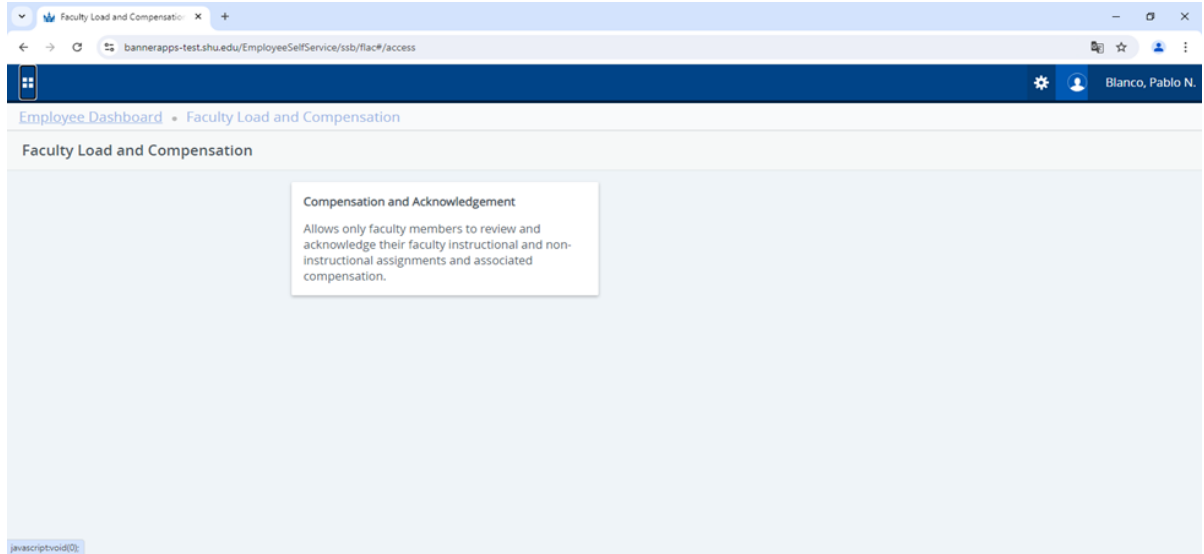
For Adjunct Faculty

Faculty Acknowledgement Instructions

1. You will receive an email alerting you of pending assignments awaiting your acknowledgment. The email will be sent from adjunct_contracts@shu.edu – please do not respond to this email. Reach out to your hiring department with any questions.
2. Navigation
 - Log into **PirateNet**
 - **Self Service** Banner App
 - **Employee Dashboard** – Then click on **VIEW EMPLOYEE DASHBOARD**.
 - **Faculty Load and Compensation**- Under My Activities.



3. Click on the Compensation and Acknowledgement tab



4. Select the Term you want to review (Ex. 202510-Spring 2025) and click Go.

Compensation and Acknowledgement

Select desired Term and the Go button. To acknowledge your review of this information, select the checkbox next to Faculty Acknowledgement and then select Notes to view the Contract Notes window. Select the icon under Subject and Course to view the Course Information window. If available, select the Course link to calculation. Insert and view previous comments.

Name and ID:
[REDACTED]

Term *
202510 - Spring 2025 [v] [Go]

5. A list of your pending **Assigned Courses** will appear below the drop down.

Employee Dashboard • Faculty Load and Compensation • Compensation and Acknowledgement

J37411-01 Faculty, Adjunct Faculty Acknowledgment: Acknowledgment Date:

Organization: 137411, Communication Arts Faculty Contract Note: [Icon]

Contract Type: PT - Part Time - Adjunct

Instructional Summary

CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation	
13257-01	COST-1600, COST-Speech and Theatre	00	EC			3,000	3,000	2,500	0	100	3,600.00
										Calculated Compensation:	3,600.00
										Job Assignment Compensation:	3,600.00

6. Review your **contract** by selecting the icon next to **Contract Notes** to view the Contract Notes window.

Contract Notes [X]

Term: 202510 - Spring 2025

Contract Type: Part Time - Adjunct

Notes: This assignment and your instructional duties shall be subject to and governed by all Seton Hall University policies, procedures and health and safety protocols, which are or may hereinafter be in effect. This includes, but is not limited to, the University's policy that adjunct faculty are employed on an at-will basis. As such, should you not complete or satisfy your obligations with respect to the above listed course(s) for the above listed Academic Year or Semester, the salary amount will be pro-rated based on the portion of the semester you actually worked and you will only be due the pro-rated salary amount reflecting time actually

7. Check the faculty acknowledge boxes for the assignments that you wish to acknowledge, thereby agreeing to the terms and conditions of the job and select Acknowledge Selected Positions.

Employee Dashboard • Faculty Load and Compensation • Compensation and Acknowledgement

J37411-01 Faculty, Adjunct Faculty Acknowledgment: ← Acknowledgment Date:

Organization: 137411, Communication Arts Faculty Contract Note:

Contract Type: PT - Part Time - Adjunct

Instructional Summary

CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation	
13257-01	COST-1600.COST - Speech and Theatre	00	EC		3,000	3,000	2,500	0	100	3,600.00	
										Calculated Compensation:	3,600.00
										Job Assignment Compensation:	3,600.00

Employee Dashboard • Faculty Load and Compensation • Compensation and Acknowledgement

Organization: 137411, Communication Arts Faculty Contract Note:

Contract Type: PT - Part Time - Adjunct

Instructional Summary

CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count
13257-01	COST-1600.COST - Speech and Theatre	00	EC		3,000	3,000	2,500	

Enter Comment

Remaining Characters : 4000


Acknowledge Selected Positions Save Comment

IMPORTANT NOTE: Please only acknowledge assignments which appear correct. If you have any questions about an assignment, contact an administrator within your hiring department before acknowledging. They will be able to assist you.

8. Acknowledgement dates will appear beside the checked boxes, confirming that the acknowledgement was successful.

Faculty Acknowledgment:

Acknowledgment Date: 11/19/2024

Contract Note: 

9. You have the option to get a report of your assigned courses and compensation by clicking on **Download Compensation Data**

Compensation and Acknowledgement

Select desired Term and the Go button. To acknowledge your review of this information, select the checkbox next to Faculty Acknowledgement and then select the Acknowledge Selected Positions button. To navigate this page: Select the icon next to Contract Notes to view the Contract Notes 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. Select the link on the Work Load number to view the workload calculation. Insert and view previous comments.

Name and ID: [Redacted]

Term: 202510 - Spring 2025

Download Compensation Data

J37411-00 Faculty, Adjunct

Organization: 137411, Communication Arts Faculty

Contract Type: PT - Part Time - Adjunct

Instructional Summary

CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
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This will download a csv file containing your assignments for the term.

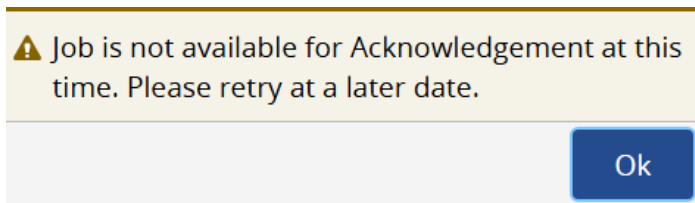
Job	Job Title	Type	COA	Number	Organization	Assignment	CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	% of Resp	Compensation
J37411-00	Faculty	AiP		1	137411	Communi PT	Part Time	Instructio	11548-01	COST-160	COST - Sp/NC	EC	3	3	2.5	0	100 3600
J37411-01	Faculty	AiS		1	137411	Communi PT	Part Time	Instructio	13257-01	COST-160	COST - Sp/OO	EC	3	3	2.5	0	100 3600

Timely acknowledgement is required for all pending assignments and to be paid. This acknowledgement serves as the final authorization to create a job record, which will ensure that compensation is received for these assignments in accordance with the pay calendar.

Note

If an assignment is entered into the system but is not yet ready for your acknowledgment, you will see a message “**Job is not available for Acknowledgement at this time. Please retry at a later date**” as is shown below.

You are still able to acknowledge your other assignments. If you have a question about this unavailable assignment, please contact an administrator within your hiring department.



Click OK.

Troubleshooting Guide

Error/Issue/Message	What to do:
One of my adjuncts is not listed	<p>Check the following:</p> <p>Have they been onboarded?</p> <p>Are they assigned a course as an instructor?</p> <p>If they were recently onboarded or the course was recently assigned please allow 5-10 business days to be available on SSB.</p>
Cannot access FLAC menu on self service Banner	Email adjunct_contract_admins@shu.edu to have security set up for the individual.
Cannot see any records but the Faculty Load and Compensation menu	Email adjunct_contract_admins@shu.edu to review NSASPSC security form for Query and Update access to appropriate org codes. Use finance org hierarchy for granting parent access.
Cannot change record	<p>Check current status of the FLAC record:</p> <ul style="list-style-type: none"> • Locked records must be unlocked to edit. • Applied records cannot be edited. Contact HR for next steps. <p>Email adjunct_contract_admins@shu.edu to review NSASPSC security form for Update access to appropriate org codes. Use finance org hierarchy for granting parent access.</p>
Faculty cannot see records	<p>Ensure faculty member is an active instructor on SIAINST</p> <p>Review assignments for locked status. Only locked records are actionable by faculty.</p>
Missing lock button in self-service	Check current status of the FLAC record. Applied records cannot be edited and will no longer have a lock check box. Contact HR for next steps.