## FLAC Step-By-Step Process for CAS

**Pre-Step: Identify overloads & gather as much assignment information as is available**

### Step 1: Enter Data - SIAASGN
- **Completed by Preparer**
  a. Assign a position number, suffix, and contract type to the appropriate instructional assignments
  b. Enter pay amount in override workload for instructional assignments without FLAC calculation
  c. Enter non-instructional assignments (next block from instructional page)

### Step 2: Run PEPFLAC - Assignment data extraction
- **Completed by Dean’s Office**
  a. Date for running PEPFLAC each month/term is dictated by FLAC Manager
  b. Should be run only when as much correct data has been entered in SIAASGN as is available

### Step 3: Check for errors in extraction process
- **Completed by Dean’s Office**
  a. Use Download Employee Data report in SSB, & the PEPFLAC output to identify corrections to make in SIAASGN

### Step 4: Correct errors in SIAASGN
- **Completed by Preparer**
  a. Navigate back to SIAASGN and make corrections/updates
  b. **IMPORTANT**: Notify Dean’s Office via email when corrections are made so the assignment can be extracted

### Step 5: Re-run PEPFLAC to extract edited assignments
- **Completed by Dean’s Office**
  a. Re-run PEPFLAC as per individual Banner ID using an Edit Parameter (as A) to extract corrections

### Step 6: Adjust assignment information as needed Self Service Banner (SSB) FLAC
- **Completed by Preparer**
  a. Enter justification as required for supplemental assignments in comment section, leading each justification with position and suffix of correlating assignment
  b. For Summer Sessions only: Adjust pro-rated course amounts by changing annual salary in Job Detail tab (applies to OV & TE) based on the enrollment report sent out by the Dean’s Office
  c. Adjust dates of work for non-instructional assignments as necessary (change End Date only and update Factors & Pays) (applies to EX & TZ)
  d. Calculate and update FTE for non-instructional assignments (applies to EX & TZ)

### Step 7: Run SSRS report for additional authorizations
- **Completed by Dean’s Office**
  a. Run SSRS report for HR Campus > Supplemental Compensation > FLAC > “FLAC Unlocked Assignments”

### Step 8: Acquire additional authorizations if needed
- **Completed by Preparer**
  a. Check each assignment for required Senior Associate Provost authorization (if faculty is Over Max In Contract), required grant officer authorization (if faculty is being paid on a grant fund/5 fund), required supervisor authorization (if supervisor differs from hiring official)
  c. Send assignment authorization email to required recipient(s) as per above (will be listed in red font)

### Step 9: Give notice to FLAC Manager that assignments are ready to be locked
- **Completed by Preparer**
  a. Once all email approvals are collected, forward them to FLAC Manager (Katie Lange)

### Step 10: Final review by FLAC Manager
- **Completed by Dean’s Office**
  a. Complete final budget check
  b. Confirm required approval emails sent to required recipient for supplemental pay
  c. Confirm assignments are correct and justifications have been added as appropriate

### Step 11: Faculty approve assignments in SeaNet
- **Completed by Faculty**
  a. Preparers notify faculty that their assignments must be approved based on the FLAC Calendar deadlines
  b. Provide instructions for accessing SeaNet > Employee tab > FLAC > Compensation and Acknowledgement