

Banner RAMS Self-Service FLAC

A step-by-step guide to viewing, editing, & adding comments
to assignments in Banner Rams Self-Service and FLAC

WINSTON-SALEM STATE UNIVERSITY



WSSU

FLAC Processes

- Department assigns the following on SIAASGN :
 - Workload
 - Assignment Type
 - Percent of Responsibility
 - Contract Type
 - Position Number
 - Position Number Suffix
- PEPFLAC extracts data
- Department reviews assignments and compensation in Banner Rams Self-Service Banner (SSB)
- Departments locks accurate records, which signals the system to send acknowledgement email to faculty
- Faculty reviews and acknowledges assignment
- Payment record is created on NBAJOBS

Reviewing Assignments in Self Service Banner

1. Navigate to **Banner Rams Banner Self-Service**
2. Select **Enter Secure Area**
3. Enter your employee **Banner ID** and **PIN**
4. Select **Employee Main Menu**
5. Select **Faculty Load and Compensation.**



Personal Information **Employee**

Search

Banner Self-Service

[Enter Secure Area](#)
Login here to view your personal information.

Personal Information **Alumni and Friends** **Student** **Faculty Services** **Employee**

Search

[Time Sheet](#)
[Benefits and Deductions](#)
View your Retirement plans, Health insurance information, Flex spending accounts, Miscellaneous deductions; Beneficiary information.
[Pay Information](#)
View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.
[Tax Forms](#)
View your W-2 Form and W-4 information
[Time Off Current Balances and History](#)
[Leave Reporting - Monthly & Bi-Weekly for Permanent Employees](#)
View Leave Report
[Faculty Load and Compensation](#)

User Login

Welcome To BANNER RAMS Online

Please enter your Banner ID and your 6 digit Personal Identification Number (PIN) to Login.

When you are finished, please Exit and close your browser to protect your privacy.

NOTE: Your PIN should only be 6 digits in length!

User ID:

PIN:

Reviewing Assignments in Self Service Banner

4. Select Faculty Load and Compensation

The screenshot shows the Banner Self Service interface with the 'Employee' tab selected. Below the tabs is a search bar with a 'Go' button. A horizontal line separates the search area from a list of menu items. The items are: Time Sheet, Benefits and Deductions (with a sub-description: View your Retirement plans, Health insurance information, Flex spe), Pay Information (with a sub-description: View your Direct Deposit breakdown; View your Earnings and Dedu), Tax Forms (with a sub-description: View your W-2 Form and W-4 information), Time Off Current Balances and History, Leave Reporting - Monthly & Bi-Weekly for Permanent Employees (with a sub-description: View Leave Report), and Faculty Load and Compensation.

5. Select Faculty Compensation Administration

Faculty Load and Compensation

- Compensation and Acknowledgement
- Faculty Compensation Administration ←
- Summary View of Locked and Unlocked Status

Menu displays various items based upon user profile and security access rights.

Reviewing Assignments in Self Service Banner

6. Select term from dropdown and click **Go**
7. Filter your results as you would like for assignments to be shown. **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 also 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), and to the non- instructional assignment as entered by the Preparer. To view a wider range of results, keep as **“All”**.
- **COA & Organization:** Tied to position number/assignment FOAP (Fund-Org-Account-Program). This will show instructional and non-instructional assignments being paid out of the selected org. To view a wider range of results, keep as **“All”**.

WINSTON-SALEM STATE UNIVERSITY

The screenshot displays the 'Employee' filter selection page in the Self Service Banner system. At the top, there are three tabs: 'Personal Information', 'Faculty Services', and 'Employee', with 'Employee' being the active tab. Below the tabs is a search bar with a 'Go' button. The main section is titled 'Filter Selection' and contains a yellow banner with instructions: 'Select desired Term from the drop-down list and select Go. Enter filter criteria, selecting filter criteria, select one of the buttons at the bottom of the page t'. Below this is a legend: '* - indicates a required field.' The 'Extract Term:' field is marked with a red asterisk and contains a dropdown menu with '202120 - Spring 2021' selected and a 'Go' button. Below this are four dropdown menus: 'Part of Term:' (All, 1 - Full Term, A - 1st 8 Weeks F/S), 'Campus:' (All, EXT - Extension, SU - Main Campus- WSSU), 'College:' (All, HS - School of Health Sciences, TC - The College of WSSU), and 'COA and Organization:' (All, W-1, WSSU, W-20, Academic Affairs). At the bottom, there are three checkboxes: 'Include Subordinate Organizations:' (checked), 'Include Non-Instructional Assignment:' (checked), and 'Number of Employees per Page:' (25). At the very bottom, there are three buttons: 'Organization Summary', 'Employee Summary', and 'Employee Filter'.

Reviewing Assignments in Self Service Banner

Personal Information **Faculty Services** **Employee**

Search

Filter Selection

Select desired Term from the drop-down list and select Go. Enter filter criteria selecting filter criteria, select one of the buttons at the bottom of the page to

* - indicates a required field.

Extract Term: *

Part of Term:
1 - Full Term
A - 1st 8 Weeks F/S

Campus:
EXT - Extension
SU - Main Campus- WSSU

College:
HS - School of Health Sciences
TC - The College of WSSU

COA and Organization:
W-1, WSSU
W-20, Academic Affairs

Include Subordinate Organizations:

Include Non-Instructional Assignment:

Number of Employees per Page:

8. Choose the desired view from the three choices down below

- The “Faculty Assignment Changes” column will indicate if any assignments have been altered, added or deleted since the information was last extracted from Banner Student.
- In these cases, FLAC Managers should restart the course assignment and compensation information to update job assignment data of specific Instructors.

Organization Summary: Displays assignments (according to set filters) grouped by the Org on the assignment FOAP and then by Employee. This is best used when viewing multiple orgs/depts at one time.

Chart W for Organization 30400 - Biological Sciences

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	AJC150-00	AD - Adjunct Flat Rate	20236-01	BIO 1301 - Biological Concepts	W1	No	4,002.00	
				AJC150-01	AD - Adjunct Flat Rate	20942-01	BIO 1320 - Environmental Biology	W2	No	4,002.00	
Calculated Compensation Total:										8,004.00	
Job Assignment Compensation Total:										8,004.00	
	<input type="checkbox"/>		No	AJC150-00	AD - Adjunct Flat Rate	20481-01	BIO 2311 - Anatomy & Physiology I	W2	No	4,002.00	
				AJC150-01	AD - Adjunct Flat Rate	20484-01	BIO 2111 - Anatomy & Physiology I Lab	W2	No	1,500.00	
				AJC150-02	AD - Adjunct Flat Rate	21226-01	BIO 2111 - Anatomy & Physiology I Lab	W3	No	1,500.00	
Calculated Compensation Total:										7,002.00	
Job Assignment Compensation Total:										7,002.00	

Employee Summary 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.*



Adjunct Faculty

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
	W-30400 - Biological Sciences	No	AJC150-00	AD - Adjunct Flat Rate	20236-01	BIO 1301 - Biological Concepts	W1	No	4,002.00	
	W-30400 - Biological Sciences		AJC150-01	AD - Adjunct Flat Rate	20942-01	BIO 1320 - Environmental Biology	W2	No	4,002.00	
Calculated Compensation Total:									8,004.00	
Job Assignment Compensation Total:									8,004.00	

Employee Filter: Choose Employee Filter with no additional filters.

Enter employee's last name and/or first name OR Banner ID (recommended) and click **Go**.

Employee Filter

Enter the Last name and/or First Name of the employee - or - Enter an ID. Use the percent sign as a wildcard. Fc

Last Name:

First Name:

ID:

Number of Records per Page:



Each view contains the following links:

Click on **“X” Icon** -> Brings you to the **Error View**.

Click on **Pen Icon** -> Brings you to **Instructor Compensation and Acknowledgment View**.

Click on **Lock Icon** -> Brings you to **Employee Status Summary View**.

Click on **Name** -> Brings you to **Course Compensation View**.

Click on **Subject and Course** -> Brings you to **Course Calculation View**.

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** which will direct you to the screen below, where you can **view all the employee's assignments and assignment details**.

In the **Course Compensation View**, assignments are grouped by **Contract Type**. You will be able to view each assignment's position number and suffix, college and department, calculation and lock status. *This is also where comment information can be entered.* Reminder: comments must be designated by the position number and suffix of the correlating assignment (refer to comment guidelines).

Name and ID: [REDACTED]							
Term:	202120 - Spring 2021						
Course Compensation View							
Contract Type: AD - Adjunct Flat Rate							
Total Compensation for this Contract Type: 8,004.00							
Instructional Summary							
CRN Session	Subject and Course	Position and Suffix	Responsibility Percent	Course Value	Incremental Total Value	Total Compensation	Position Lock Status
20236 - 01	 BIO 1301 - Biological Concepts	AJC150 - 00, Adjunct Faculty	100	4,002.00	0.00	4,002.00	Locked
20942 - 01	 BIO 1320 - Environmental Biology	AJC150 - 01, Adjunct Faculty	100	4,002.00	0.00	4,002.00	Locked
Enter Comment							
<input type="text"/>							

Entering Comments

- Comments can be entered for all assignments, however, comments are required for compliance in situations where FLAC cannot capture all the information needed.
- **IMPORTANT NOTE:** The beginning of each comment must be designated with the **position number & suffix** of the assignment that the comment pertains to.
- This is imperative, as this information is used to inform the employee and anyone who receives an email authorization request, which comment pertains to which assignment.
- Comments will populate in the report-generated authorization email that is sent to the faculty supervisor and/or the Office of Faculty Affairs.

Clicking on the **subject and course** will take you to the screen below. The assignments shown are designated by the Contract Type:

AD – Adjunct Flat Rate (Fall/Spring)

AH – Adjunct Hourly Rate (Fall/Spring)

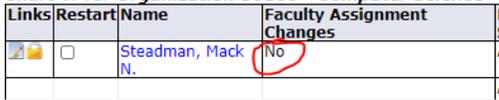
B, C or D – Summer Term Faculty

Name and ID: ██████████
Term: 202120 - Spring 2021
Contract Type: AD - Adjunct Flat Rate
CRN-Session: 20067-01
Subject-Course: CSC 3355 - Prin/Database Mgmt
Part of Term: 1 - Full Term
Campus: SU - Main Campus- WSSU
College: TC - The College of WSSU
Position-Suffix: AJC115-00, Adjunct Faculty

Schedule Type	Faculty Level	Rate	Calculation Method	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Percent of Session	Compensation
LEC - Lecture	MASTER ▾	1,166.67	Workload ▾	1.500	3.000	2.50	5	100	100	1,750.01
									Total:	1,750.01

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

SSB Review Tips

Review – Employee or Organization Summary View	Action Required								
<p>1. Do any assignments need to be restarted? (i.e. the Faculty Assignment Changes field has “YES”).</p>  <table border="1" data-bbox="861 519 1360 619"> <thead> <tr> <th>Links</th> <th>Restart</th> <th>Name</th> <th>Faculty Assignment Changes</th> </tr> </thead> <tbody> <tr> <td></td> <td><input type="checkbox"/></td> <td>Steadman, Mack N.</td> <td>No</td> </tr> </tbody> </table>	Links	Restart	Name	Faculty Assignment Changes		<input type="checkbox"/>	Steadman, Mack N.	No	<p>Tick the Restart box and click on the “Restart Selected Employees” box to update the assignment details.</p>
Links	Restart	Name	Faculty Assignment Changes						
	<input type="checkbox"/>	Steadman, Mack N.	No						
<p>2. Are all Per Course and Extra Teaching assignments listed for the selected term?</p>	<p>If assignments are missing, have they been entered on SIAASGN? If yes, do they have a position-suffix assigned?</p>								
<p>3. Review the Contract Type to ensure the Instructor has the appropriate Contract Type selected.</p> <ul style="list-style-type: none"> • AD – Per Course Instructors • FT – Full Time Faculty • FS – Faculty Summer 	<p>Update the Contract Type field on SIAASGN and save.</p>								
<p>4. Are all Per Course Instructors delivering distance offerings receiving non-instructional compensation or reimbursement (or portion of)?</p>	<p>If the expense fee reimbursement is missing, has it been entered on SIAASGN as a non-instructional assignment?</p>								

Faculty Compensation Administration - RESTART

- Review the **Faculty Assignment Changes** value for each Instructor. This value indicates whether the Instructor's course assignment load in Banner is different than the course assignment in self-service.
- If the Faculty Assignment Changes column has a **"YES"** click the **Restart** check box for all such Instructors and then click **RESTART SELECTED EMPLOYEES** box at the bottom of the screen. This will ensure the self-service data is updated for recent changes made in Banner Student.
- If the **Assignment Compensation Total** do not agree, click the **Restart** check box and then click **RESTART SELECTED EMPLOYEES** box at the bottom of the screen. This will update the self-service data and ensure the correct compensation is pulled into the approval process.
- If the Faculty Assignment Changes column has **"NO"** for all Instructors, proceed to **DOWNLOAD EMPLOYEE DATA** to a spreadsheet.
- **You will be notified on the Filter Selection Page of any errors generated during the Restart process.**

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Restart Selected Employees

Download Employee Data

	Section	Course Load Changes	Compensation Ov
Ilth Pol	056	Yes	5,350.00
am Work	001	No	5,350.00
Calculated Compensation Total			10,700.00
Job Assignment Compensation Total			5,350.00

Editing Assignment Details

- Assignment information can only be edited while an assignment is unlocked
- Editing Dates & Pays
- If you click on the position and suffix, you will be brought to the Job Detail tab.

Salary Compensation View **Course Compensation View**

Contract Type: OV - Overload
Total Compensation for this Contract Type: 3,000.00

Previous Contract Type

Instructional Summary

CRN Session	Subject and Course	Position and Suffix	Re:
17876 - 01	MCOP 521 - Institutions & the Environment	729053 - 99, Supplemental - Perm Emp	

Enter Comment



Editing Assignment Details

- **End Date:** The end date will always populate as the last day of the Term for which the assignment is entered. If this date needs to be adjusted, it must be changed to the last day of the month in which the assignment is to end. When the end date is changed, Factors and Pays must also be changed to fit the number of payments.
- **EXAMPLE:** if the end date shown here was changed to 04/31/2021, the Factors and Pays would need to be changed from 3.0 to 1.0. If Factors and Pays are not changed, the employee will not be fully compensated for assignment.
- **Annual Salary:** To adjust the assignment pay amount adjust the Annual Salary to reflect the desired pay. This will also automatically adjust the Regular Rate.

The fields listed above are the only fields which can be successfully adjusted on this page. The remaining fields should not be changed.

Name and ID: ██████████
Term: 202120 - Spring 2021
Position and Suffix: AJC115-00, Adjunct Faculty
Position Lock Status: Unlocked
Acknowledged on:

Job Detail | Job Earnings | Account Distribution

* - indicates a required field.

Job Type:*	Primary
Begin Date:*(MM/DD/YYYY)	03/01/2021
Effective Date:*(MM/DD/YYYY)	03/01/2021
Personnel Date:*(MM/DD/YYYY)	03/01/2021
End Date:(MM/DD/YYYY)	05/31/2021
Change Reason:	00006 - FLAC
Title:	Adjunct Faculty
Job FTE:	1.000
Appointment Percent:*	100.00
Hours Per Day:	1.00
Salary Group:*	2021
Salary Table:*	FR
Salary Grade:*	FLATR
Salary Step:*	0
Regular Rate:	1,166.673333
Hours Per Pay:	1.00
Assign Salary:*	1,166.67
Factor:*	3.0
Pays:*	3.0
Annual Salary:*	3,500.02
Deferred Pay:	None
Pay ID:	MN - Monthly

IMPORTANT NOTE FOR EDITING PAY AMOUNTS

- The **Calculated Compensation** for the assignment(s) is the automated calculation within the Banner FLAC system.
- The **Job Assignment Compensation** is the actual compensation amount for the assignment(s).
- When a pay amount (annual salary) is edited in SSB, the **Calculated Compensation** and **Job Assignment Compensation** will differ.
- The **Job Assignment Compensation Total** is the actual amount that will be paid for the assignment(s).

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Adjunct Faculty

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
	W-33100 - Education	No	AJC111-01 **	AD - Adjunct Flat Rate	21137-01	BKE 3344 - Curr Planning/PreSchool Class	W1	No	1,750.50	
	W-33100 - Education		AJC111-02 **	AD - Adjunct Flat Rate	21139-01	BKE 4338 - Family Studies Practicum	W1	No	1,750.50	
Calculated Compensation Total:									3,501.00	
Job Assignment Compensation Total:									7,002.00	

Change is reflected in Job Assignment Compensation Total amount, compared to the Calculated Compensation total amount report located at the bottom of the page

** More assignments exist for this Position and Suffix.

What's next in the FLAC Process?

- Once all assignment details have been edited, comments entered as needed, and everything appears correct in SSB, the records are locked.
- *When a record is locked, an email is automatically sent to the employee being hired alerting them that they have assignments in Self Service Banner Rams for acknowledgement.*