

Faculty Load and Compensation

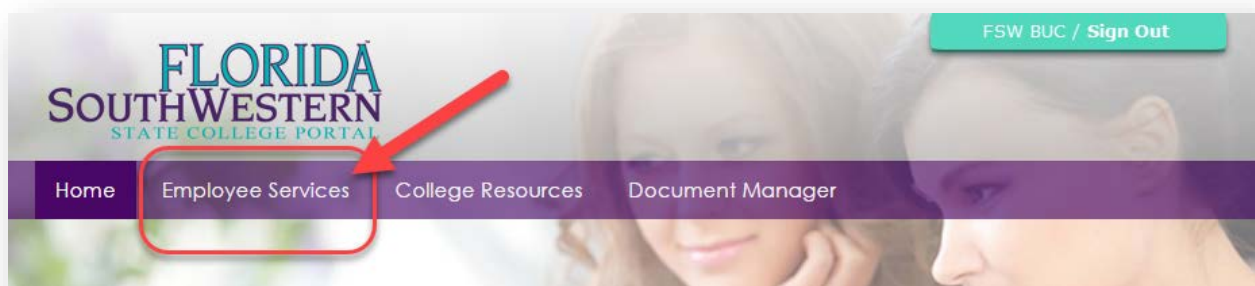
Faculty and adjuncts can view the pay associated with each assignment via the Portal after it has been processed by Human Resources. Faculty Load and Compensation (FLAC) is designed to electronically communicate course assignments and pay information entered by department schedulers, which allows electronic approvals and upload of the information for payment to the instructor.

WARNING: Use [Mozilla Firefox](#) or [Google Chrome](#) web browsers because Internet Explorer is **NOT** supported. If the correct browser is not installed on your computer, please contact helpdesk@fsw.edu.

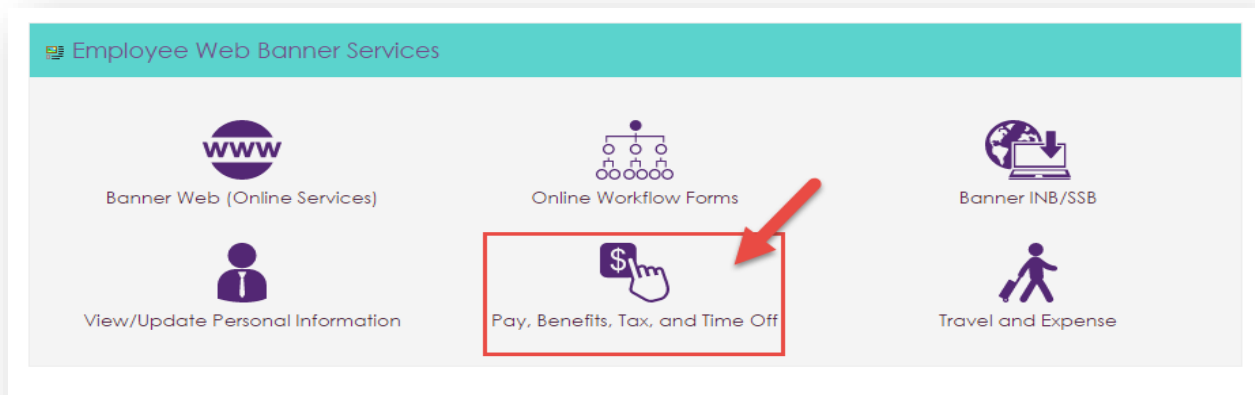
Employee Dashboard

To view your course assignment and pay information in the workflow, login to the [FSW Portal](#) (<http://my.fsw.edu>).

Click the [Employee Services](#) tab on the navigation bar.



Click the [Pay, Benefits, Tax, and Time Off](#) icon.



The **Employee Dashboard** page will open in a new tab or window.

Employee Dashboard

Employee Dashboard 1

FSW BUC
[My Profile](#)

Leave Balances as of 09/02/2016

Vacation Leave in hours	216.00	Sick Leave in hours	274.00	Personal Leave in hours	32.00
Converted Sick Leave in hours	0.00				

[Full Leave Balance Information](#)

Pay Information ^

Latest Pay Stub: [08/31/2016](#) [All Pay Stubs](#) [Direct Deposit Information](#) [Deductions History](#)

Earnings 2

Benefits

Taxes ∨

Job Summary ∨

Employee Summary ∨

My Activities

[Enter Time](#)

[Time Sheet](#)

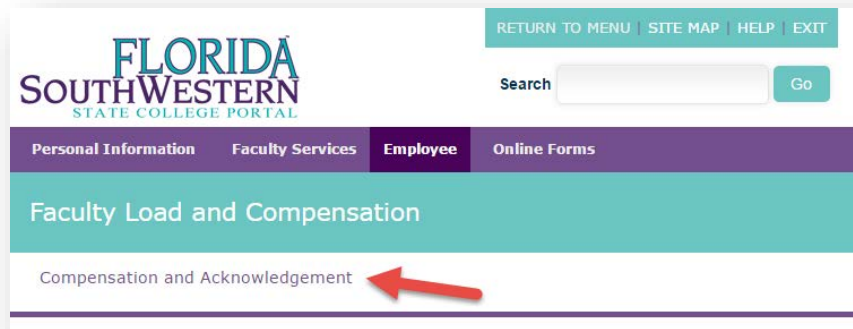
[Faculty Load and Compensation](#)

2 Click this link to view the course load and associated pay.

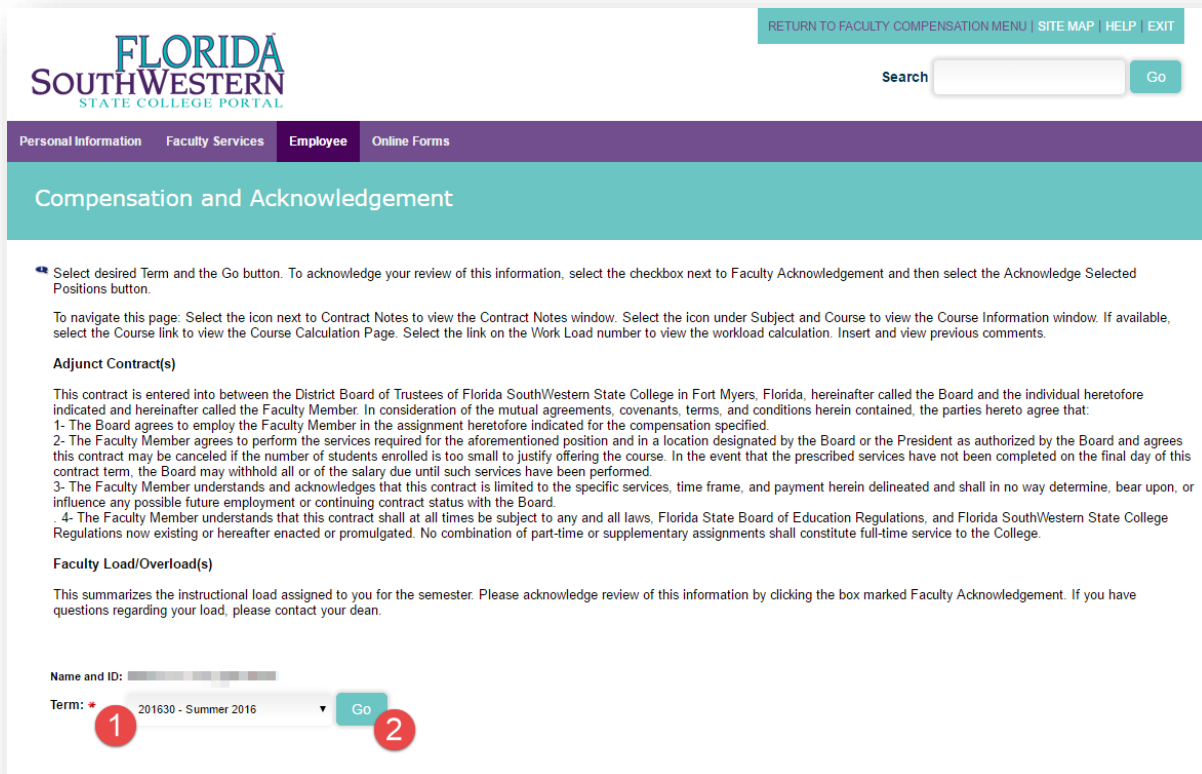
1. The **Employee Dashboard** displays a snapshot of leave balances, benefits, and other pay information.
2. Click the **Faculty Load and Compensation** hyperlink on the right side of the dashboard.

Faculty Load and Compensation

You will leave the dashboard to view the **Faculty Load and Compensation** screen.



Click on **Compensation and Acknowledgement**.



1. Select the upcoming semester in the drop down menu.
2. When you have selected the correct semester, click **Go**.

Compensation and Acknowledgment

On this screen you will be able to review the compensation information for the semester you selected and electronically approve the teaching load.

Term: * 201630 - Summer 2016

O30A08-00 Overload, Speech Faculty Acknowledgment: Acknowledgment Date:

Organization: 128001, School of Arts, Humanities & Soc Sc

Contract Type: Contract Note:

Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
30760-01	SPC-2608-Speech - SPC	170	06		3.000	3.000	3.000	18	100	2,250.00
Calculated Compensation:										2,250.00
Job Assignment Compensation:										2,250.00

Comment

1. You can see more detailed information about the course by clicking on the linked course name.
2. After reviewing the course information, check the box next to the words **Faculty Acknowledgment** to verify that the information is correct.
3. Click **Acknowledge Selected Positions**.
4. A date will appear to show that you have acknowledged your course.

If you have questions about the **Faculty Load and Compensation module**, please contact humanresources@fsw.edu.