# 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.
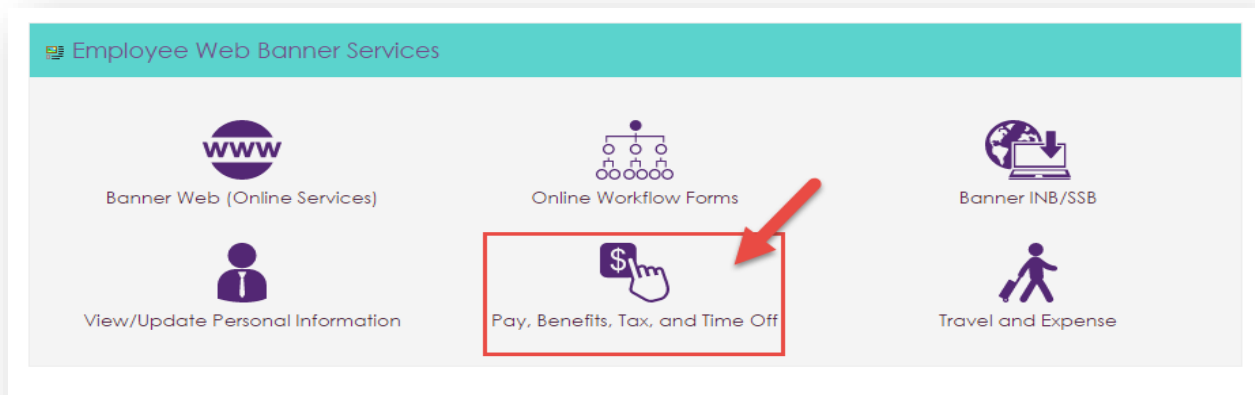
Employee Dashboard

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.
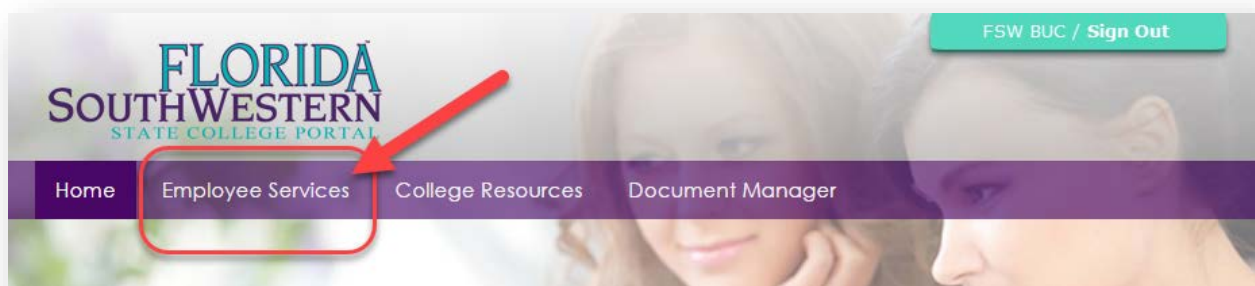
Click the **Pay, Benefits, Tax, and Time Off icon**.

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

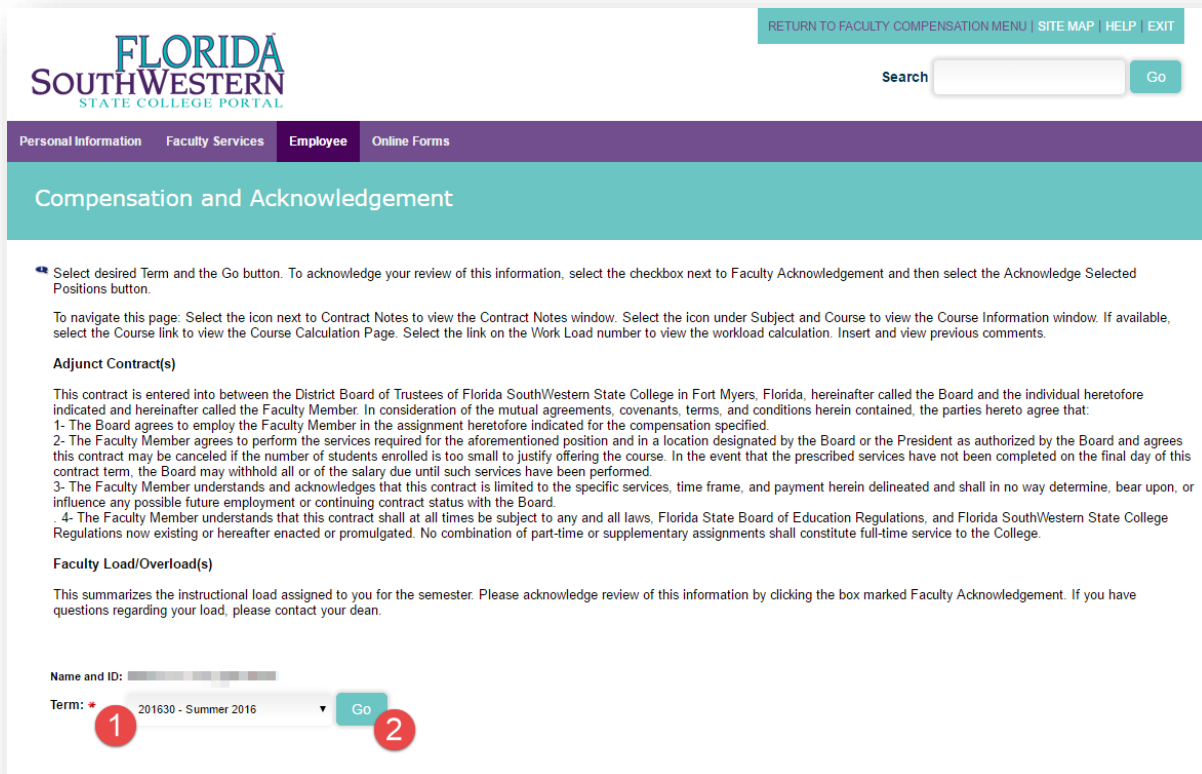1. The **Employee Dashboard** displays a snapshot of leave balances, benefits, and other pay information.

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.
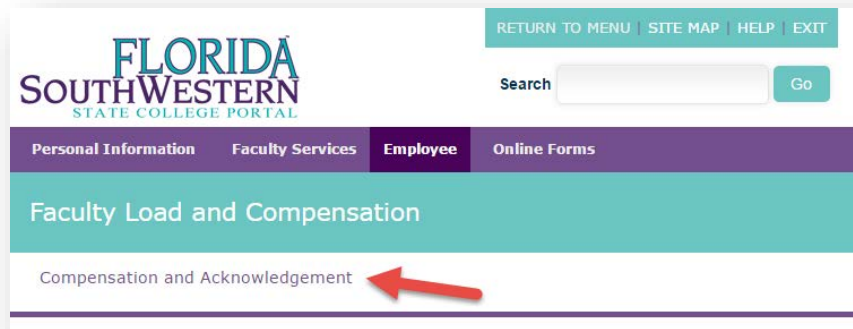
Click on **Compensation and Acknowledgement**.

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.

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 Acknowledgement** 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** .