

Part-time faculty FLAC and EPAF processing for Fall 2021

The Fall 2021 term code is **202220**.

All FLAC (Faculty Load and Compensation) entries and EPAFs (Electronic Personnel Action Forms) must be created, approved and processed for part-time faculty for as follows:

Fall 2021 Semester

Term: 202220 August 30, 2021 – December 19, 2021	
Part-time Faculty	Contract Type: PT and PS Position: PAxxxx ; Suffix is a one up
Start Date	August 21, 2021
End Date	December 24, 2021
Number of pay dates	9
1 st Pay Date on 09/10/21 9 th and Last Pay Date on 12/30/21	

NOTE: Number of pays as well as begin and end dates may change for non-standard classes. Please inform your part-time faculty member of their first pay date.

ESH: Per the SEIU contract, a part-time faculty member is limited to a total of 11.5 ESH over the course of the Fall semester.

FLAC Entry Dates

Fall (202220) starts August 21, 2021 – December 24, 2021. Classes start August 30, 2021. **FLAC for Fall will open Tuesday, August 24, 2021.** In order for Part-time Faculty to be paid by **September 10, 2021**, all FLAC entries must be completed **AND** locked by COB **Tuesday, August 31, 2021.**

For PTF that have classes part of term 8 (classes start the week of 9/13/21). Please only process them through FLAC if you are 100% they will run. If you are unsure please process them through an EPAF closer to the class start date.

For PTF that have classes part of term 3 (classes start the week of 10/27/21). These **should not** be processed through FLAC. Please process them through an EPAF closer to the class start date.

PT Counselors

Since everyone is starting the Fall semester on the same date, contract type will be PT (**not PC**). Please refer to schedule and info above.

After the FLAC upload has been completed, please use EPAFs to get Part-time Faculty jobs into the Banner system.

- If you have a late starting class to process, please use EPAFs (PTF) enter SIAASGN information AFTER the upload in late starting class cases.
- For additional ESH after the FLAC upload, please use EPAFs.
- For reduction or cancellation of ESH, please use the faculty change form. This form should be the only form completed for changes (reduction, additions, cancellation, etc.). It needs to be signed by the Chair (PTF) or the Dean (FTF) for approval, and sent to HRSTM for processing. Make sure to enter all changes into SIAASGN for reporting purposes. Accuracy in SIAASGN may be audited.

Part-Time Faculty New Hires

The hiring of new part-time faculty is processed through Workday-Recruitment. Roz Sanders, HR Specialist (PTF Recruiter) can assist you with creating the appropriate requisition to meet your needs to hire new part-time faculty. She can assist you with the onboarding process of a new part-time faculty hire.

New part-time faculty cannot start until a background check is completed and results received.

An M# for the new part-time faculty hire will be created upon the:

- Mandatory employment paperwork (i.e., Personal Data Form, Form I-9 and supporting documentation, Federal and state tax withholding forms),
- Background check results, and
- Initial Rank Placement Form

Once the required information is received, only then will an M# be created and sent to assign workload and create an EPAF.

An Initial Salary Placement (rank placement) Form must be received to create the new part-time faculty rank record. The rank determines the pay level. New part-time faculty will not be activated in the system without this form, which will delay processing and the timing of the first pay date.

Important Reminders

Please remember the following important points to ensure accurate and timely FLAC and EPAF Processing:

- Please make note of and adhere to all stated deadlines.
- HRSTM will not determine or calculate workload/ESH, but will offer guidance when necessary.
- Please ensure you are completing all necessary fields in SIAINST, SIAASGN and on the EPAFs, if you need to complete one. For questions and inquiries on the SIAINST and SIAASGN data entry, please contact [Rosalee Law](#) in HRSTM.

- Please indicate the applicable **FOAP/Account numbers** on all Faculty Change Forms submitted to HRSTM.
- **Non-exempt employees are not allowed to teach as Part-time Faculty. There will be no exceptions made.**
- **Please make sure that you are sending all Part-Time Faculty Assignment Letters and Alternate ESH Request Forms to your campus liaisons, to ensure they are being imaged into their personnel files.**

PTF ESH Rate

As of the first day of the 2021-2022 Academic Year, the ESH rates for PTF are the following amounts:

Lecturer	\$1,260
Adjunct I	\$1,365
Adjunct II	\$1,460
Adjunct II+	\$1,475

Additional Information

If you have additional questions and/or need assistance, please contact [Rosalee Law](#). For your convenience, you can [view the FY22 Pay Dates schedule here](#).