

Part-time faculty FLAC and EPAF processing for Winter and Spring 2020/2021

This year there are Two Winter Session term codes, **202124** and **202125**.
Spring 2020 term code is **202130**.

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:

| Extended Winter 2021 | | Winter 2021 | | Spring 2021 | |
|--|---|---|---|---|---|
| Term: 202124 December 21, 2020 – January 22, 2021 | | Term: 202125 January 4, 2021 – January 22, 2021 | | Term: 202130 January 25, 2021 – May 21, 2021 | |
| Part-time Faculty | Contract Type: PT and PS Position PAxxxx; Suffix is a one up | Part-time Faculty | Contract Type: PT and PS Position PAxxxx; Suffix is a one up | Part-time Faculty | Contract Type: PT and PS Position PAxxxx; Suffix is a one up |
| BEGIN DATE | 12/12/20 | BEGIN DATE | 12/26/20 | BEGIN DATE | 1/23/21 |
| END DATE | 1/22/21 | END DATE | 1/22/21 | END DATE | 5/28/21 |
| Total of 3 pays | | Total of 2 pays | | Total of 9 pays | |
| 1 st Pay Date on 12/31/20 3 rd and Last Pay Date on 1/29/21 | | 1 st Pay Date on 1/15/21 2 nd and Last Pay Date on 1/29/21 | | 1 st Pay Date on 2/12/21 9 th and Last Pay Date on 6/04/21 | |

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 Spring semester. The 11.5 ESH limit for Spring will include any ESH assigned during the Winter session.

Extended Winter: EPAFs for **202124** must be entered and approved by the Dean by **12 Noon Wednesday, December 16, 2020** (early payroll deadline due to Winter Break). *Only process EPAFs for Classes you are 100% will run. If you are unsure then please wait to process them on the following pay period.*

Winter: EPAFs for **202125** must be entered and approved by the Dean by **January 08, 2021**.

Spring: FLAC processing for 202130

FOR PART-TIME COUNSELING ONLY

- Contract Type **PC** in SIAASGN for part-time faculty counseling.
- FLAC for early start Counselors will open **Monday, January 04, 2021.**
- All FLAC entries must be completed and locked by COB **Wednesday, January 06, 2021.**
- Meeting the January 06, 2021 HRSTM deadline provides their 1st pay on January 15, 2021.

For Part-time Faculty to be paid by Friday, February 12, 2021:

- FLAC for Part-time Faculty will open **Monday, January 25, 2021.**
- All FLAC entries must be completed **AND** locked by COB **Monday, February 01, 2021.**
- For PTF that have classes part of term 7 (classes start the week of 2/08/21). 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 3/29/21). These **should not** be processed through FLAC. Please process them through an EPAF closer to the class start date.

EPAF Processing Reminders

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. Ms. 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:

- Receipt of employment paperwork – Personal Data Form, I-9 Form, Tax Withholding Forms, Direct Deposit Form, Background Check Authorization

- Receipt of the background check results and
- Initial Rank Placement form

An Initial Salary Placement (rank placement) form must be received to create the new part-time faculty rank record. Their rank determines their pay level. Without this form we cannot activate the new part-time faculty in the system and will delay their processing and 1st pay date.

The following is a reminder:

- Please remember deadlines!
- December 24, 2020 through January 3, 2021 is the Winter Holiday break and the College is closed. Please take this into consideration when preparing and submitting EPAFs.
- HRSTM, HRIS will not determine or calculate workload/ESH. They will offer guidance, when necessary.
- Please ensure you are completing all necessary fields in 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 the Office of Human Resources and Strategic Talent Management.
- Please indicate the applicable **FOAP/Account numbers** on all faculty change forms submitted to HRSTM.
- ***Please be advised that Non-exempt employees are not allowed to teach as PTF members. 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.***

Full-time Faculty Overload Processing

EPAFs for **overload** can be created after **January 25, 2021** once the class has met. **Process with the Begin date of 1/23/21 and End date of 5/28/21 with 9 pay dates.**

I will send a more detailed memo about this the beginning of January.

As of the first day of the 2020-2021 Academic Year, the ESH rates for PTF are the following amounts:

| | |
|-------------|------------|
| Lecturer | \$1,260.00 |
| Adjunct I | \$1,365.00 |
| Adjunct II | \$1,460.00 |
| Adjunct II* | \$1,475.00 |

[HRSTM Payroll pay dates](#) webpage.

Questions can be directed to:
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