

Part-time and Full-time Faculty FLAC and EPAF Processing for Summer I and II Sessions 2021-2022

The two (2) Summer Session term codes are **202140** and **202210**. 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:

Summer I		Summer II	
Term: 202140 June 1, 2021 – July 11, 2021		Term: 202210 July 12, 2021 – August 20, 2021	
FT Faculty	Contract Type: FS Position: FSOxxx ; suffix is 21 (calendar year) or one up if already used	FT Faculty	Contract Type: FS Position: FSExxx ; suffix is 21 (calendar year) or one up if already used
PT Faculty	Contract Type: PT, PS Position: POxxxx ; suffix is one up	PT Faculty	Contract Type: PT, PS Position: PExxxx ; suffix is one up
Start Date	May 29, 2021	Start Date	July 10, 2021
End Date	July 9, 2021	End Date	August 20, 2021
Total of 3 Pay Dates: 1 st Pay Date on June 18, 2021 2 nd Pay Date on July 02, 2021 3 rd and Final Pay Date on July 16, 2021		Total of 3 Pay Dates: 1 st Pay Date on July 30, 2021 2 nd Pay Date on August 13, 2021 3 rd and Final Pay Date on August 27, 2021	

NOTE: Number of pays, as well as start and end dates, may change for non-standard classes.

FLAC Entry Dates

Summer I (202140) starts May 29, 2021 and ends July 9, 2021. Classes start June 1, 2021. **FLAC for Summer I will open Tuesday, June 1, 2021.** In order for Part-time and Full-time Faculty to be paid by June 18, 2021, all FLAC entries must be completed **AND** locked by COB **Tuesday, June 8, 2021.**

Summer II (202210) starts July 10, 2021 and ends August 20, 2021. Classes start July 12, 2021. **FLAC for Summer II will open Monday, July 12, 2021.** In order for Part-time and Full-time Faculty to be paid by July 30, 2021, all FLAC entries must be completed **AND** locked by COB **Monday, July 19, 2021.**

Position Numbers

Position numbers for Summer I start with PO (PTF) or FSO (FTF), for example PO3300, FSO330. Position numbers for Summer II start with PE (PTF) or FSE (FTF), for example, PE3300, FSE330.

Worksheets for Full-time Faculty

Worksheets will be provided so that FLAC calculations can be completed correctly. HRSTM will provide these worksheets via email. The worksheets provide the workload/ESH rate, the overload rate, and the position number for each Full-time Faculty member to use for your FLAC entries. **These are for Administrative Aides reference only, and should not be sent to HRSTM.** After you have completed the calculations on your worksheets, enter results into FLAC to be uploaded through the FLAC process.

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

- If you have a late starting class to process, please use EPAFs, 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 completion and receipt of:

- 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.

Reminder about Workload/ESH Limits: A Part-time Faculty member may work a total of 10 ESH for over the course of Summer Sessions I and II. A Full-time Faculty member may work a total of 12 ESH over the course of Summer Sessions I and II, 9 at their regular rate and 3 at their overload rate.

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 2020-2021 Academic Year, the ESH rates for PTF are as follows:

Lecturer	\$1,260.00
Adjunct I	\$1,365.00
Adjunct II	\$1,460.00
Adjunct II+	\$1,475.00

+An employee who has been employed at the Adjunct II level for three (3) Academic Years (whether for one or both semesters) and who has completed nine (9) hours of professional development training while at the Adjunct II level will receive an additional one percent (1%) in pay rate beginning in the fourth (4th) Academic Year of service at the Adjunct II level.

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](#).