



FLAC Compensation Adjustments

Banner Self-Service for Cabrini University

Personal Information **Employee**

Employee Main Menu

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- [Benefits and Deductions](#)
Update or view your retirement plans, Health insurance information, Flex spending accounts, miscellaneous deductions; Change your beneficiary information.
- [Pay Information](#)
View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.
- [Tax Forms](#)
Change W-4 information; View your W-2 Form.
- [Current and Past Jobs](#)
- [Time and Leave Reporting](#)
Create or approve time sheets, leave reports, and view leave balances and activity
- [Faculty Load and Compensation](#)

Click **Faculty Load and Compensation**

Personal Information **Employee**

Search

Faculty Load and Compensation

- [Compensation and Acknowledgement](#)
- [Faculty Compensation Administration](#)
- [Summary View of Locked and Unlocked Status](#)

Click **Faculty Compensation Administration**



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Personal Information **Employee**

Filter Selection

Select desired Term from the drop-down list and select Go. Enter filter criteria to show data extracted for the Term. To select the buttons at the bottom of the page to move to the next page.

* - indicates a required field.

Extract Term: * 201730 - Summer Semester 17-18

Part of Term: All
1 - Full Term
SU1 - Summer 1

Campus: All
CC - Cabrini University

College: All
CC - Cabrini University

COA and Organization: All
C-1000, Total College
C-3000, VP for Academic Affairs Area

Include Subordinate Organizations:

Include Non-Instructional Assignment:

Number of Employees per Page: 100

Select **Extract Term**

Change **Number of Employees** per page to **"100"**

Click **Employee Summary**



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Employee Summary

Icons are provided to access the Comments, Errors, Acknowledgement and Employee Status Summary pages. Restarting an employee will extract all of their Faculty Load data for the designated Term. Past changes for the employee will be overridden. To restart, check the Restart checkbox and select the Restart Selected Employees button at the bottom of the page.

201830 - Summer Semester 18-19

1 - 1 of 1
[Jump To Bottom](#)

[Maichrowycz, Kimberly A](#)
Data Manager, Inst. Res & Eff
 Restart [Jump To Bottom](#)

Links	COA and Organization	Faculty Assignment Changes	Position Suffix	Contract Type	CRN Session	Subject and Course	Section	Course Load Changes	Compensation	Overload Exists
	C-3191 - History & Political Science	No	FJ0010-62	AJ - Adjunct	30092-01	HIS 211 - African-Amer Hist 1619-1877	OL1	No	3,000.00	
Calculated Compensation Total:									3,000.00	
Job Assignment Compensation Total:									3,000.00	

1 - 1 of 1
[Return to Top](#)

Click **Faculty Name** link for compensation you need to revise



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Compensation View

Select the icon in front of the Subject and Course link to access the Course Information Window. Select the Subject and Course link to access the Course Calculation Page. Select the Position and Suffix link to access the Job Assignment Page. Non-Instructional Faculty Level, Rate and Calculation Method information may be updated. Any Comments made will not be seen by the employee.

Name and ID: Kimberly A Maichrowycz, [REDACTED]
Term: 201830 - Summer Semester 18-19

Course Compensation View

Contract Type: AJ - Adjunct

Total Compensation for this Contract Type: 3,000.00

Click the **Subject and Course** link for the contract you need to revise

Instructional Summary

CRN Session	Subject and Course	Position and Suffix	Responsibility Percent	Course Value	Incremental Total Value	Total Compensation	Position Lock Status
30092 - 01	HIS 211 - African-Amer Hist 1619-1877	50010 - 62, Adjunct, History	100	3,000.00	0.00	3,000.00	Unlocked



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Course Calculation

Detailed information on the compensation calculation of a specific course. Schedule Type records may not be updated or removed. Instructional Faculty Level, Rate and Calculation Method information may be updated. Incremental Types may be added, updated or removed. To remove Incremental Type records, select the Remove checkbox and select the Save button.

Name and ID: Kimberly A Maichrowycz, [REDACTED]
Term: 201830 - Summer Semester 18-19
Contract Type: AJ - Adjunct
CRN-Session: 30092-01
Subject-Course: HIS 211 - African-Amer Hist 1619-1877
Part of Term: SU1 - Summer 1
Campus: CC - Cabrini University
College: CC - Cabrini University
Position-Suffix: FJ0010-62, Adjunct, History

Schedule Type	Faculty Level	Rate	Calculation Method	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Percent of Session	Compensation
A - Online	LEVEL3 ▼	1,000.00	Credit Hours ▼	0.000	3.000	2.50	0	100	100	3,000.00
									Total:	3,000.00

Incremental	Rate	Percentage	Calculation Method	Work Load	Credit Hours	Contact Hours	Head Count	Compensation	Remove
Not Selected ▼			Credit Hours ▼						
Not Selected ▼			Credit Hours ▼						
Not Selected ▼			Credit Hours ▼						
Not Selected ▼			Credit Hours ▼						

Total:

Update the tier:

Click on **Faculty Level** dropdown and select appropriate tier. Scroll down and click **Save**

Update rate per

credit: type in the new rate and keep calculation method as **Credit Hours**. Scroll down and click **Save**

Change the rate:

type in the new rate and change calculation method to **Flat Rate** and click **Save**