



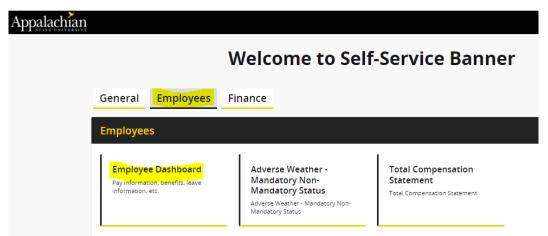
Faculty Load & Compensation, FLAC BANNER 9 Employee Self Service

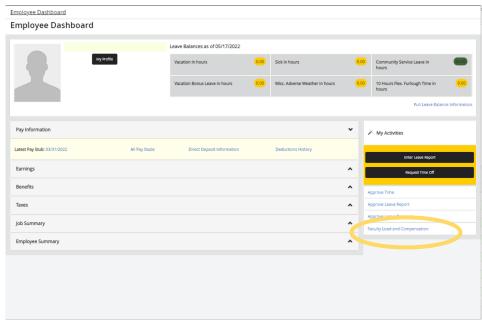
- View
- Acknowledge
- Download

Log into Banner 9 Self Service: https://appleap.appstate.edu/system-access

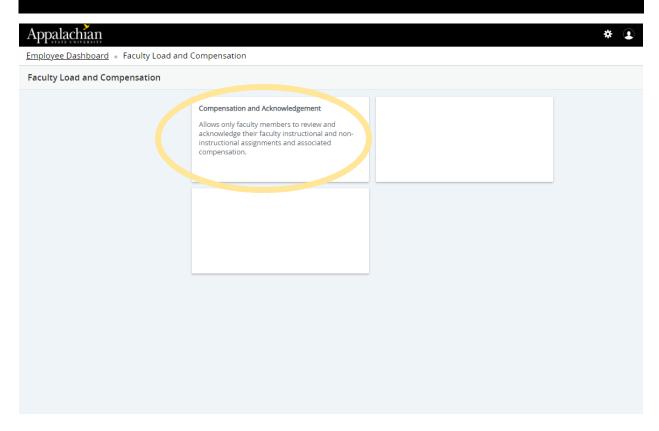
Select Banner 9 Self-Service (Employee)

Select Faculty Load and Compensation from the Employee Dashboard



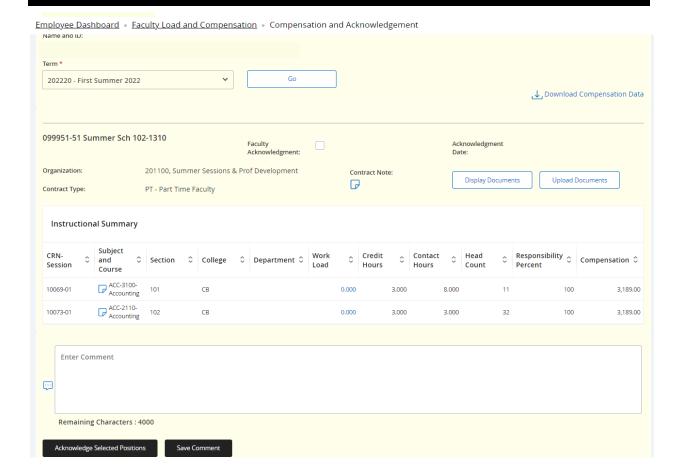


Select the Compensation and Acknowledgement box



Choose the Term you wish to view Select Go Appalachian Employee Dashboard • Faculty Load and Compensation • Compensation and Acknowledgement Compensation and Acknowledgement Select desired Term and the Go button. To acknowledge your review of this information, select the checkbox next to Faculty Acknowledgement and then select the Acknowledge Selected Positions button. To navigate this page: Select the icon next to Contract Notes to view the Course to view the Course Information window. If available, select the Course link to view the Course Calculation Page. Select the link on the Work Load number to view the workload calculation. Insert and view previous comments. Name and ID: Term * 202220 - First Summer 2022 Go

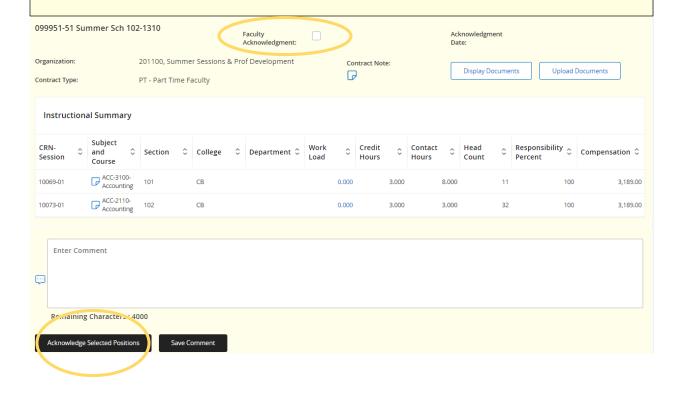
The following page will open for you to review your courses and compensation



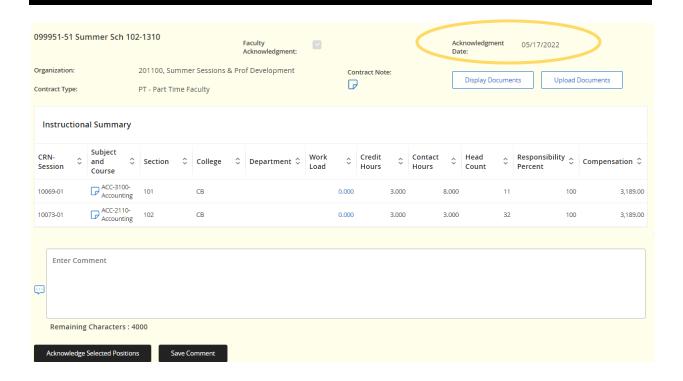
Perform the Faculty Acknowledgement Task

Follow these steps:

- Check the Faculty Acknowledgement box
- Click the Acknowledge Selected Positions at the bottom of the page



Check for Acknowledgement Date



Process is complete

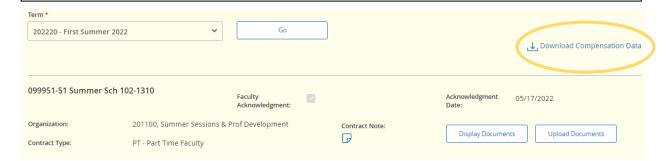
If Acknowledgement Date is not populated, repeat Acknowledgement steps

You may now Print or Save copies for your records

Download Compensation Data as Needed

There are **two** options to download your compensation:

Option 1: Click on the Download Compensation Data button for an Excel doc.



Option 2: Click on the vertical ellipsis at the top of the screen Scroll down to Print or Save as PDF.

