



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

Welcome to Self-Service Banner

General **Employees** Finance

Employees

Employee Dashboard

Pay information, benefits, leave information, etc.

Adverse Weather - Mandatory Non-Mandatory Status

Adverse Weather - Mandatory Non-Mandatory Status

Total Compensation Statement

Total Compensation Statement

Employee Dashboard

Employee Dashboard

My Profile

Leave Balances as of 05/17/2022

Vacation in hours	0.00	Sick in hours	0.00	Community Service Leave in hours	0.00
Vacation Bonus Leave in hours	0.00	Misc. Adverse Weather in hours	0.00	10 Hours Flex, Furlough Time in hours	0.00

Pay Information

Latest Pay Stub: 03/31/2022

All Pay Stubs

Direct Deposit Information

Deductions History

Earnings

Benefits

Taxes

Job Summary

Employee Summary

My Activities

Enter Leave Report

Request Time Off

Approve Time

Approve Leave Report

Approve Leave Request

Faculty Load and Compensation

Select the *Compensation and Acknowledgement* box

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[Employee Dashboard](#) • Faculty Load and Compensation

Faculty Load and Compensation

Compensation and Acknowledgement

Allows only faculty members to review and acknowledge their faculty instructional and non-instructional assignments and associated compensation.

Choose the *Term* you wish to view
Select Go

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[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 Contract Notes window. Select the icon under Subject and 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

[Employee Dashboard](#) » [Faculty Load and Compensation](#) » Compensation and Acknowledgement

Name and ID:

Term *

202220 - First Summer 2022

Go

[Download Compensation Data](#)

099951-51 Summer Sch 102-1310

Faculty
Acknowledgment:

☐

Acknowledgment
Date:

Organization: 201100, Summer Sessions & Prof Development

Contract Note:



[Display Documents](#)

[Upload Documents](#)

Contract Type: PT - Part Time Faculty

Instructional Summary

CRN- Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
10069-01	ACC-3100- Accounting	101	CB		0.000	3.000	8.000	11	100	3,189.00
10073-01	ACC-2110- Accounting	102	CB		0.000	3.000	3.000	32	100	3,189.00

Enter Comment



Remaining Characters : 4000

[Acknowledge Selected Positions](#)

[Save Comment](#)

Perform the Faculty Acknowledgement Task

Follow these steps:

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

099951-51 Summer Sch 102-1310

Faculty
Acknowledgment:

☐

Acknowledgment
Date:

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Contract Note:

Contract Type: PT - Part Time Faculty



Display Documents

Upload Documents

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10073-01	ACC-2110- Accounting	102	CB		0.000	3.000	3.000	32	100	3,189.00

Enter Comment



Remaining Characters: 4000

Acknowledge Selected Positions

Save Comment

Check for Acknowledgement Date

099951-51 Summer Sch 102-1310

Faculty
Acknowledgment: ☒

Acknowledgment
Date: 05/17/2022

Organization: 201100, Summer Sessions & Prof Development

Contract Note:

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Enter Comment

Remaining Characters : 4000

Acknowledge Selected Positions

Save Comment

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.

Term *
202220 - First Summer 2022

Go

[Download Compensation Data](#)

099951-51 Summer Sch 102-1310

Faculty Acknowledgment: ☒

Acknowledgment Date: 05/17/2022

Organization: 201100, Summer Sessions & Prof Development

Contract Note:

Contract Type: PT - Part Time Faculty

Display Documents Upload Documents

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

The screenshot shows a web browser interface. The top bar contains icons for search, share, star, and a vertical ellipsis menu. The vertical ellipsis menu is open, showing options like 'New tab', 'New window', 'History', 'Downloads', 'Bookmarks', 'Zoom', 'Print...', 'Find...', 'More tools', 'Edit', 'Settings', 'Help', and 'Exit'. The 'Print...' option is highlighted with a yellow circle. Below the menu, there is a text area with the following text: 'ckbox next to Faculty Acknowledgement and then select the Acknowledge Selected window. Select the icon under Subject and Course to view the Course Information Load number to view the workload calculation. Insert and view previous'.

New tab		Ctrl+T
New window		Ctrl+N
New Incognito window		Ctrl+Shift+N
History		
Downloads		Ctrl+J
Bookmarks		
Zoom	- 90% +	
Print...		Ctrl+P
Find...		Ctrl+F
More tools		
Edit	Cut	Copy Paste
Settings		
Help		
Exit		
Managed by your organization		

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Employee Dashboard

Compensation and Acknowledgement

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Name and ID:

202220 - First Summer 2022

Go

Download Compensation Data ()

Term *

202220 - First Summer 2022

Organization:
201186, Summer Sessions & Prof Development

Contract Type:
PT - Part Time Faculty

Contract Note:
☒ 0

Display Documents Upload Documents

Instructional Summary

CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
10069-01	<input checked="" type="checkbox"/> ACC-3100-Accounting	101	CB		0.000	3.000	8.000	11	100	3,189.00
10073-01	<input checked="" type="checkbox"/> ACC-2110-Accounting	102	CB		0.000	3.000	3.000	32	100	3,189.00

Enter Comment

Print

1 sheet of paper

Destination
Sharp-BA-BBDoughert

Pages
All

Copies
1

Layout
Portrait

Color
Color

More settings

Print Cancel

Instructional Summary

CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
10069-01	<input checked="" type="checkbox"/> ACC-3100-Accounting	101	CB		0.000	3.000	8.000	11	100	3,189.00
10073-01	<input checked="" type="checkbox"/> ACC-2110-Accounting	102	CB		0.000	3.000	3.000	32	100	3,189.00