



Faculty Load and Compensation

Adjunct, Overload, and Independent Study Letter of Appointment Acknowledgement

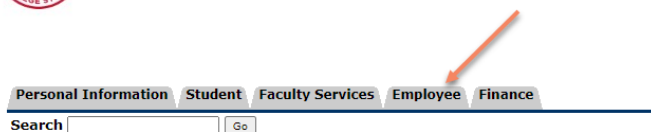
Effective Spring 2021, Snead State will no longer issue paper letters of appointment for adjunct, overload or independent study courses. All letters of appointment for these types of courses require acknowledgement through the OneACCS portal. **Since Faculty Load and Compensation (FLAC) is an automated Banner process, all faculty with these types of courses MUST follow the steps below to acknowledge their letter of appointment PRIOR to payroll creation deadlines for each part-of-term in the table below.**

	Full-term	Mini I	Mini II
Fall	September 15	September 15	October 15
Spring	February 15	February 15	March 15
Summer	June 15	June 15	July 15

Acknowledgement will typically open two weeks after the end of registration for that part of term.

Steps to Acknowledge Letter of Appointment

1. Log into OneACCS using your Firstname.Lastname@Snead.edu and password and click on the Employee tab.



Main Menu

[Personal Information](#)
Update addresses, phone numbers, or email addresses. Change your PIN.

[Student](#)
Apply for Admission, Register, View your academic records.

[Faculty and Advisors](#)
Enter Grades and Registration Overrides, View Class Lists and Student Information

[Employee](#)
Time sheets, time off, benefits, leave or job data, paystubs, W2 forms, W4 data.

[Finance](#)
Create or review financial documents, budget information, approvals.

[Student Account](#)
Review Student Account Information by Term

[Academic Calendar \(Fall 2020-Summer 2021\)](#)
Click here to view the Academic Calendar for the following terms: Fall 2020, Spring 2021, and Summer 2021.

[Email Student Services](#)
Click here to email the Snead State Student Services staff.

2. Under the Employee tab, click on Faculty Load and Compensation.



Personal Information Student Faculty Services **Employee** Finance

Search Go

Employee

- Time Sheet
- Leave Report
- Request Time Off
- Electronic Personnel Action Forms
- Benefits and Deductions
Retirement, health, flexible spending, miscellaneous, beneficiary, benefits enrollment, Benefit Summary.
- Pay Information
Direct deposit allocation, earnings and deductions history, or pay stubs.
- Tax Forms
Electronic tax statements
- Jobs Summary
- Leave Balances
- Faculty Load and Compensation
- Campus Directory
- Effort Certification
Allows faculty and staff to certify their own effort and administrative staff to review and certify effort for others.
- Labor Redistribution
Allows administrative staff to create and approve labor redistribution transactions.
- Employee Profile
Banner 9 Employee Profile

3. Under the Faculty Load and Compensation Link, click on Compensation and Acknowledgement.



Personal Information Student Faculty Services **Employee** Finance

Search Go

Faculty Load and Compensation

- Compensation and Acknowledgement

4. Under the Compensation and Acknowledgement Link, click Go.



Personal Information Faculty Services **Employee** Finance

Search Go

Compensation and Acknowledgement

Select desired Term and the Go button. To acknowledge your review of this informa

To navigate this page: Select the icon next to Contract Notes to view the Contract N
Work Load number to view the workload calculation. Insert and view previous com

Name and ID:
Term: *

- You will see the screen below. It should have your information with the course that you will be paid (adjunct, overload, independent study courses only). You need to click on each course (as shown in screenshot below) that you accept the terms for and then at the bottom of the page, you will need to click on Acknowledge Selected Positions. This will save the acknowledgements for the courses. Please note that adjunct contract types are for adjunct and overload classes and part-time contract types are for independent study courses.

Personal Information Faculty Services **Employee** Finance

Search: Go

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 Work Load number to view the workload calculation. Insert and view previous comments.

Name and ID: Term: * 202120 - Spring 2021

ID9844-20 1070 High Tech Overload Faculty Acknowledgement: Acknowledgment Date:

Organization: 205170, Computer Science Contract Type: Part Time Contract Note:

Institutional

CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
20313-01	CIS-162-Computer Science	0	CT		6.000	3.000	4.000	2	100	300.00
Calculated Compensation:										300.00
Job Assignment Compensation:										300.00

ID9844-21 1070 High Tech Overload Faculty Acknowledgement: Acknowledgment Date:

Organization: 205170, Computer Science Contract Type: Adjunct Contract Note:

Institutional

CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
20321-01	CIS-251-Computer Science	0	CT		3.000	3.000	3.000	33	100	1,500.00
Calculated Compensation:										1,500.00
Job Assignment Compensation:										1,500.00

Comment

- Once you have completed Step 5, your screen should show the Faculty Acknowledgement box as checked and the Acknowledgement Date should show.



Personal Information Faculty Services **Employee** Finance

Search: Go

Compensation and Acknowledgement

✓ Your change was saved successfully.

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 a Work Load number to view the workload calculation. Insert and view previous comments.

Name and ID: Term: * 202120 - Spring 2021

ID9844-20 1070 High Tech Overload Faculty Acknowledgement: Acknowledgment Date: 02/11/2021

Organization: 205170, Computer Science Contract Type: Part Time Contract Note:

Institutional

CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
20313-01	CIS-162-Computer Science	0	CT		6.000	3.000	4.000	2	100	300.00
Calculated Compensation:										300.00
Job Assignment Compensation:										300.00

ID9844-21 1070 High Tech Overload Faculty Acknowledgement: Acknowledgment Date: 02/11/2021

Organization: 205170, Computer Science Contract Type: Adjunct Contract Note:

Institutional

CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
20321-01	CIS-251-Computer Science	0	CT		3.000	3.000	3.000	33	100	1,500.00
Calculated Compensation:										1,500.00
Job Assignment Compensation:										1,500.00

Comment

- Clicking on the Contract Note icon will carry you to the page that has the link with the letter of appointment for each course. When you acknowledge the course, you are also accepting the terms of this letter of appointment.



Personal Information Faculty Services **Employee** Finance

Search Go

Compensation and Acknowledgement

✓ Your change was saved successfully.

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 icon under Work Load number to view the workload calculation. Insert and view previous comments.

Name and ID: Go

Term: 202120 - Spring 2021

ID9844-20 1070 High Tech Overload Faculty Acknowledgment: Acknowledgment Date: 02/11/2021

Organization: 205170, Computer Science

Contract Type: Part Time Contract Note:

Instructional	CN#	Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
	20313-01		CTIS-182-Computer Science	0	CT		6.000	3.000	4.000	2	100	300.00
Calculated Compensation:												300.00
Job Assignment Compensation:												300.00



Personal Information Student Faculty Services **Employee** Finance

Search Go

RETURN TO FACULTY COMPENSATION MENU SITE MAP HELP EXIT
Your current Institution is SNEAD

Contract Notes

Term: 202120 - Spring 2021

Contract Type: Part Time

Notes: To acknowledge your review of this information, select the checkbox next to Faculty Acknowledgement and then select the Acknowledge Selected Positions button. Acknowledgment of the positions means you agree to the Appointment Letter terms in this link : <http://intranet.snead.edu/Appointment%20Letter%20Terms.pdf>

Filter Selection
Compensation and Acknowledgement

If you have any issues, please contact Amanda Gunnels (Amanda.Gunnels@Snead.edu) or Tonya Clowdus (Tonya.Clowdus@Snead.edu).