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FLAC – Butler’s Path to E-Contracts

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Introduction

- Who are we?– 2nd largest community college in Kansas, 9,000 students, 160 FT Faculty, 400 Adjunct Faculty
- Why are we here? – to share our FLAC implementation strategies, our successes, our challenges



Benefits: *An Understanding of ...*

- First-hand and recent experiences of a FLAC implementation
- What challenges we faced
- How training supported and helped make FLAC a success
- Faculty perspective & acceptance

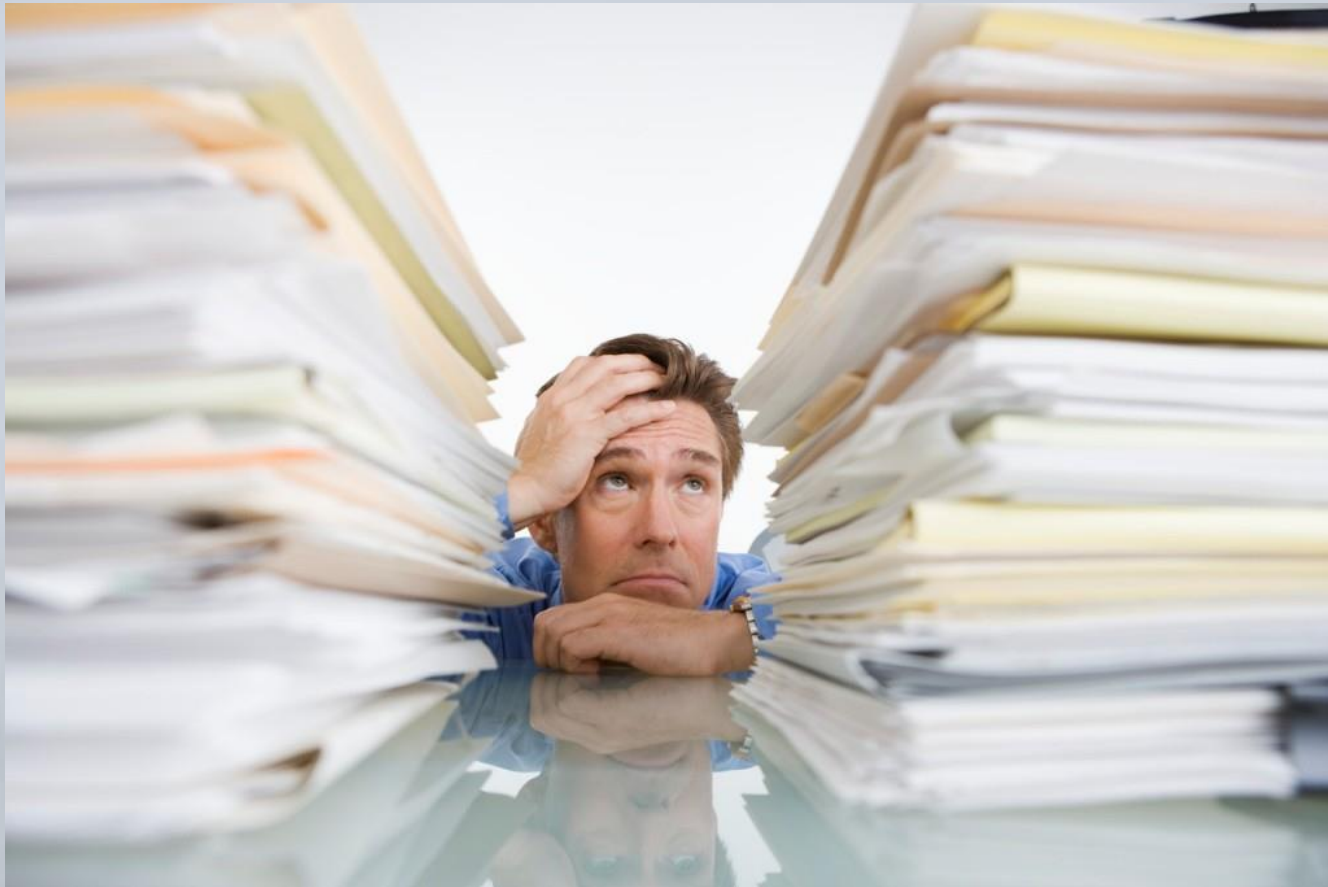




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Life before FLAC...

...a data entry nightmare!



Pre-FLAC Process

- Manual data entry of over 500 contracts
- Duplication of work
- Mailing costs
- Data entry errors





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FLAC – HR Set-up

HR Preparation

- Decision points
 - Decentralization
 - Pilot group
 - What faculty to pay through FLAC
 - Non-instructional assignments



HR Preparation - continued

- Rule Forms –PTRFLAC, PTRFLCT, STVCONT
- Payroll Calendar
- FLAC contract types & position numbers
- FLAC security – PTRUSER, NSASPSC, New Banner security classes for FLAC
- Self-service – Web Tailor
- Reports





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FLAC – Training &
Support

Training Initiatives

- FLAC Team and pilot academic division
 - Fall 2013
- Remaining academic division training
 - Spring 2014
 - FLAC documentation and support documents
 - Scheduled FLAC work sessions
 - FLAC Calendar
 - Using RES for error correction



Training Initiatives - continued

- Faculty training
 - Demos during Faculty In-Service Week
 - FLAC channel in Luminis
 - Video & written instructions
- Luminis channels
 - FLAC documentation under Banner tab
 - FLAC channel under Faculty tab





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Challenges & Solutions

Challenges – How We overcame

- Academic Task Coordination
 - Academic Deans cooperation
 - Timely assignment of faculty
 - Canceled classes
- FT Faculty Fall Payments
 - Master agreement change
- Chasing down errors
 - Troubleshooting document



Summary – Is it worth it?

- YES!
 - Faculty response & acknowledgement
 - Less data entry errors
 - Less processing time for HR
- Improved Communication
 - Between academic divisions
 - Between HR & academic divisions



Show & Tell

- FLAC channel in Luminis
- Documentation
- Faculty view of contracts



Questions?



Thank You!

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