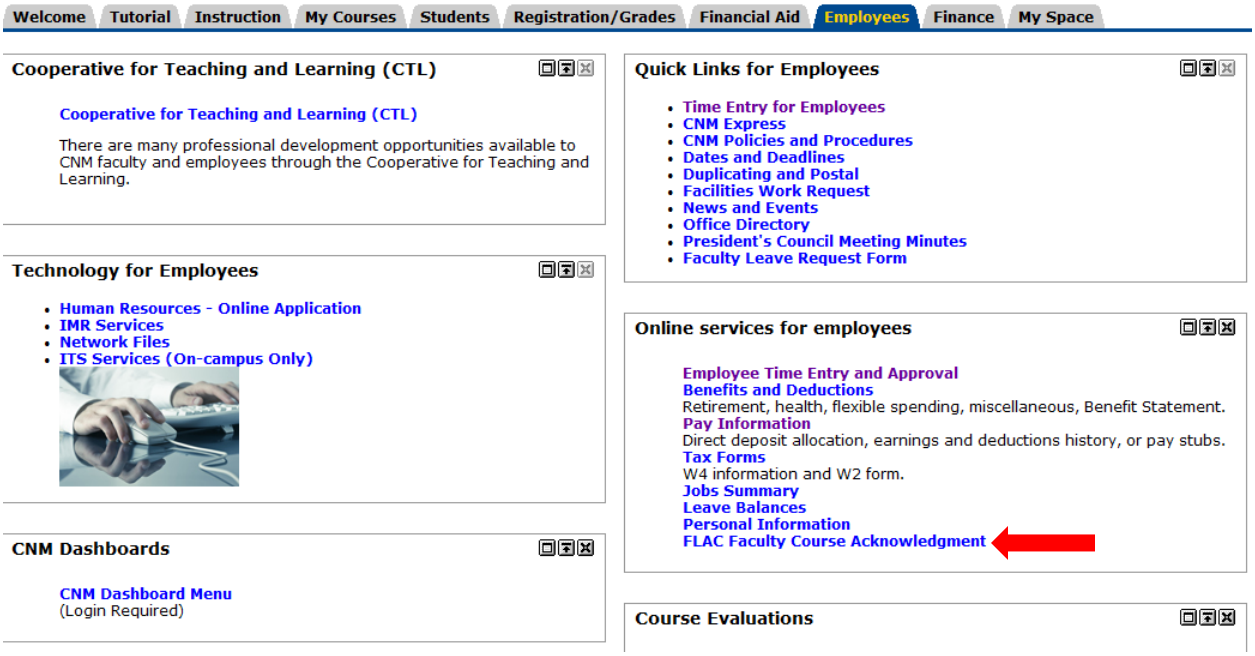
Acknowledging Course Assignments through Faculty Load and Compensation (FLAC)

Faculty will now acknowledge course assignments through *my*CNM.
This replaces the Letter of Appointment (LOA) process.

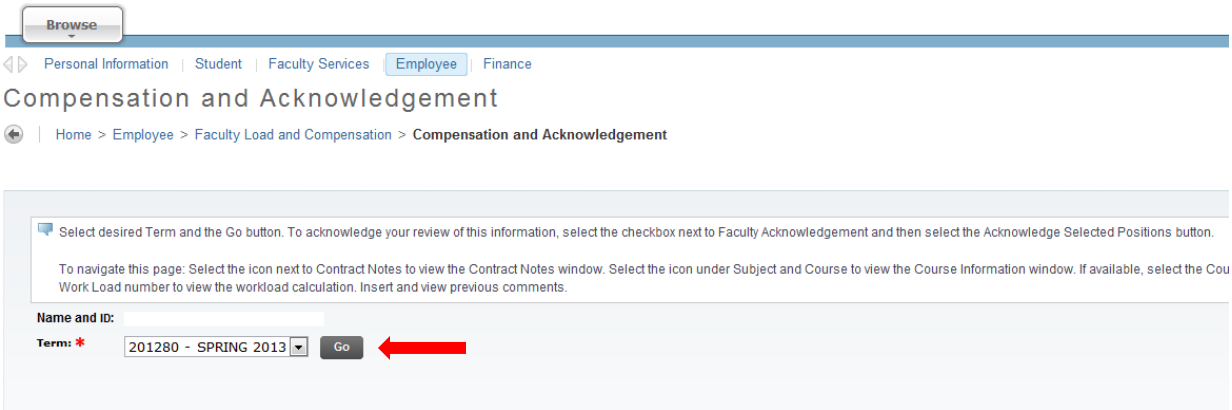
1. **From the CNM homepage, log into your *my*CNM account.**
    a. **Enter Login**
    b. **Enter password**

2. In *my*CNM, select the Employees tab.

3. From the Employees tab click "FLAC Faculty Course Acknowledgment" in the "Online services for employees" channel.



4. Select the correct term and click on "Go".



You will now be able to view and acknowledge your teaching assignments.

Name and ID: JULIE D FISHER, 010118682

Term: * 201290 - SUMMER 2013 Go

BE1001-CA PT INSTRUCTOR Faculty Acknowledgment: Acknowledgment Date:

Organization: E1001, SAGE

Contract Type: PR 1 OF TERM Contract Note:

Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
92934-01	SOC-1101-SOC - Sociology	302	03		62.000	3.000	4.200	30	100	2,561.22
									Calculated Compensation:	2,561.22
									Job Assignment Compensation:	2,561.22

In FLAC, instructors will now see more information than on the LOA. Here is an explanation of what instructors should review prior to acknowledging an assignment.

BC1002-AA PT INSTRUCTOR Faculty Acknowledgment: Acknowledgment Date:

Organization: C1002, Communication

Contract Type: PR 1 of Term Contract Note:

A B C D E

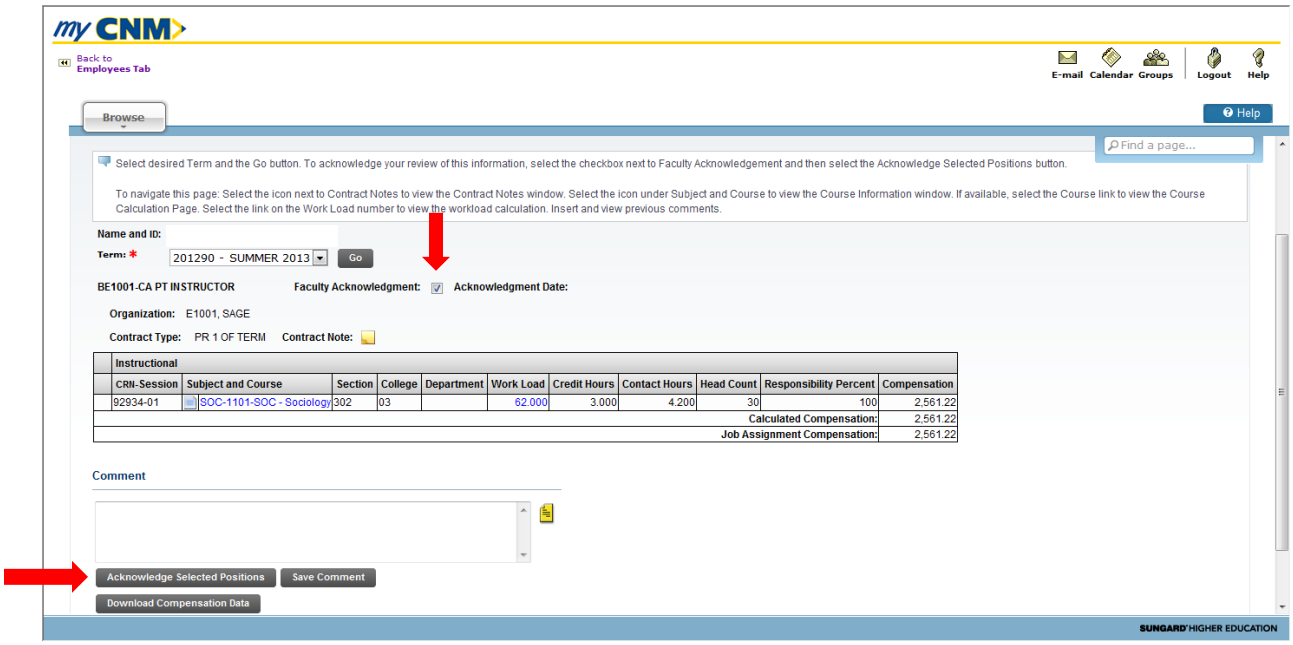
Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
80689-01	COMM-2221-COMM - Communication	205	03		62.000	3.000	3.300	27	100	2,556.88
									Calculated Compensation:	2,556.88
									Job Assignment Compensation:	2,556.88

A. **Course CRN**
B. **Course information including number, title and section number**
C. **Contact hours**
D. **Percent responsibility**
E. **Compensation**

Instructors can see during which payroll period payment will begin for a specific course by referencing the contract type. For example, P1 means first pay period of the term.

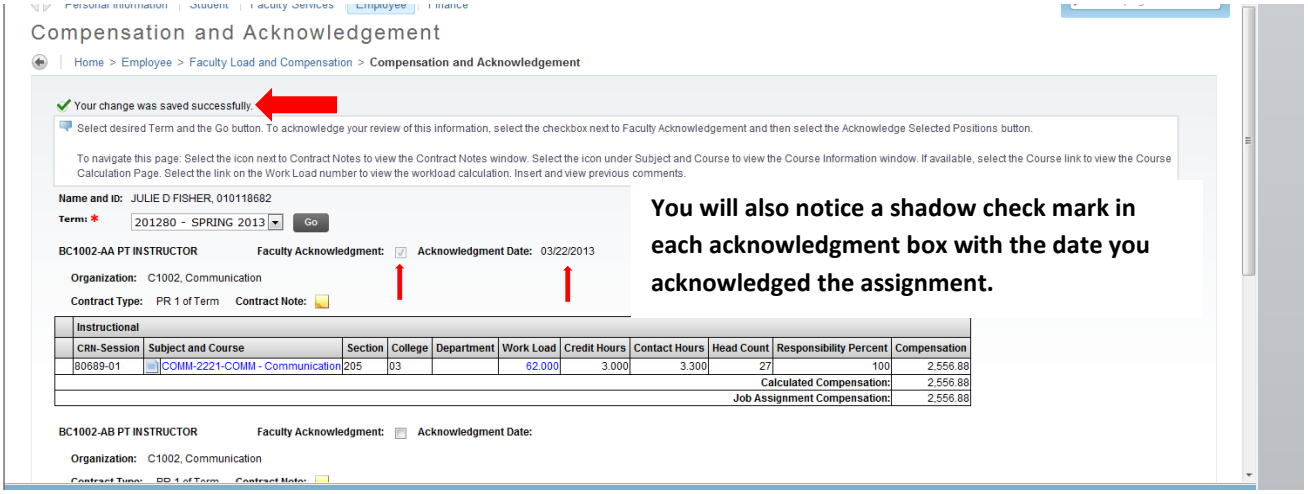
The total class contact hours plus office hours equals the workload hours. Workload hours are the basis of calculating course compensation.

5. To acknowledge a course, click the box next to "Faculty Acknowledgment." Repeat for all courses for which the information is accurate. After acknowledging accurate courses, click on Acknowledge Selected Positions.



Please notify your Associate Dean if any of the information for a course is inaccurate.

6. After acknowledging the positions, you will now see a message saying, "Your change was saved successfully."



You are now done acknowledging your course assignment and may now exit FLAC and log out of *my*CNM.

If you have any questions, please contact your Associate Dean.