Acknowledging Course Assignments through Faculty Load and Compensation (FLAC)

Faculty acknowledge course assignments through myCNM on a term-by-term basis. This acknowledgment is in lieu of a paper letter of appointment. Follow the steps below to acknowledge your courses.

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

2. In myCNM, select the “Faculty & Advisors” tab.

(Instructors may also access FLAC for acknowledgment through the Employees link, but these instructions will show the path from the “Faculty & Advisors” link, which most instructors use.)
3. On the “Faculty & Advisors” link, scroll to the middle of the page to find the “Faculty Compensation Acknowledgment” box. Click the assignment that corresponds to the current term.

On the new page, you will be able to view and acknowledge your instructional assignment.

Here is the key information to review (from left to right).

A. Course CRN
B. Which payroll of the term pay will begin, based on course start date
C. Course number and title
D. Course section
E. Credit hours
F. Percent responsibility
G. Compensation

Note: Courses with credit hours of mixed type (e.g., a lecture credit hour and lab credit hours) will have more than one session line with compensation listed for each type.

4. Clicking on the course number and title will take you to a new page where you can view the calculation methodology for the course. The methodology is based on the class type
associated with each credit hour and the faculty level. In the example below, FILM 1002, pay is calculated: 1 lab credit x faculty level rate of $2,703, and 1 theory credits x faculty level rate of 918 (D2) = $918. Please see the Collective Bargaining Agreement for information and pay rates.

To return to the acknowledge page, click the back arrow in your web browser.

5. To acknowledge the course, check the “Faculty Acknowledgment” box for each course and then click the “Acknowledge Selected Positions.”

6. After the course has been acknowledged, three indicators will show you that the acknowledgment is complete:
- The green checkmark and statement “Your change was saved successfully.”
- The “Faculty Acknowledgment” box is grayed out and inaccessible.
- An acknowledgment date is now displayed.

You are done acknowledging your assignment, and you may log out of myCNM.

If you have any questions, please contact your school’s payroll liaison or your supervisor.
Additional Information in myCNM

You can get more pay information through the **Employee tab** in myCNM. You can update personal information, see your deduction and benefit history, pay information, obtain electronic W2 forms, view job history and leave balances. Click on the links in myCNM and see more of your pay information.

See below for some of the option you will have in myCNM after you click the links in My Records.
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<td>Electronic Regulatory Consent</td>
<td>W-2 Wage and Tax Statement</td>
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<td>1095 Employer-Provided Health Insurance Offer and Coverage Statement</td>
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This link in myCNM will show your leave balances.