

What do I do if the assignment is not in FLAC Admin after Extract (1 hour)

1. Check Entry Form for accuracy and update if needed
 - a. Instructional Payments
 - i. Is Employee Active & Not Temp or Student
 - ii. Is SIAINST Active
 - iii. Is Contract Type Missing
 - iv. Is Contract Type Correct
 - v. Is ACTV Correct
 - vi. Is ACTV Missing
 - vii. Is SSASECT correct (Campus & Schedule Type)
 - viii. Is SCACRSE correct (College Code)
 - b. Non-Instructional Payments
 - i. Is Employee Active & Not Temp or Student
 - ii. Is SIAINST Active
 - iii. Are contract types uploaded in SIAINST
 - iv. Is Type (sub-type) correct for Contract Type
 1. See FLAC Quick Guide – Non-Instructional Contract Types and Sub-Types
 - v. Is ACTV Correct
2. Contact HRIS