

Faculty Load and Compensation (FLAC) Frequently Asked Questions from Adjuncts

“I haven’t received my first payment of the semester yet. Who do I contact?”

- If you haven’t received your first adjunct payment yet:
 - Review your FLAC record and confirm the payment amount is correct and you have acknowledged the record.
 - Review the [pay calendar](#) for payment dates.
 - If you can confirm your acknowledgement, the course (s) has started, and the pay date has passed, then please reach out to your department/school.

When should I expect my adjunct payments?

- [Payment schedules](#) are university-wide and should be referenced to determine the pay schedules.

“The payment amounts for my courses in FLAC are incorrect.”

- If the payment amounts are incorrect for the courses in FLAC, **do not acknowledge**. Reach out to your department/school to confirm the correct payment you should receive. Acknowledge once the payment amount(s) are corrected in FLAC.

“I don’t see all my courses in FLAC?”

- If you are teaching a course and do not see the course in FLAC, please reach out to your department/school.

“I am a new Adjunct. How long will it take until I can get access to the University system?”

- If you’ve completed your background check and required HR paperwork you should have access within 24-48 hours.
- If you have not been reached out to by Human Resources, please reach out to HRGENERAL@shu.edu.