

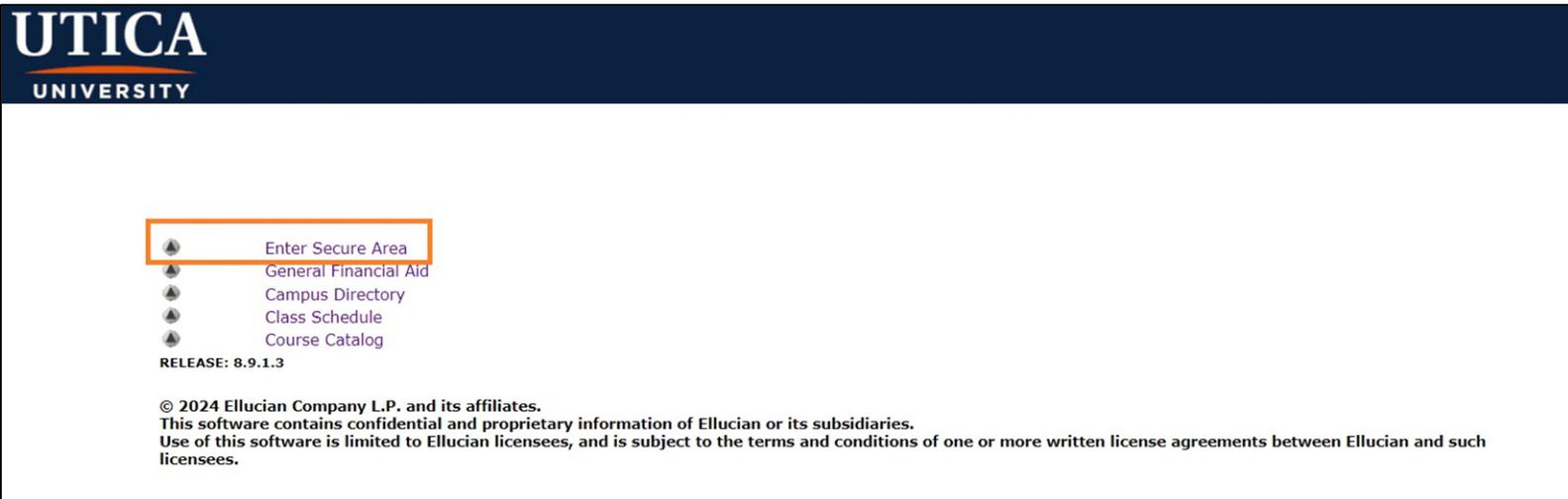


Instructions for Approving Your Utica University Contract

*Please make sure you have set up your Utica University account and check your Utica email often. To set up your account, please visit password.utica.edu.

You will receive an email when your contract(s) are ready for you to approve. When you receive the email, please follow the steps outlined below to approve your contract.

1. Go to Banner Web main page. This can be accessed from the following link bannerweb.utica.edu or from the Utica University homepage by clicking on “Logins” at the top of the page.
2. Select the “Enter Secure Area” link.



3. You will then be prompted to enter your Utica username and password.



4. Once you have logged in, you can either select the “Employee” tab or the “Employee” link.

UTICA UNIVERSITY

Personal Information Faculty Services **Employee** Finance

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ACCESSIBILITY SITE MAP HELP EXIT

Main Menu

Welcome, Traxie Moose, to the Utica University Banner Web System! Last web access on Jun 06, 2024 at 02:39 pm

Personal Information
Update addresses and contact information; Review name or social security number change information; Customize your directory profile.

Faculty and Advisors
Enter Grades and Registration Overrides, View Class Lists and Student Information

Employee
Benefits and Deductions, Pay Information, Tax Forms, Job Summary, Leave Balances, and Campus Directory

Finance
Create or review financial documents, budget information, approvals.

RELEASE: 8.9.1.3

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5. Select the “Faculty Load and Compensation” link.

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Employee

For Student Employment web timesheets, please visit the following link; <https://utica.studentemployment.ngwebsolutions.com/>

Time Sheet
For Student Employment web timesheets, please visit the following link; <https://utica.studentemployment.ngwebsolutions.com/>

Leave Report

Leave Request

Benefits and Deductions
Retirement, health, flexible spending, miscellaneous, Benefit Statement.

Pay Information
Pay Stubs with Earnings and Deductions History

Tax Forms
W4 Information and Available W2 Forms

Jobs Summary

Leave Balances

Campus Directory

Faculty Load and Compensation

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6. Select the "Compensation and Acknowledgment" link.

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Faculty Load and Compensation

Compensation and Acknowledgement

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7. Select the appropriate term from the drop-down menu and press "Go."

Personal Information Faculty Services **Employee**

Search

[RETURN TO FACULTY COMPENSATION MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Compensation and Acknowledgement

Select desired Term and the Go button. To acknowledge your review of this information, select the checkbox next to Faculty Acknowledgement and then select the Acknowledge Selected Positions button.

To navigate this page: Select the icon next to Contract Notes to view the Contract Notes window. Select the icon under Subject and Course to view the Course Information window. If available, select the Course link to view the Course Calculation Page. Select the link on the Work Load number to view the workload calculation. Insert and view previous comments.

Name and ID: Traxie Moose, 000302437

Term: *

RELEASE: 8.0

201080 - Fall 2010

NOTE: If your contract(s) are still being processed and are not yet available for your viewing and acceptance, a yellow caution sign and a message will alert you (as seen in the blue oval below).

If a contract is ready for your review and acceptance it will look similar to the information in the red rectangle below.

Compensation and Acknowledgement

Select desired Term and the Go button. To acknowledge your review of this information, select the checkbox next to Faculty Acknowledgement and then select the Acknowledge Selected Positions button.

To navigate this page: Select the icon next to Contract Notes to view the Contract Notes window. Select the icon under Subject and Course to view the Course Information window. If available, select the Course link to view the Course Calculation Page. Select the link on the Work Load number to view the workload calculation. Insert and view previous comments.

Name and ID: Traxie Moose, 000302437
Term: * 201102 - Winter 2011

A23002-00 Fine Arts Faculty Acknowledgment: Acknowledgment Date:
Organization: 323002, Fine Arts
 Job is not available for Acknowledgement at this time. Please retry at a later date.
Contract Type: A1 **Contract Note:** 

A23017-00 Philosophy Faculty Acknowledgment: Acknowledgment Date:
Organization: 323017, Philosophy
Contract Type: B3 **Contract Note:** 

Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
222-01	 PHI-107-Philosophy	A	AS		3.000	3.000	20.000	0	100	
Calculated Compensation:										
Job Assignment Compensation:										2,550.00

Comment

Once you have had the opportunity to review your contract(s) and are ready to accept them, **you will need to check the “Faculty Acknowledgment” box for each contract that you are accepting and then press the “Acknowledge Selected Positions” button as seen below.**

Compensation and Acknowledgement

Select desired Term and the Go button. To acknowledge your review of this information, select the checkbox next to Faculty Acknowledgement and then select the Acknowledge Selected Positions button.

To navigate this page: Select the icon next to Contract Notes to view the Contract Notes window. Select the icon under Subject and Course to view the Course Information window. If available, select the Course link to view the Course Calculation Page. Select the link on the Work Load number to view the workload calculation. Insert and view previous comments.

Name and ID: Traxie Moose, 000302437

Term: * 201102 - Winter 2011

A23002-00 Fine Arts Faculty Acknowledgment: Acknowledgment Date:
Organization: 323002, Fine Arts
 Job is not available for Acknowledgement at this time. Please retry at a later date.
Contract Type: A1 **Contract Note:** 

A23017-00 Philosophy Faculty Acknowledgment: Acknowledgment Date:
Organization: 323017, Philosophy
Contract Type: B3 **Contract Note:** 

Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
222-01	 PHI-107-Philosophy	A	AS		3.000	3.000	20.000	0	100	
Calculated Compensation:										
Job Assignment Compensation:										2,550.00

Comment

When your acknowledgement has successfully been completed, you will see a date filled in to the right of **“Acknowledgement Date”** and a message near the top of the screen stating, **“Your change was saved successfully.”**

Your change was saved successfully.

Select desired Term and the Go button. To acknowledge your review of this information, select the checkbox next to Faculty Acknowledgement and then select the Acknowledge Selected Positions button.

To navigate this page: Select the icon next to Contract Notes to view the Contract Notes window. Select the icon under Subject and Course to view the Course Information window. If available, select the Course link to view the Course Calculation Page. Select the link on the Work Load number to view the workload calculation. Insert and view previous comments.

Name and ID: Traxie Moose, 000302437
Term: * 201102 - Winter 2011 Go

A23002-00 Fine Arts Faculty Acknowledgment: Acknowledgment Date:
Organization: 323002, Fine Arts
 Job is not available for Acknowledgement at this time. Please retry at a later date.
Contract Type: A1 Contract Note: 

A23017-00 Philosophy Faculty Acknowledgment: Acknowledgment Date: 11/18/2010
Organization: 323017, Philosophy
Contract Type: B3 Contract Note: 

Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
222-01	 PHI-107-Philosophy	A	AS			3.000	3.000	20.000	0	100
Calculated Compensation:										
Job Assignment Compensation:										2,550.00

Comment

Acknowledge Selected Positions Save Comment
Download Compensation Data