Instructions for Adjuncts/Overload

Contract Acknowledgement

On Self Serve
Beginning with the Summer 2, 2010 semester, all adjunct and overload contracts will be processed through Banner Self Service. You will no longer receive paper contracts, so you will need to acknowledge the contract that has been placed on the portal.

Begin by logging on to the Portal.
Click on the link for Self-Serv
Click on the link for Employee
Click on the link for Faculty Load and Compensation
Click on the link for Compensation and Acknowledgment
You will see a drop down menu with the semester. Choose the correct semester and hit the go button.
This page will show your scheduled classes and the amount of compensation.

You will need to click on the box to Acknowledge your contract and then click on the button to Acknowledge Selected Positions.

NOTE: If you see any discrepancies with your contract(s), please contact the appropriate Dean before you acknowledge.
Just as an FYI – Work Load is what we referred to on the paper contracts as Contact Hours
If you are having trouble accessing your contract, please call Human Resources on ext. 2114.