



# WVM Community College

## How to Acknowledge Faculty Contracts

(Please note: For Winter & Summer terms- all faculty are designated as Part-Time)

**Step 1-** Login to the Self Service Banner with your G# and PIN, IT can reset your PIN if needed.

West Valley - Mission Community College District Sign In | Help

### User Login

**User ID:**  
Enter the College ID#(User ID) provided in the email you received from the college after applying.  
For example:  
G08765432

**User ID is case-sensitive**  
[Find my Id Number](#)

**Password:**  
The Password(Pin) is your **six-digit birthday mmdyyy**  
*This password will be separate from your password on MyWVM portal.*

**First time logging in:**  
You will be prompted to change your password and create a secret question.

**For problems logging in contact:**  
I.S. Help Desk: 408-741-2696  
WVC AR: 408-741-2001  
MC Welcome Center: 408-855-5007

User ID:

PIN:

WMCCD

**Step 2-** Click on the **Employee** tab.

Welcome Micky x. Mouse to College Web Services

Personal Information

Update addresses, contact information, review name or social security number change information; Change your PIN.

Student

Register for classes, View your academic records, Financial Aid and Pay Fees.

Faculty Services

Enter Grades, View Class Rosters, Add Codes, and Census Rosters.

Employee

Time sheets, Leave Report for time off, benefits, leave and job data, paystubs, W2 ,W4 setting.

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This site is not compatible with the Edge browser.

**Step 3- Click on Faculty Load and Compensation link.**

The screenshot shows the ellucian UNIVERSITY web services interface. At the top, there is a blue header with the logo and a 'Sign Out' link. Below the header, a 'Browse' button is visible. The main content area displays a welcome message: 'Welcome Micky x. Mouse to College Web Services'. A breadcrumb trail shows 'Home > Employee'. Below this, there are four tabs: 'Personal Information', 'Student', 'Faculty Services', and 'Employee'. The 'Employee' tab is active. The main content area is a grid of links. A red box highlights the 'Faculty Load and Compensation' link in the 'Pay Information' section. A red arrow points to this link from the right.

<b>Time Sheet</b>	<b>Leave Report</b>	<b>Benefits and Deductions</b> Retirement, health, flexible spending, miscellaneous, beneficiary, Benefit Statement.	<b>Pay Information</b> Direct deposit allocation, earnings and deductions history, and pay stubs.
<b>Tax Forms</b> W4 Federal Tax Setting, W2 Form.	<b>Jobs Summary</b>	<b>Leave Balances</b> Leave Balances will be updated mid-month.	<b>Faculty Load and Compensation</b>
<b>Links</b> Commonly used links for employees			

**Step 4- Click on Compensation and Acknowledgment link.**

The screenshot shows the ellucian UNIVERSITY web services interface. At the top, there is a blue header with the logo and a 'Sign Out' link. Below the header, a 'Browse' button is visible. The main content area displays a welcome message: 'Welcome Micky x. Mouse to College Web Services'. A breadcrumb trail shows 'Home > Employee > Faculty Load and Compensation'. Below this, there are four tabs: 'Personal Information', 'Student', 'Faculty Services', and 'Employee'. The 'Employee' tab is active. The main content area is a grid of links. A red box highlights the 'Compensation and Acknowledgement' link in the 'Faculty Load and Compensation' section.

<b>Time Sheet</b>	<b>Leave Report</b>	<b>Benefits and Deductions</b> Retirement, health, flexible spending, miscellaneous, beneficiary, Benefit Statement.	<b>Pay Information</b> Direct deposit allocation, earnings and deductions history, and pay stubs.
<b>Tax Forms</b> W4 Federal Tax Setting, W2 Form.	<b>Jobs Summary</b>	<b>Leave Balances</b> Leave Balances will be updated mid-month.	<b>Faculty Load and Compensation</b>
<b>Links</b> Commonly used links for employees			

**Step 5- Select desired Term from the dropdown list and click Go.**

**Browse**

Personal Information | Student | Faculty Services | **Employee**

## Compensation and Acknowledgement

Home > Employee > Faculty Load and Compensation > **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 Work Load number to view the workload calculation. Insert and view previous comments.

**Name and ID:** Micky x Mouse, G01726713

**Term:** \* 201930 - Spring 2019 **Go**

Personal Information ■ Student and Financial Aid ■ Faculty and Advisors ■ **Employee** ■ WebCT.com, The e-Learning Hub

**Step 6- If the compensation and other information are correct, check the checkbox Faculty Acknowledgement for each section.**

ellucian UNIVERSITY

**Browse**

Personal Information | Student | Faculty Services | **Employee**

## Compensation and Acknowledgement

Home > Employee > Faculty Load and Compensation > **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 on the Work Load number to view the workload calculation. Insert and view previous comments.

**Name and ID:** [REDACTED] GO [REDACTED]

**Term:** \* 201930 - Spring 2019 **Go**

**MFP038-BX M Political Science Inst PT**

**Organization:** 236011, Political Science

**Contract Type:** Part Time Faculty **Contract Note:** [REDACTED]

**Faculty Acknowledgment:**  **Acknowledgment Date:** [REDACTED]

Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
33661-01	<a href="#">POL-001-Political Science - MC</a>	002	MC		20.000	3.000	3.400	0	100	6,527.60
<b>Calculated Compensation:</b>										6,527.60
<b>Job Assignment Compensation:</b>										6,527.60

**MFP038-CX M Political Science Inst PT**

**Organization:** 236011, Political Science

**Contract Type:** Part Time Faculty **Contract Note:** [REDACTED]

**Faculty Acknowledgment:**  **Acknowledgment Date:** [REDACTED]

**Make sure to click on all to acknowledge**

**Step 7-** Scroll to the bottom of the page and click on **Acknowledge Selected position**. Once this has been done, the process is complete.

ellucian UNIVERSITY

Browse

WFP041-AX W Political Science Inst PT Faculty Acknowledgment:  Acknowledgment Date:

Organization: 117007, Political Science

Contract Type: Part Time Faculty Contract Note:

Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
32173-01	POLI-001-Political Science - WVC	015	WV		20.000	3.000	3.000	0	100	6,527.60
<b>Calculated Compensation:</b>										6,527.60
<b>Job Assignment Compensation:</b>										6,527.60

Comment

Acknowledge Selected Positions Save Comment

Download Compensation Data

Personal Information ■ Student and Financial Aid ■ Faculty and Advisors ■ Employee ■ WebCT.com, The e-Learning Hub

**Step 8-** To confirm that you have acknowledged your contract(s), refresh the Self-Service Banner screen. The “**Faculty Acknowledgement**” box will be checked and the date your contract was acknowledged will appear.

Browse

Personal Information | Student | Faculty Services | Employee

## Compensation and Acknowledgement

Home > Employee > Faculty Load and Compensation > Compensation and Acknowledgement

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

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 on the Work Load number to view the workload calculation. Insert and view previous comments.

Name and ID: | G0

Term: \* 201930 - Spring 2019

MFP038-BX M Political Science Inst PT **Faculty Acknowledgment:  Acknowledgment Date: 09/10/2018**

Organization: 236011, Political Science

Contract Type: Part Time Faculty Contract Note:

Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
33661-01	POL-001-Political Science - MC	002	MC		20.000	3.000	3.400	0	100	6,527.60
<b>Calculated Compensation:</b>										6,527.60
<b>Job Assignment Compensation:</b>										6,527.60

MFP038-CX M Political Science Inst PT Faculty Acknowledgment:  Acknowledgment Date:

Organization: 236011, Political Science