

## 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 <u>password.utica.edu</u>.

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 <u>bannerweb.utica.edu</u> or from the Utica University homepage by clicking on "Logins" at the top of the page.
- 2. Select the "Enter Secure Area" link.

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0	<ul> <li>Enter Secure Area</li> <li>General Financial Aid</li> </ul>
	Campus Directory Class Schedule
	Course Catalog RELEASE: 8.9.1.3
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3. You will then be prompted to enter your Utica username and password.

User Login
Please enter your Faculty/Staff/Student Utica Web Mail Username and Password. When finished, click Login.
*** Please remember that both the username and password are case sensitive. ***
When you are finished, please Exit and close your browser to protect your privacy.
Attention: To retrieve your Username and Password, please visit http://password.utica.edu.
Username: Password: Login Click Here for Help with Login?
RELEASE: 8.9.1.3
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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	
Search Go	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	
Faculty and Advisors Enter Grades and Registration Overrides, View Class Lists and Student Information	
Employee Denense 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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Personal Information Faculty Services Employee Finance	
Search Go	RETURN TO MENU SITE MAP HELP EXIT
Freelowee	
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/	
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 Tobs Stimmary	
Leave Balances	
Campus Directory	
Faculty Load and Compensation	
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6. Select the "Compensation and Acknowledgment" link.

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Personal Information Faculty Services Employee Finance	
Search Go	RETURN TO MENU SITE MAP HELP EXIT
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 Go	RETURN TO FACULTY COMPENSATION MENU SITE MAP HELP EXIT
Compensation and Acknowledgement	
Select desired Term and the Go button. To acknowledge your and then select the Acknowledge Selected Positions button.	review of this information, select the checkbox next to Faculty Acknowledgement
To navigate this page: Select the icon next to Contract Note: to view the Course Information window. If available, select th Load number to view the workload calculation. Insert and view	s to view the Contract Notes window. Select the icon under Subject and Course le Course link to view the Course Calculation Page. Select the link on the Work w previous comments.
Name and ID: Traxie Moose, 000302437	
Term: * 201102 - Winter 2011 • Go	
201102 - Winter 2011           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.

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

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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."

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