

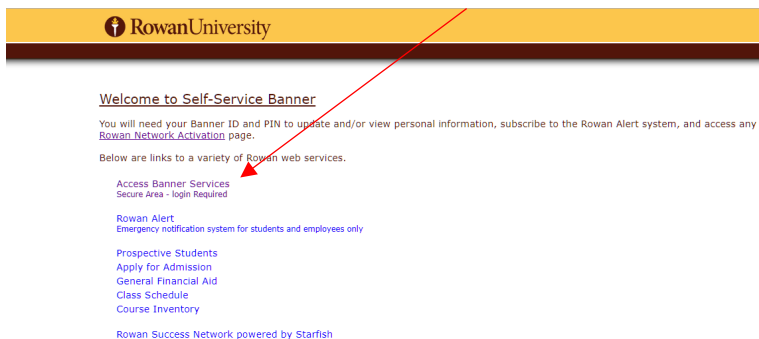
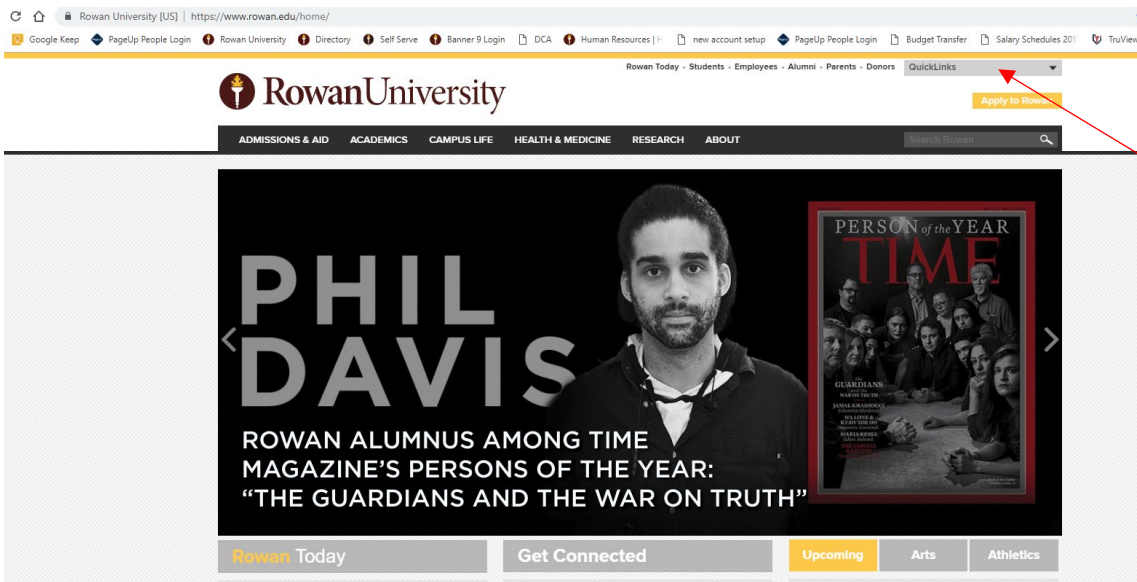
Acknowledging Your Contract – Instructions for Adjuncts and Overloads

How to electronically sign (acknowledge) your Overload Contract:

- Log in to Employee Self-Service - https://banner9.rowan.edu/ords/ssb/twbkwbis.P_GenMenu?name=homepage
- Select the Employee Menu
- Select Faculty Load and Compensation Menu Option
- Select Compensation and Acknowledgement Menu Option
- Select a Term Code from the pull-down list and Click Go.
- Review your compensation information
- Select the Faculty Acknowledgement check box for each course if you are in agreement with the details
- If you wish to enter a comment, select Save Comment before the next step. Select the note icon to view saved comments. You may comment without acknowledging the contract.
- Choose Acknowledge Selected Positions
- An acknowledgment date is confirmed for your records
- Select Download Compensation Data to save as Excel Spreadsheet if desired.

Screen shot instructions on the pages which follow.

- In order to log into Self-Serve Banner, you'll need your Banner ID and your password or PIN associated with your Banner ID. This is not the same as your network user name and password.



Please note: ID is case sensitive

To protect your privacy, please Exit and close your browser

User ID:

PIN:

Acknowledging Your Contract – Instructions for Adjuncts and Overloads

The screenshot shows the Rowan University website's main menu. At the top is the Rowan University logo. Below it is a navigation bar with tabs for Main, Personal Information, Student, Financial Aid, Faculty Services, Employee, Finance, and Bursar. The 'Employee' tab is highlighted. Below the navigation bar is a search box with a 'Go' button. The main content area is titled 'Main Menu' and contains a welcome message and a list of menu items. A red arrow points from the 'Employee' tab to a box that says 'Select the Employee Tab Here'. Another red arrow points from this box to the 'Employee' link in the main menu.

Rowan University

Main Personal Information Student Financial Aid Faculty Services **Employee** Finance Bursar

Search

Main Menu

Welcome, Your Name Here to the WWW Information System! Last web access on Dec 03, 2018 at 09:30 am

[Rowan Alert \(Emergency Notification System\)](#)
Subscribe or modify your subscription to Rowan Alert.
This service is for students and employees only.

IT Reporting and Services Menu
IT Acquisitions, Bugzilla Management Reporting, Software Inventory

Banner Access Request Menu
Banner Access Requests, Report, and Security Options.

Personal Information
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Student & Financial Aid
Apply for Admission, Register, View your academic records and Financial Aid

Student
Apply for Admission, Register, View your academic records.

Bursar Services
View your account summary, make a payment, Rowancard/debit dollars

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

[Student Health Insurance Waiver](#)
Add an Insurance Waiver

Employee ←
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data, Rowan Announcer submission.

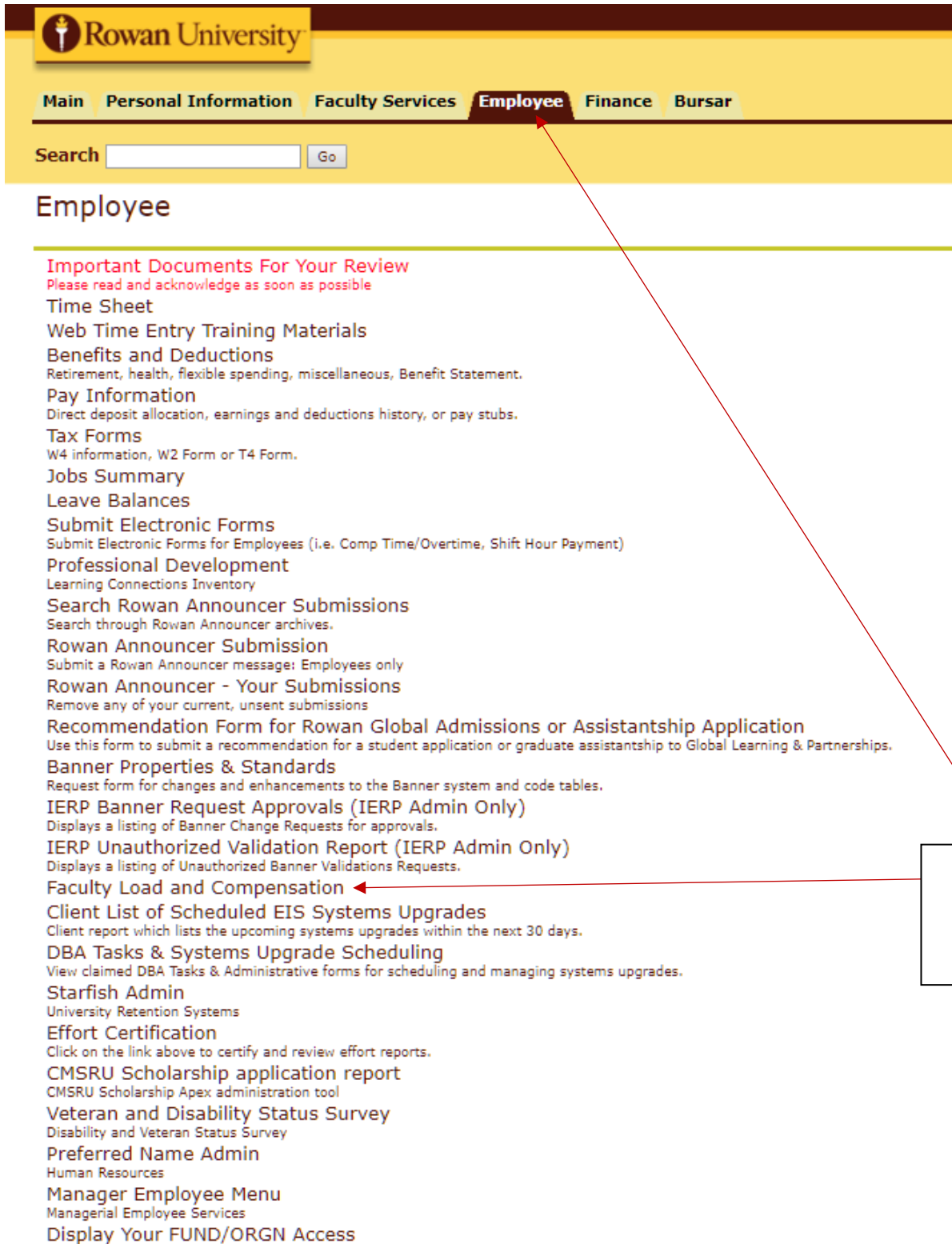
Finance
Create or review financial documents, budget information, approvals.

Clinical Practice Teacher Candidate Performance Evaluation
Enter new evaluations, and view previously entered ones

Online Active Shooter Training
Public Safety

Select the Employee Tab Here

Acknowledging Your Contract – Instructions for Adjuncts and Overloads



Rowan University

Main Personal Information Faculty Services **Employee** Finance Bursar

Search Go

Employee

Important Documents For Your Review
Please read and acknowledge as soon as possible

- Time Sheet
- Web Time Entry Training Materials
- Benefits and Deductions
Retirement, health, flexible spending, miscellaneous, Benefit Statement.
- Pay Information
Direct deposit allocation, earnings and deductions history, or pay stubs.
- Tax Forms
W4 information, W2 Form or T4 Form.
- Jobs Summary
- Leave Balances
- Submit Electronic Forms
Submit Electronic Forms for Employees (i.e. Comp Time/Overtime, Shift Hour Payment)
- Professional Development
Learning Connections Inventory
- Search Rowan Announcer Submissions
Search through Rowan Announcer archives.
- Rowan Announcer Submission
Submit a Rowan Announcer message: Employees only
- Rowan Announcer - Your Submissions
Remove any of your current, unsend submissions
- Recommendation Form for Rowan Global Admissions or Assistantship Application
Use this form to submit a recommendation for a student application or graduate assistantship to Global Learning & Partnerships.
- Banner Properties & Standards
Request form for changes and enhancements to the Banner system and code tables.
- IERP Banner Request Approvals (IERP Admin Only)
Displays a listing of Banner Change Requests for approvals.
- IERP Unauthorized Validation Report (IERP Admin Only)
Displays a listing of Unauthorized Banner Validations Requests.
- Faculty Load and Compensation**
- Client List of Scheduled EIS Systems Upgrades
Client report which lists the upcoming systems upgrades within the next 30 days.
- DBA Tasks & Systems Upgrade Scheduling
View claimed DBA Tasks & Administrative forms for scheduling and managing systems upgrades.
- Starfish Admin
University Retention Systems
- Effort Certification
Click on the link above to certify and review effort reports.
- CMSRU Scholarship application report
CMSRU Scholarship Apex administration tool
- Veteran and Disability Status Survey
Disability and Veteran Status Survey
- Preferred Name Admin
Human Resources
- Manager Employee Menu
Managerial Employee Services
- Display Your FUND/ORGN Access

Select the Faculty Load and Compensation aka FLAC

Acknowledging Your Contract – Instructions for Adjuncts and Overloads

Main Personal Information Faculty Services **Employee** Finance Bursar


Search Go

Faculty Load and Compensation

[Compensation and Acknowledgement](#)

RELEASE: 8.8.3

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 Rowan University

Main Personal Information Faculty Services **Employee** Finance Bursar

Search Go

Compensation and Acknowledgement

Select desired Term and the Go button. To acknowledge your review of this information, select the Go button.

To navigate this page: Select the icon next to Contract Notes to view the Contract Notes with workload calculation. Insert and view previous comments.

Name and ID: / Your Name, Banner ID

Term: * Go

RELEASE: 8.12.1.5

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Select the semester here

Acknowledging Your Contract – Instructions for Adjuncts and Overloads

Search

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 I

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 avail workload calculation. Insert and view previous comments.

Name and ID: Your Name, Banner ID
Term: * 201920 - Spring 2019

784201-00 OVERLOAD (Overload) Faculty Acknowledgment: Acknowledgment Date:

Organization: 29002, Rowan Global Academic

Contract Type: Overload Asst/Instructor Contract Note:

Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
22812-01	CS-07485-CS-Computer Science	1	SC		3.000	3.000	2.500	28	100	4,575.00
Calculated Compensation:										4,575.00
Job Assignment Compensation:										4,575.00

Comment

You can download your contract information by clicking Download Compensation Data after you have acknowledged for your reference.

Click on the Faculty Acknowledgement check box for each course if you are in agreement with the details. If you wish to enter a comment, select Save Comment before the next step. Select the note icon to view saved comments. You may comment without acknowledging the contract.

Once you have selected the courses, Click Acknowledge Selected Positions