Accept Contract - Banner Guide for Faculty

Display Contract

From Faculty Tab:
1. Click on My Contract which is listed under Faculty Portal Services
2. Your Compensation and Acknowledgement page will display.
3. If no contract is available you will receive this message:
   
   Name and ID: Firstname Facultylast name, ############
   
   No terms available for you at this time.

4. If you receive the message above and you believe it is an error, please contact the Dean of your Division.
5. If the Terms and Conditions of Employment display, scroll to bottom of page and click to accept and continue.

CLICK BELOW TO CONTINUE

I Accept the General Terms and Conditions of Employment and I am ready to Access my Assignment(s)
Verify that your name and ID display.

Select College and Instructional term by clicking on Go button.

Note that the first six digits, 201112, represent academic year, quarter and college.

- **201112**: The 2010-2011 academic-year is referred to as the last year, 2011.
- **201112**: The fifth digit represents the quarter, 1 for Summer, 2 for Fall, 3 for Winter and 4 for Spring.
- **201112**: The last digit refers to the college, 1 for Foothill and 2 for De Anza.

The list of Assignments displays:

1. Check the “I Accept” box above each assignment.
2. Click the Confirm button at bottom of page.
3. Once the Confirm & Submit button was clicked, assignments will display with the checks in the check boxes. They will be grayed out so you know that your assignment was accepted.
Accepted Contract:
1. Grayed Checkbox
2. Acceptance Date
3. No Confirm Button
   June 1, 2010

Links on Faculty Assignments Page:
- Click [Paid Office Hours Form (Downloadable PDF)] to display, print and save Paid Office Hours Form. (Note, there are no paid office hours Summer Quarter.)
  Submit completed form to Division Dean in order to get paid. There is also a link to the Paid Office Hours Form on the Faculty tab.
- Click document icon to display class details pop-up window.
- Click Course title to view Course Calculation window. Click browser arrow back to return to list of Assignments.
Clicking on the Load Factor from either the Course Calculation or Assignment Page to display the Components pop-up window.

- There is also a link Back to Terms and Conditions:

**Terms and Conditions of Employment**

**To Print Contract**

1. Display the page you wish to print.
2. Use browser print button.