

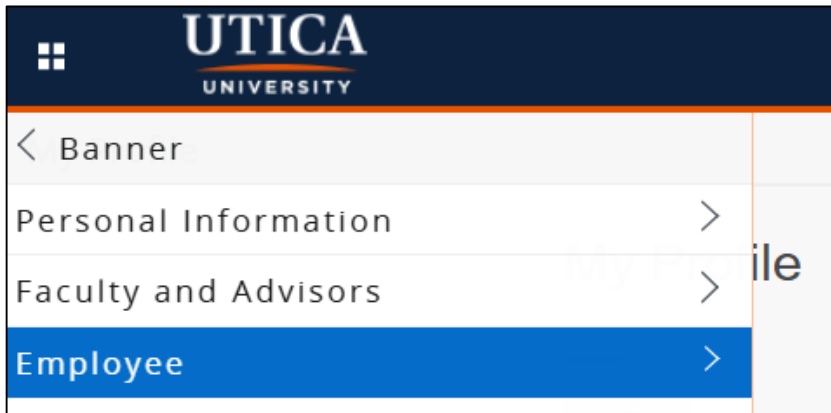
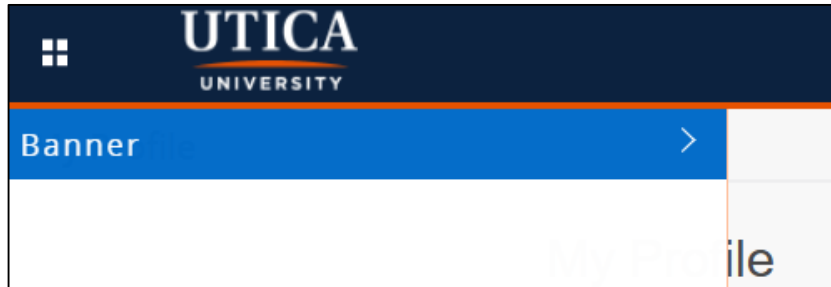
**Instructions for Approving Your Utica University Contract**

Please make sure you have set up your Utica University account and check your Utica email often. To set up your account, please visit [password.utica.edu](https://password.utica.edu).

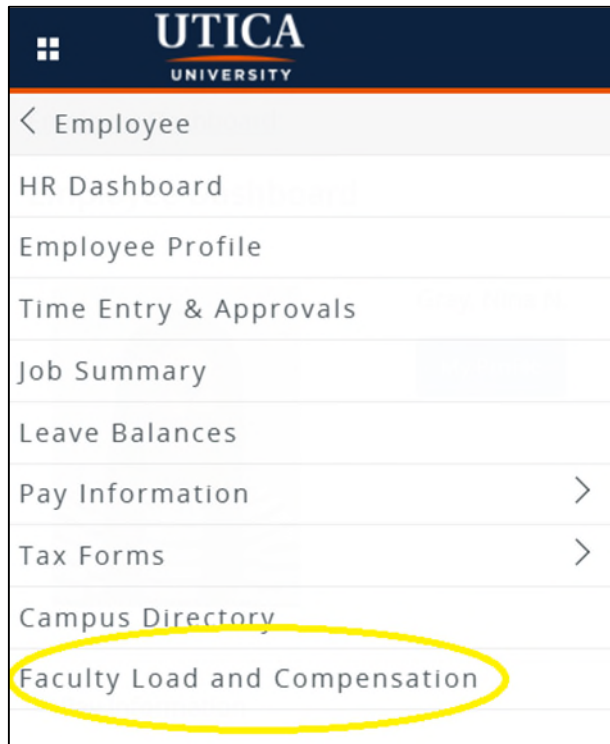
You will receive an email when your contract(s) are ready for you to approve. When you receive the email, please follow the steps outlined below to approve your contract.

*\*Please note, contracts are released based on the start of each course. Therefore, if you are teaching multiple courses throughout the semester, your contracts may be released at separate times.*

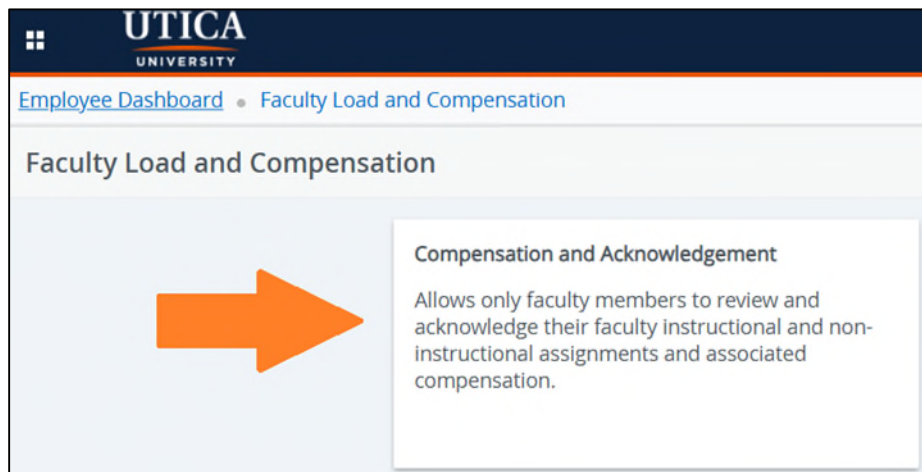
1. Go to Banner Web main page. This can be accessed from the following link [bannerweb.utica.edu](https://bannerweb.utica.edu) or from the Utica University homepage by clicking on “Logins” at the top of the page.
2. Once you have logged in, click on the four squares in the top-left corner of your screen, select “Banner” and then “Employee.”



3. Select “Faculty Load and Compensation”



4. Click on “Compensation and Acknowledgment”



5. Select the appropriate term from the drop-down menu.

Employee Dashboard • Faculty Load and Compensation • Compensation and Acknowledgement

### 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 Page. Select the link on the Work Load number to view the workload calculation. Insert and view previous comments.

Name and ID:  
Moose, Trax, 000123456

Term \*

202610 - Spring 2026

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202610 - Spring 2026

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202580 - Fall 2025

[Go](#)

6a. If a contract **is ready** for your review and approval it will appear as follows:

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

Name and ID:  
Moose, Trax, 000123456

Term \*

202610 - Spring 2026

[Go](#)

[Download Compensation Data](#)

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**A01012 - 50 FUN**

Faculty Acknowledgment:  Acknowledgment Date:

Organization: 123456, Student Life Contract Note: [📄](#)

Contract Type: C3 - C3

#### Instructional Summary

CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
4567 - 01	<a href="#">📄</a> FUN 101 - Student Programs & Events	Z2	HH		3,000	3,000	1,500	20	100	2,732.58
Calculated Compensation:										2,732.58
Job Assignment Compensation:										2,732.58

Enter Comment

Remaining Characters 4000

[Acknowledge Selected Positions](#) [Save Comment](#)

6b. If your contract(s) **are still being processed** and are not yet available for your viewing, your course will appear as follows:

Name and ID:  
Moose, Trax, 000123456

Term  
202650 - Summer 2026

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**A01012 - 50 FUN**

Faculty Acknowledgment:  Acknowledgment Date:

Job is not available for Acknowledgement at this time. Please retry at a later date.

Organization: 123456, Student Life Contract Note:

Contract Type: C3 - C3

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

Name and ID:  
Moose, Trax, 000123456

Term \*  
202610 - Spring 2026

[Download Compensation Data](#)

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**A01012 - 50 FUN**

Faculty Acknowledgment:  Acknowledgment Date:

Organization: 123456, Student Life Contract Note:

Contract Type: C3 - C3

Instructional Summary

CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
4567 - 01	FUN 101 - Student Programs & Events	Z2	HH		3,000	3,000	1,500	20	100	2,732.58
									Calculated Compensation:	2,732.58
									Job Assignment Compensation:	2,732.58

Enter Comment

Remaining Characters 4000

8. 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.”**

[Employee Dashboard](#) • [Faculty Load and Compensation](#) • [Compensation and Acknowledgement](#)

### 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 Page. Select the link on the Work Load number to view the workload calculation. Insert and view previous comments.

Name and ID:  
Moose, Trax, 000123456

Term  
202610 - Spring 2026

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A0A01012 - 50 FUN

Faculty Acknowledgment:	<input checked="" type="checkbox"/>	Acknowledgment Date:	01/13/2026
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Organization: 123456, Student Life

Contract Type: C3 - C3

Contract Note: 