

A CUWAA Department Chair has asked you to teach a course next semester. This training energizer will help you acknowledge your assignment. Paper copies with wet signatures or emailed agreements will no longer be in use starting 7/1/2021 – or Fall 202210.

Log on to the Portal and navigate to the Employee tab or [Employee Tab in SSB](#).

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PERSONAL INFORMATION ALUMNI AND FRIENDS VOLUNTEER STUDENT FACULTY SERVICES **EMPLOYEE** FINANCE

Search  GO

MAIN MENU

- Faculty and Advisors  
Enter Grades and Registration Overrides, View Class Lists and Student Information
- Personal Information  
Review name or social security number change information; Change your PHI; Customize your directory profile; Update your e-mail addresses.
- Student  
Apply for Admission, Register; View your academic records and Financial Aid
- Alumni Services  
Find a classmate; Communicate with your alma mater; Update career advisor information; Enter a job posting; Make a pledge; Review giving history; Become a volunteer; Update your volunteer activities.
- Employee**  
Time sheets; Time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.
- Finance

Return to Homepage

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Click on Employee and then Faculty Load and Compensation followed by Compensation & Acknowledgement

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EMPLOYEE

- Time Sheet
- Benefits and Deductions  
Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, 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
- View ApplicationXtender Documents
- CUWAA Campus Directory
- Faculty Load and Compensation**

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FACULTY LOAD AND COMPENSATION

- Compensation and Acknowledgement**
- Faculty Compensation Administration
- Summary View of Locked and Unlocked Status

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Once you have opened Compensation & Acknowledgement you will be able to select a term and hit GO.

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Search  GO

RETURN TO FACULTY COMPENSATION MENU SITE MAP HELP EXIT

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: Lisa J Stenulson, F00267640  
Term:  GO

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Name and ID: Lisa J Stenselson, F00267640  
 Term: 202110 - Fall 2020

SSF099-01 Adjunct Faculty-Psychology Faculty Acknowledgment:  Acknowledgment Date:

Organization: 52410T, Psychology  
 Job is not available for Acknowledgement at this time. Please retry at a later date.  
 Contract Type: Adjunct Contract Note:

Comment

If you receive the notice that the Job is not available for Acknowledgement at this time. Please retry at a later date. Your record has not been locked yet. You can wait for a week or two and check again or contact your Program Director or Chair.

Once an assignment is locked you will receive an automated email until you acknowledge the assignment.

This is the screen you should see when your assignments are ready to acknowledge. **Click on Contract Note for important information about your assignment, (including low enrollment).** Once you have clicked on the box next to Faculty Acknowledgment, click on the Orange - Acknowledge Selected Positions to save at the bottom of the page. IF you have done this correctly, an Acknowledgment Date: will appear.

SSF099-10 Adjunct Faculty-Psychology Faculty Acknowledgment:  Acknowledgment Date:

Organization: 52410T, Psychology  
 Contract Type: Adjunct Contract Note:

Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
10163-01	PSY-450-Psychology	0	AS		2.150	3.000	1.250	4	100	1,988.75
Calculated Compensation:										1,988.75
Job Assignment Compensation:										1,988.75

SSF099-11 Adjunct Faculty-Psychology Faculty Acknowledgment:  Acknowledgment Date:

Organization: 52410T, Psychology  
 Contract Type: Adjunct Contract Note:

Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
10155-01	PSY-230-Psychology	3	AS		3.000	3.000	2.500	24	100	2,775.00
Calculated Compensation:										2,775.00
Job Assignment Compensation:										2,775.00

Comment

NOTE: Make sure you look at the Workload and Headcount to see if enrollment falls under a full section. Your Program Director or Chair should have addressed the possibility of a low enrolled class with you and the pay scale that is used depending on your modality.

A Comment can be added to your record, however, make sure you identify which CRN you are referring since there is only one comment box. Click on Save Comment. Once a comment is saved, it cannot be edited or removed.