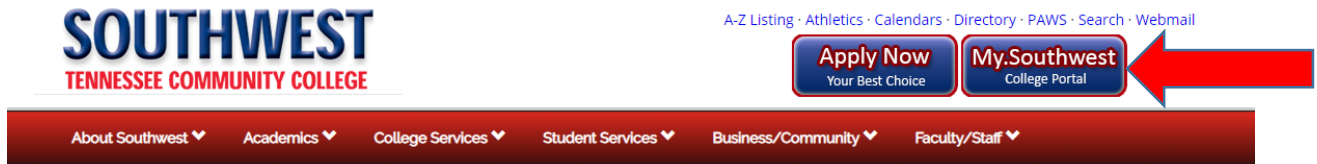
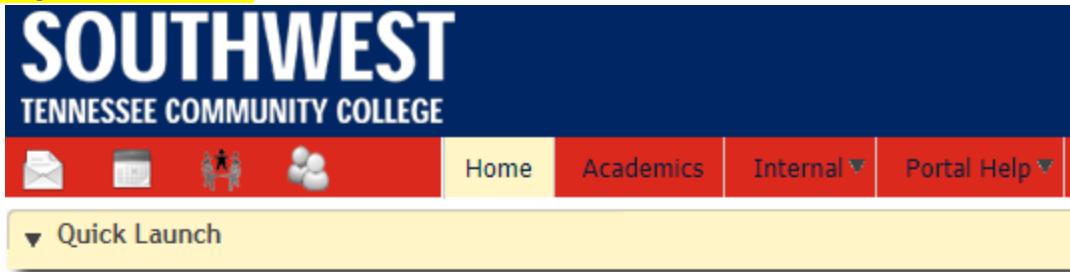


Instructions on Acknowledging your contract:

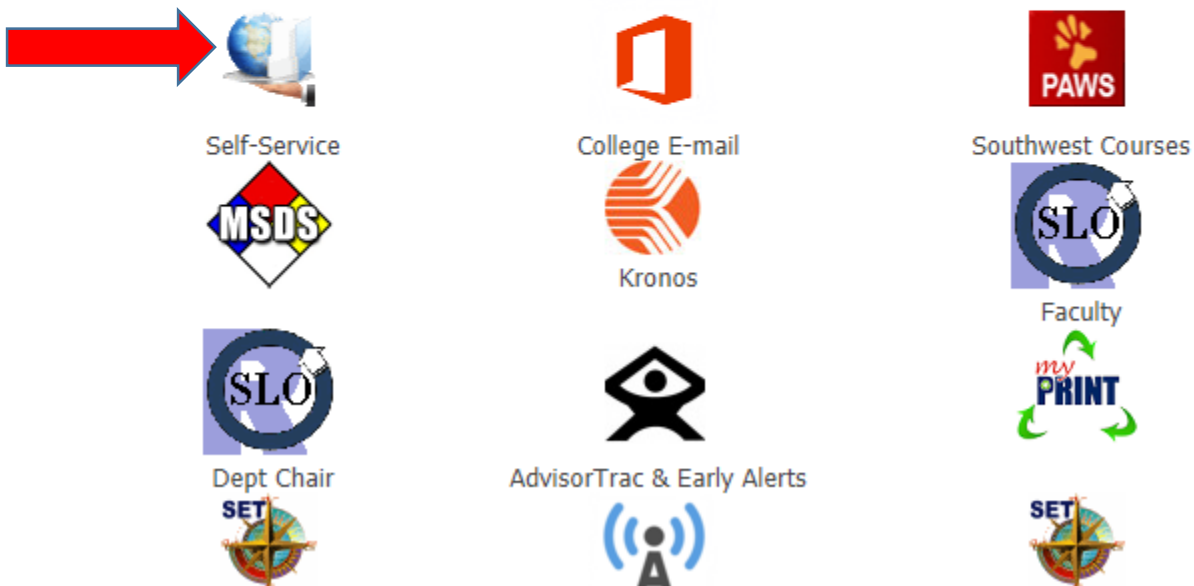
1. Go to www.southwest.tn.edu
2. Click on My.Southwest Portal:



3. Log into Self-Service:



The following is a list of applications to help you interact with the college. Any application that requires you to log in will be done automatically when you click the link. After logging out of the portal or any browser application close down the browser window to ensure the session is no longer active.



4. Select: Employee

Main Menu

Personal Information

Update addresses, contact information or marital status; review name or social security number cl

Faculty and Advisors

Enter Grades and Registration Overrides, View Class Lists and Student Information



Employee

Time sheets, time off, benefits, leave or job data, paystubs, and W4 data.

Events

Banner 9 Events

RELEASE: 8.8.3

5. Select Faculty Load and Compensation

Employee

Pay Information

Direct deposit allocation, earnings and deductions history, or pay stubs.

Tax Forms

W4 Information

Leave Balances



Faculty Load and Compensation

Southwest Banner ID ~ Lookup

RELEASE: 8.8.3

6. Click on Faculty Load and Compensation again:

Faculty Load and Compensation



Compensation and Acknowledgement

RELEASE: 8.8.3

7. Scroll down to the bottom of the page, and make sure the term is correct – then click “Go”:

Payment Dates for Adjunct Faculty and Overloads

Adjuncts and Overloads will be paid on the same pay cycle.

Contracts can be acknowledged in Employee Self Service (ESS) beginning June 12, 2019 after 12 Noon


DEADLINES: All contracts must be acknowledged by faculty for processing by Human Resources and Payroll

Summer I	June 12, 2019
Summer II	July 16, 2019
Summer Extended	June 12, 2019

Contracts must be acknowledged in Employee Self Service (ESS) by the due dates. If acknowledged after the due date, the pay date will be delayed.

Payday for Summer I	June 28, 2019
1st Payday of Extended Summer	June 28, 2019
2nd Payday for Extended Summer	July 31, 2019
Final Payday for Extended Summer	August 30, 2019
1st Payday for Summer II	July 31, 2019
Final Payday for Extended Summer II	August 30, 2019

Name and ID: Ashley G Geisewite, [REDACTED]

Term: * 201950 - Summer Term 2019 


RELEASE: 8.12.1.5

8. Then scroll down to the bottom of the page and check the course number, the amount, and other course information. Once you confirm that it is correct, check "Faculty Acknowledgement" box.



109340-12 Summer Overload **Faculty Acknowledgment:** **Acknowledgment Date:**

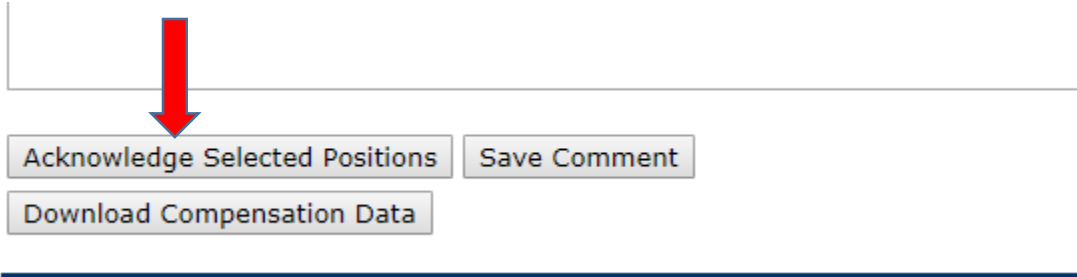
Organization: 22550, Business and Legal Studies

Contract Type: Adjustments **Contract Note:**  Notes

Instructional

9. If you are teaching more than one class, there will be information for each course you are scheduled to teach. You will want to check the faculty acknowledge box for each course.

10. Once you have check the acknowledge box for each course you are teaching, then scroll to the bottom of the page and select the acknowledge selected positions box.



11. Print the page if you wish for your records.