

Go to Banner Web main page. This can be accessed from the link below or from the Utica College homepage.

<https://bannerweb.utica.edu>

Select the 'Enter Secure Area' link.





Enter your username and password.

User Login - Windows Internet Explorer

https://bannerweb.utica.edu/pls/PROD/twbkwbis.P\_WWWLogin

File Edit View Favorites Tools Help

★ Favorites User Login

HELP EXIT



## User Login

 Please enter your Faculty/Staff/Student Utica Web Mail **Username** and **Password**. When finished, click **Login**.

\*\*\* Please remember that both the username and password are case sensitive. \*\*\*

When you are finished, please Exit and close your browser to protect your privacy.

**Attention:** To retrieve your Username and Password, please visit <http://password.utica.edu>.

**Effective 01/01/07:** This login process has changed. You no longer use your 9 digit College ID and a PIN to access Banner Web. To simplify things, you now use the same Username and Password as you use with your email account.

**Username:**

**Password:**

[Click Here for Help with Login?](#)

---

**RELEASE: 8.3**

Done Internet 100%

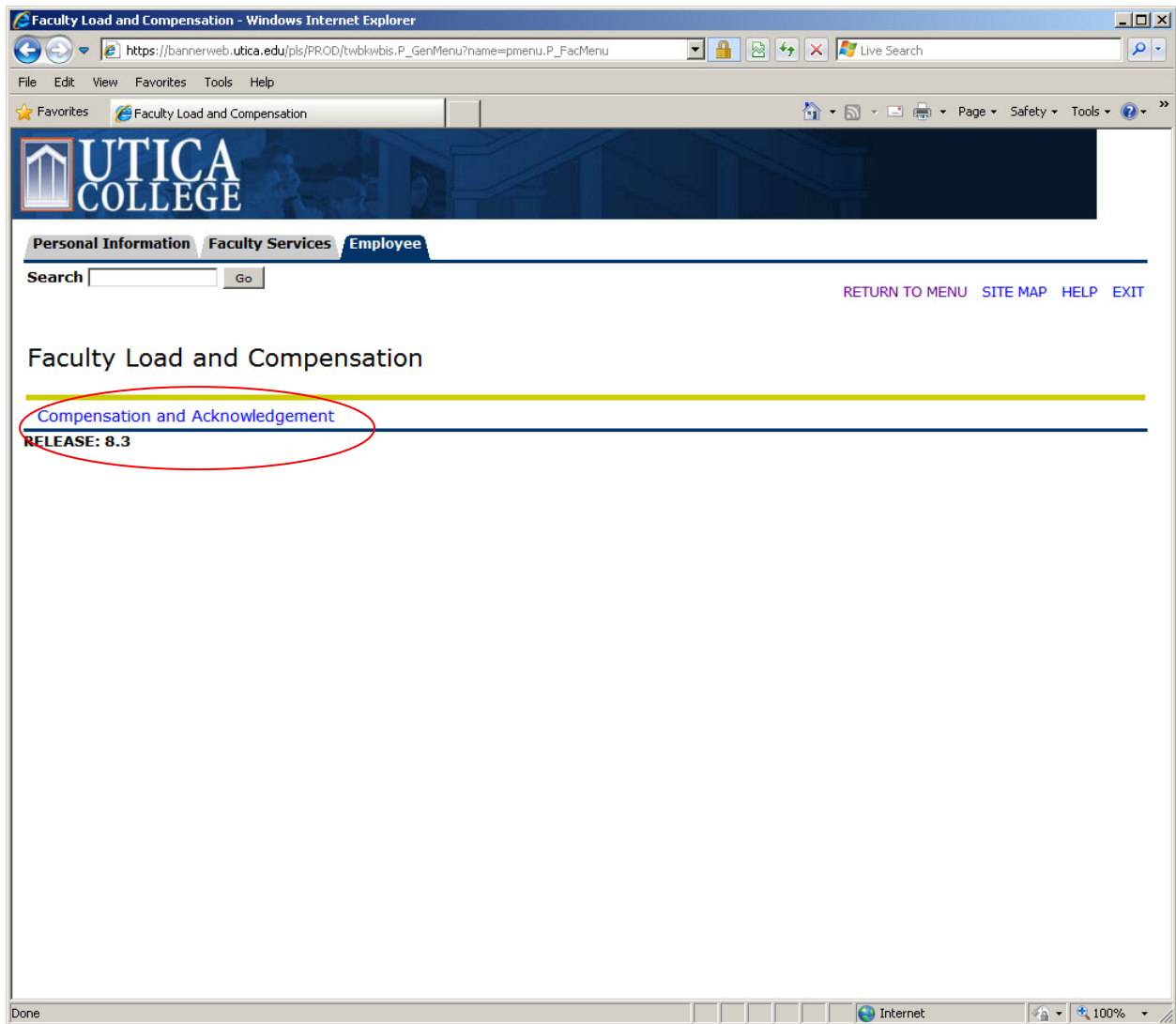
Select the 'Employee' link or tab.

The screenshot shows a web browser window titled "Main Menu - Windows Internet Explorer". The address bar contains the URL: [https://bannerweb.utica.edu/pls/PROD/twbkwbis.P\\_GenMenu?name=bmenu.P\\_MainMnu&msg=WELCC](https://bannerweb.utica.edu/pls/PROD/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu&msg=WELCC). The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar shows "Main Menu". The page header features the Utica College logo and a navigation menu with three tabs: "Personal Information", "Faculty Services", and "Employee". The "Employee" tab is circled in red. Below the navigation menu is a search box with a "Go" button and links for "ACCESSIBILITY", "SITE MAP", "HELP", and "EXIT". The main content area is titled "Main Menu" and contains a welcome message: "Welcome, Traxie Moose, to the Utica College Banner Web System! Last web access on Oct 20, 2010 at 04:23 pm". Below the welcome message are four menu items: "Personal Information" (Update addresses, contact information or marital status; review name or social security number change information; Customize your directory profile.), "Faculty and Advisors" (Enter Grades and Registration Overrides, View Class Lists and Student Information), "Employee" (Benefits and Deductions, Pay Information, Tax Forms, Job Summary, Leave Balances, and Campus Directory), and "uticaonline, Angel Learning" (e-Learning from Utica College). The "Employee" link is circled in red. At the bottom of the page, it says "RELEASE: 8.3". The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

Select the 'Faculty Load and Compensation' link.

The screenshot shows a web browser window titled "Employee - Windows Internet Explorer". The address bar contains the URL: [https://bannerweb.utica.edu/pls/PROD/twbkwbis.P\\_GenMenu?name=pmenu.P\\_MainMnu](https://bannerweb.utica.edu/pls/PROD/twbkwbis.P_GenMenu?name=pmenu.P_MainMnu). The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page header features the Utica College logo and navigation tabs for "Personal Information", "Faculty Services", and "Employee". Below the tabs is a search bar with a "Go" button and links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main content area is titled "Employee" and lists several links: "Time Sheet", "Leave Report", "Benefits and Deductions" (with subtext: "Retirement, health, flexible spending, miscellaneous, Benefit Statement."), "Pay Information" (with subtext: "Pay Stubs with Earnings and Deductions History"), "Tax Forms" (with subtext: "W4 information with W2 Forms for 2008 when they become available"), "Jobs Summary", "Leave Balances", "Campus Directory", and "Faculty Load and Compensation". The "Faculty Load and Compensation" link is circled in red. At the bottom of the page, there is a "RELEASE: 8.3" notice. The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

Then select the 'Compensation and Acknowledgment' link.



Select the appropriate term from the drop down menu and press 'Go'.

The screenshot shows a Windows Internet Explorer browser window with the URL [https://bannerweb.utica.edu/pls/PROD/bwpkfact.P\\_DispatchAcknowledge](https://bannerweb.utica.edu/pls/PROD/bwpkfact.P_DispatchAcknowledge). The page header features the Utica College logo and navigation tabs for 'Personal Information', 'Faculty Services', and 'Employee'. A search bar is present with a 'Go' button. The main content area is titled 'Compensation and Acknowledgement' and contains instructions for selecting a term and acknowledging the review. Below the instructions, the user's name and ID are listed as 'Traxie Moose, 000302437'. A 'Term: \*' dropdown menu is set to '201102 - Winter 2011' with a 'Go' button next to it. A 'RELEASE: 8.0' dropdown menu is also visible, showing options for '201102 - Winter 2011' and '201080 - Fall 2010'. The browser status bar at the bottom shows 'Done' and 'Internet'.

**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:** Traxie Moose, 000302437

**Term: \*** 201102 - Winter 2011

**RELEASE: 8.0** 201102 - Winter 2011  
201080 - Fall 2010

If a contract is currently being worked on by the school and is not yet available for your viewing and acceptance, a yellow caution sign and a message will alert you as seen in the blue oval below.



If a contract is ready for your review and acceptance it will look similar to the information in the red rectangle below.


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: Traxie Moose, 000302437  
 Term: \* 201102 - Winter 2011 Go

**A23002-00 Fine Arts** Faculty Acknowledgment:  Acknowledgment Date:  
 Organization: 323002, Fine Arts  
 Job is not available for Acknowledgement at this time. Please retry at a later date.  
 Contract Type: A1 Contract Note: 

**A23017-00 Philosophy** Faculty Acknowledgment:  Acknowledgment Date:  
 Organization: 323017, Philosophy  
 Contract Type: B3 Contract Note: 

Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
222-01	PHI-107-Philosophy	A	AS		3.000	3.000	20.000	0	100	
<b>Calculated Compensation:</b>										
<b>Job Assignment Compensation:</b>										2,550.00

**Comment**

Acknowledge Selected Positions Save Comment  
 Download Compensation Data

RELEASE: 8.0




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.

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:** Traxie Moose, 000302437  
**Term:** \* 201102 - Winter 2011

**A23002-00 Fine Arts** Faculty Acknowledgment:  Acknowledgment Date:  
**Organization:** 323002, Fine Arts  
 Job is not available for Acknowledgement at this time. Please retry at a later date.  
**Contract Type:** A1 **Contract Note:**

**A23017-00 Philosophy** Faculty Acknowledgment:  Acknowledgment Date:  
**Organization:** 323017, Philosophy  
**Contract Type:** B3 **Contract Note:**

Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
222-01	 PHI- 107-Philosophy	A	AS		3.000	3.000	20.000	0	100	
<b>Calculated Compensation:</b>										
<b>Job Assignment Compensation:</b>										2,550.00

**Comment**

**RELEASE: 8.0**

bwpkfact.P\_UpdateAcknowledge

When your acknowledgement has successfully gone through, you will see a date fill in to the right of 'Acknowledgement Date' and a message near the top of the screen stating 'Your change was saved successfully'.

Your change was saved successfully.

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:** Traxie Moose, 000302437  
**Term:** \* 201102 - Winter 2011 Go

**A23002-00 Fine Arts** Faculty Acknowledgment:  **Acknowledgment Date:**  
**Organization:** 323002, Fine Arts  
 Job is not available for Acknowledgement at this time. Please retry at a later date.  
**Contract Type:** A1 **Contract Note:**

**A23017-00 Philosophy** Faculty Acknowledgment:  **Acknowledgment Date:** 11/18/2010  
**Organization:** 323017, Philosophy  
**Contract Type:** B3 **Contract Note:**

Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
222-01	PHI-107-Philosophy	A	AS		3.000	3.000	20.000	0	100	
<b>Calculated Compensation:</b>										
<b>Job Assignment Compensation:</b>										2,550.00

**Comment**

Acknowledge Selected Positions Save Comment

Download Compensation Data

**RELEASE: 8.0**