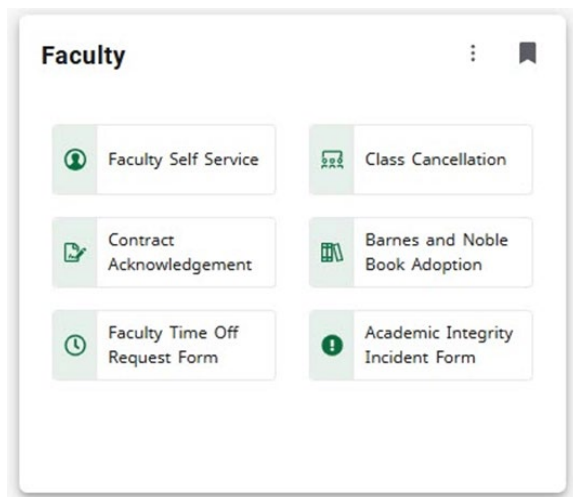
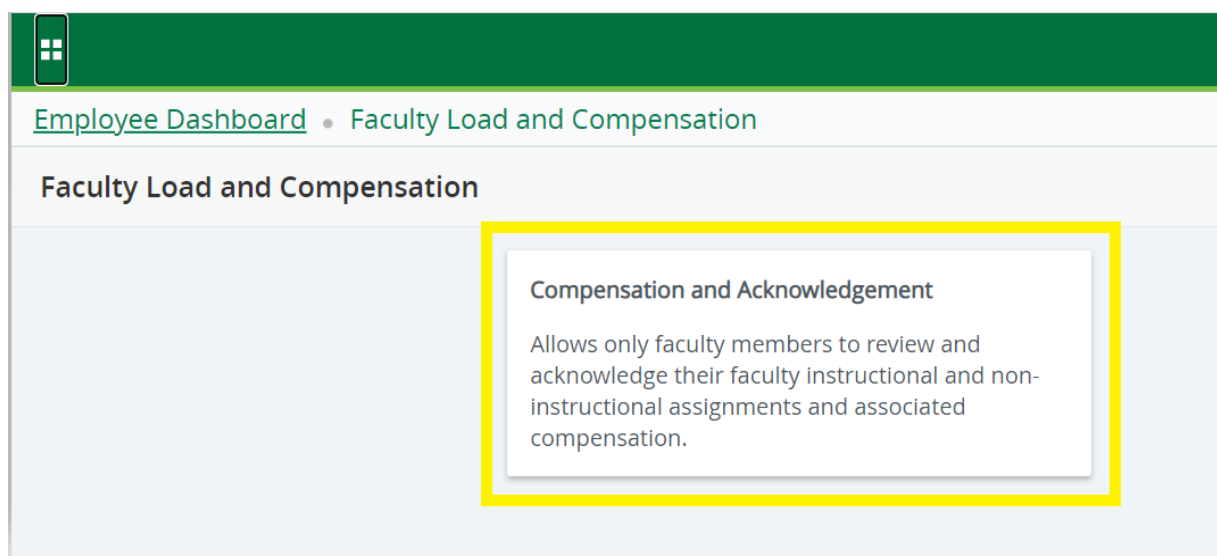


# Accepting Contracts

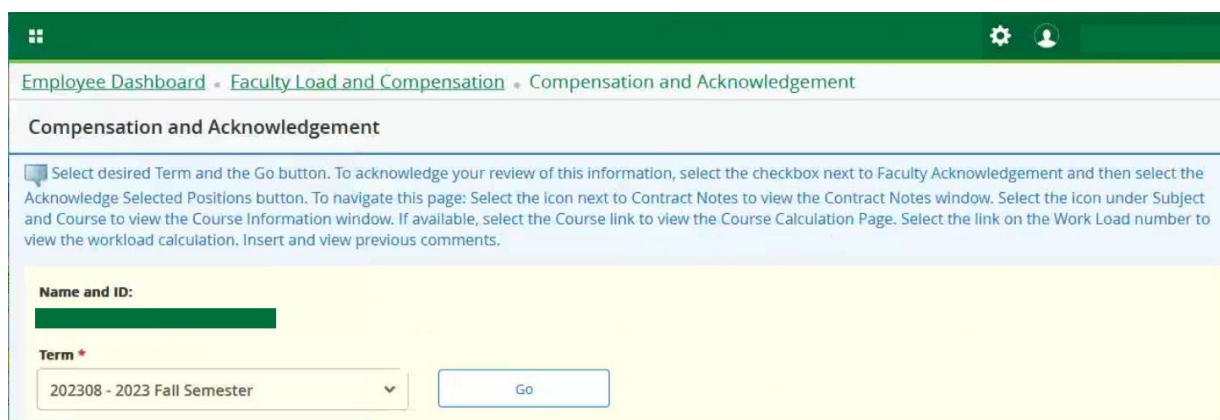
In MyMV, locate the **Faculty** card and select “Contract Acknowledgement”.



Click the “Compensation and Acknowledgement” box to bring up your assigned contract(s).



From the drop-down menu in the **Term** section, select the term and click on “Go”. The term should default to the current term.



# Accepting Contracts

Your assigned contract(s) will appear. To accept your contract(s), click the checkbox for **Faculty Acknowledgement** for each contract listed for you. Scroll to the bottom of the page and click on “Acknowledge Selected Positions”.

O11109-CN Overload

Faculty Acknowledgement ☒

Ackno Date:

Organization: 1109, Computer and Information Sciences

Contract Type: YR - FT Employee Teaching 12 & CS

Contract Note:

Instructional Summary

CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Coun
19373-01	CI-232-Computer	801	IN		4,000	3,000	4,000	

Enter Comment

Remaining Characters : 4000

Acknowledge Selected Positions Save Comment

You will receive a message stating the change was saved. In the top right of each contract, the **Acknowledgement Date** will display showing the date that you accepted that specific contract.

mpensation • Compensation and Acknowledge ✓ Your change was saved successfully.

Faculty Acknowledgment: ☒

Acknowledgment Date: 08/31/2023

You can download your compensation data for the semester by selecting **Download Compensation Data** which can be found at the top right portion of the screen. The file can be located in your Downloads directory on your computer and can be opened using Excel.

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: [Redacted]

Term \*  
202501 - 2025 Spring Semester

Go

Download Compensation Data