

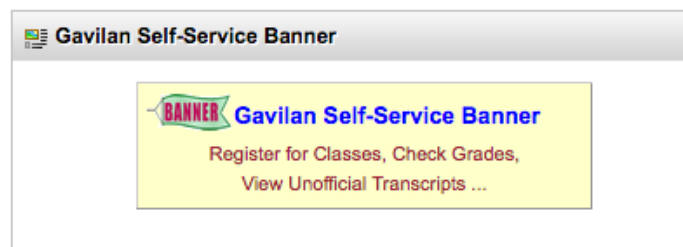
How to Acknowledge Part-Faculty Contracts

1. Login to the **myGav Portal** with your GavID (G00xxxxxx) and PIN.
2. Click on the **Employee** tab.

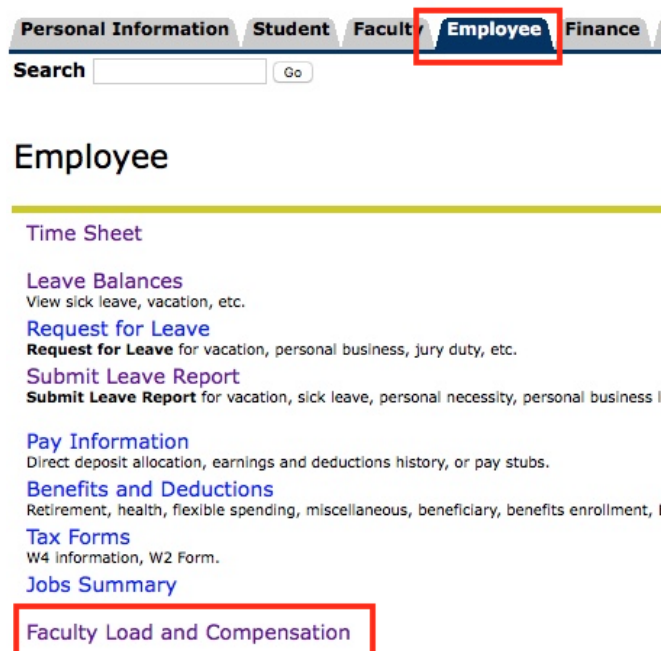


The screenshot shows the myGAV portal interface. On the left is a 'Secure Access Login' box with fields for 'Gavilan ID:' and 'Password:', a 'LOGIN' button, and a 'clear' link. On the right is a navigation bar with tabs: 'Welcome', 'Faculty', 'Student', 'Employee', 'Finance', and 'Intranet'. The 'Employee' tab is highlighted with a red box. Below the navigation bar, there are links for 'myGav Home' and 'Welcome'.

3. Click on the yellow **Gavilan Self-Service Banner** box.



4. Click on the **Employee** tab.
5. Click on **Faculty Load and Compensation** link.



The screenshot shows the myGAV portal Employee page. The navigation bar at the top has tabs: 'Personal Information', 'Student', 'Faculty', 'Employee', and 'Finance'. The 'Employee' tab is highlighted with a red box. Below the navigation bar is a search box with a 'Go' button. The main content area is titled 'Employee' and contains several links: 'Time Sheet', 'Leave Balances', 'Request for Leave', 'Submit Leave Report', 'Pay Information', 'Benefits and Deductions', 'Tax Forms', 'Jobs Summary', and 'Faculty Load and Compensation'. The 'Faculty Load and Compensation' link is highlighted with a red box.

6. Click on **Compensation and Acknowledgment** link.
7. Select desired **Term** from the dropdown list and click **Go**.

Faculty Load and Compensation	Term: * 201830 - Spring 2018 Go
Compensation and Acknowledgement	

8. Courses or activities to which you have been assigned appears. Review the course detail and compensation for each assignment and ensure that there are no errors. If there is a problem, notify your supervisor as soon as possible.
 - If the compensation and other information are correct, check the checkbox **Faculty Acknowledgement** for each section.
 - Then, go to the bottom of the page and click on **Acknowledge Selected Positions**. Once this has been done, the process is complete.

PLB011-01 PT Faculty Art Lab **Faculty Acknowledgment:** **Acknowledgment Date:**

Organization: 100210, Studio Arts

Contract Type: Part Time **Contract Note:**

Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Cc
40501-02	ART-3A-Art	303	G	FA	2.800	0.000	4.600	0	100	
Calculated Compensation:										
Job Assignment Compensation:										

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Calculated Compensation:										
Job Assignment Compensation:										

Comment



Acknowledge Selected Positions
Save Comment

Download Compensation Data