

Acknowledging/Accepting CE Teaching Contracts Electronically

Printed contracts requiring your signature will not be produced. You will acknowledge/accept your CE teaching contract electronically through our Self Service portal.

1. Access Self Service at:

selfserve.mohawkcollege.ca

User Login



Please enter your Student/Employee Identification Number (ID) and your Personal Identification Number (PIN). Select Login to continue.
When you are finished, please Exit and close your browser to protect your privacy.

If you have forgotten your Student/Employee ID Number:

CE students - call (905) 575-2000.

Full Time students - call (905) 575-2000 or toll free at 1-866-410-4795, all others please call 905-575-2199.

Please enter your Student/EmployeeID Number and Password (PIN), then click Login to continue..

*** If you have forgotten your PIN or cannot login, please call the above number***

User ID:

PIN:

Login

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

2. Enter your User ID (nine-digit Mohawk ID number)
3. Enter your PIN. This will be your birthdate in the format MMDDYY or the last six digits of your ID number.

4. When Self Service opens click on the Employee tab

Employee

5. Choose **Faculty Load and Compensation** from the list of Employee Resources

Employee Resources

Time Sheet

Use the above link to enter your weekly time for Payroll

Student Exemption

Student Exemption Menu

Faculty Load and Compensation

SCW Student Tracking Report

Student tracking Report for SCW

ACE Report - Prepared for Success

Mohawk College Amalgamation System

Submitting amalgamation requests

Helpdesk Search

6. In the Faculty Load and Compensation menu, click on the **Compensation and Acknowledgement** link

Faculty Load and Compensation

Compensation and Acknowledgement

7. Read all of the information on the screen, then scroll to the bottom and select the current/correct **term** from the dropdown box and click **Go**

Name and ID: John Smith, 000123456

Term: * 201210 - CE Winter 2012

Go

Understanding your Contract Information:

Name and ID: John Smith, 000123456
 Term: * 201210 - CE Winter 2012 Go

F51731-AA Faculty Part Time Con Ed Faculty Acknowledgment: ☐ Acknowledgment Date: <- ** Check box to acknowledge your contract **

Organization: 1731, C.E.Bus and Human Services-Acad Del

Contract Type: CE Calculated Hourly Contract Contract Note:

Department you're teaching for

Calculation method (per hour/per student)

CRN-Session	Subject and Course	Section	Term	Credit Hours	Contact Hours	Head Count	Responsibility	Percent	Compensation
12163-01	INFO-10156-Information Technology	W1	201210	3.000	36.000	3		100	1,341.00
									Calculated Compensation: 1,341.00
									Job Assignment Compensation: 1,341.00

Name and ID: John Smith, 000123456
 Term: * 201210 - CE Winter 2012 Go

F51731-AA Faculty Part Time Con Ed Faculty Acknowledgment: ☐ Acknowledgment Date: <- ** Check box to acknowledge your contract **

Organization: 1731, C.E.Bus and Human Services-Acad Del

Contract Type: CE Calculated Hourly Contract Contract Note:

Basic CRN/Course information

CRN-Session	Subject and Course	Section	Term	Credit Hours	Contact Hours	Head Count	Responsibility	Percent	Compensation
12163-01	INFO-10156-Information Technology	W1	201210	3.000	36.000	3		100	1,341.00
									Calculated Compensation: 1,341.00
									Job Assignment Compensation: 1,341.00

Click paper icon for detailed course information

NOTE: The wording on this line (e.g. Information Technology) is the general subject of your course - not the name. You must click the icon to view the course details.

Course Information Window - Windows Internet Explorer

Course Information Window

Below are details regarding the course you are scheduled to teach.

Return to previous window to acknowledge/accept your teaching contract.

Click to Print Record

Instructor Name:	Barbara Reynolds
CRN-Session:	22191-01
CRN-Title:	Kitchens
Part of Term:	201520
Campus:	FF - Fennell Campus
Start Date:	01/MAY/2015
End Date:	02/MAY/2015
Day(s):	Friday
Start Time:	1800
End Time:	2200
Session 2 Day(s):	Saturday
Session 2 Start Time:	0900
Session 2 End Time:	1700

Exit Window

Name and ID: John Smith, 000123456
 Term: * 201210 - CE Winter 2012 Go

F51731-AA Faculty Part Time Con Ed Faculty Acknowledgment: ☐ Acknowledgment Date: <- ** Check box to acknowledge your contract **

Organization: 1731, C.E.Bus and Human Services-Acad Del

Contract Type: CE Calculated Hourly Contract Contract Note:

Total payment for this contract

CRN-Session	Subject and Course	Section	Term	Credit Hours	Contact Hours	Head Count	Responsibility	Percent	Compensation
12163-01	INFO-10156-Information Technology	W1	201210	3.000	36.000	3		100	1,341.00
									Calculated Compensation: 1,341.00
									Job Assignment Compensation: 1,341.00

Accepting your teaching contract:

Name and ID: John Smith, 000123456
Term: 201210 - CE Winter 2012

F51731-AA Faculty Part Time Con Ed **Faculty Acknowledgment:** ☒ **Acknowledgment Date:** <- ** Check box to acknowledge your contract **

Organization: 1731, C.E.Bus and Human Services-Acad Del
Contract Type: CE Calculated Hourly Contract Contract Note:

Instructional
CRN-Session Subject and Course Section Term Credit Hours Contact Hours Head Count Responsibility Percent Compensation

12346-01	INFO-10112-Information Techno							1,281.96
								Compensation: 1,281.96
								Compensation: 1,281.96

Comment:

Check this box

Click Acknowledge Selected Positions button

Acknowledge Selected Positions Save Comment

Download Compensation Data

If you are teaching more than one CRN, you can check multiple **Faculty Acknowledgement** boxes prior to clicking the **Acknowledge Selected Positions** button.