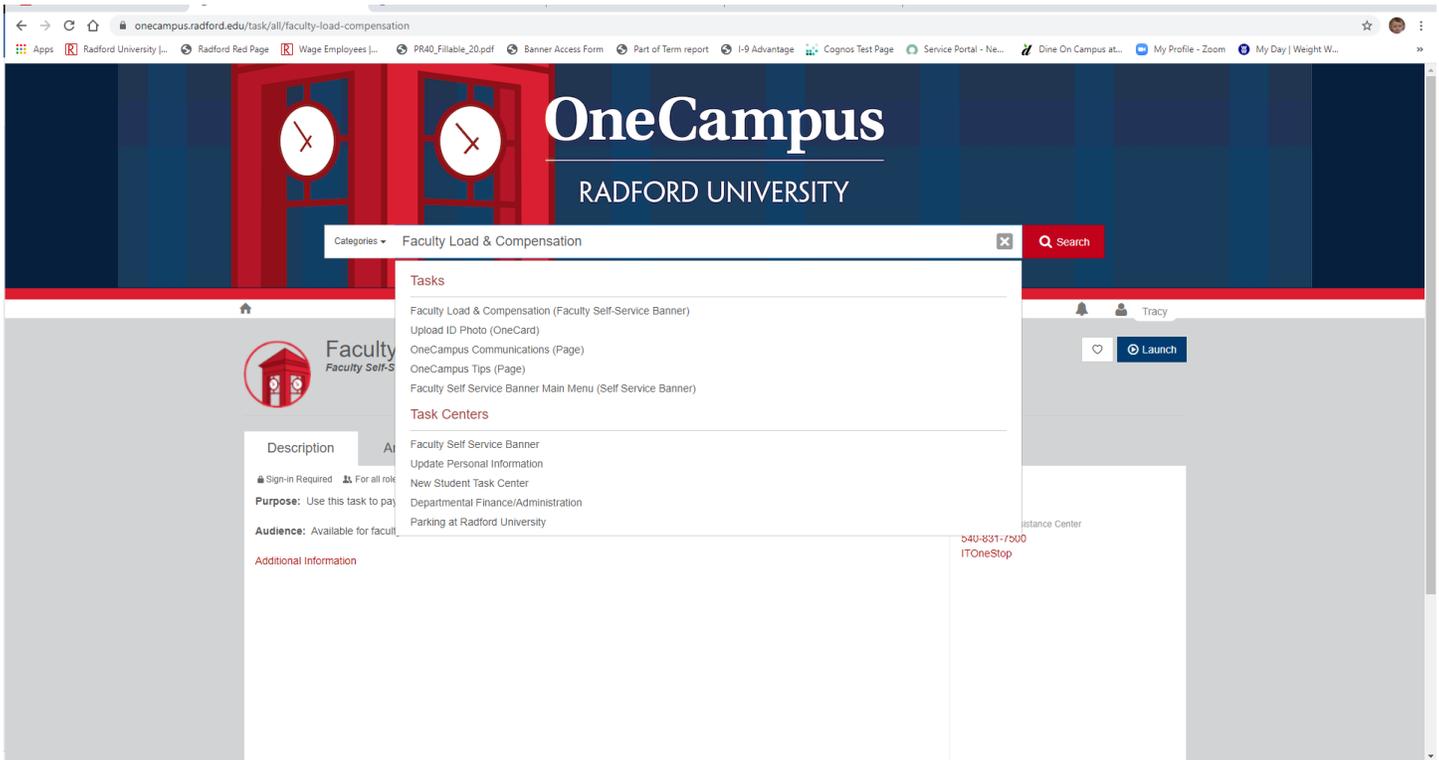
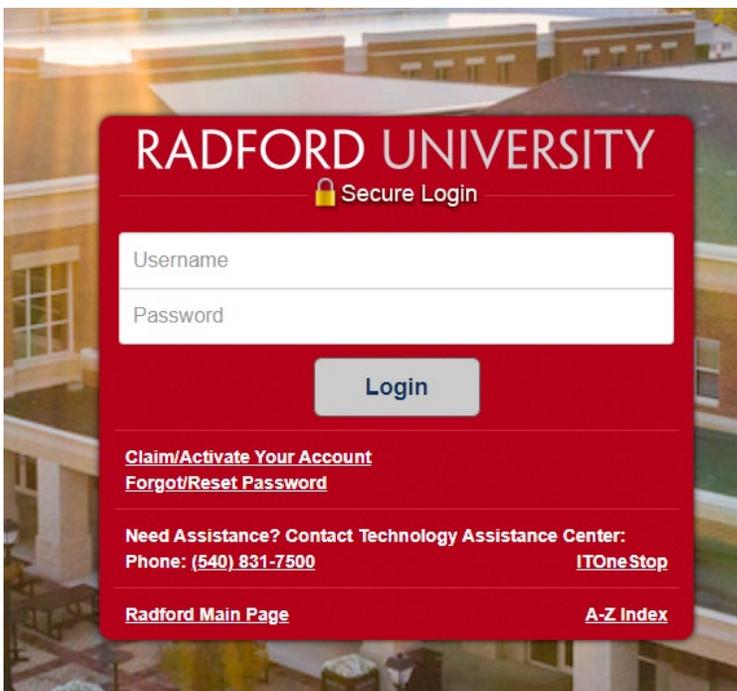


From the One Campus Portal, please search “Faculty Load & Compensation”. The ‘Faculty Load & Compensation (Faculty Self-Service Banner)’ option should be the first to appear in the menu that drops down.



Highlight/select the first option under “Tasks” and once you see the next screen, click the blue “Launch” button on the far right. You can also click on the heart to add it to your favorites so you will not need to search the next time you log in to acknowledge.

You may be prompted to log-in again using the same credentials you used to get into One Campus.



Once you log in you will see the screen below:

The current term will auto-populate with the term you have compensation that needs to be acknowledged. Please click “Go”

RADFORD UNIVERSITY Sign Out | Help

Browse

Personal Information | Student | Faculty Services | **Employee**

Find a page...

Compensation and Acknowledgement

Home > Employee > Faculty Load and Compensation > 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: Patrick Leonard Larossi, 000721164

Term: * 201910 - Fall 2019 **Go**

The next screen shot shows the screen that should appear with your course information. You will need to check the box to the right of “Faculty Acknowledgement” and then click the button at the bottom “Acknowledge Selected Positions”. This will save your acknowledgement and today’s date should appear to the right of “Acknowledgement Date” once that is complete.

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Browse

Personal Information | Student | Faculty Services | **Employee**

Compensation and Acknowledgement

Home > Employee > Faculty Load and Compensation > 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 Co view previous comments.

Name and ID: [REDACTED]

Term: * 201910 - Fall 2019 **Go**

A17250-AA Part-time Teaching Faculty Acknowledgement: Acknowledgement Date:

Organization: 11725, RUC-Biology, Dept of

Contract Type: part-time Contract Note: [REDACTED]

Instructional											
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation	
17873-01	MLAB-401-Medical Laboratory Science	01	ST	BIOL	0.000	14.000	13.660	16	100	3,300.00	
										Calculated Compensation:	3,300.00
										Job Assignment Compensation:	3,300.00

Comment

[REDACTED]

Acknowledge Selected Positions **Save Comment**

Download Compensation Data

Click this box

Click here to save your acknowledgement.