

9.2 Accepting/Rejecting a Contract in the Faculty Center

Purpose: Use this document as a reference for how to accept or reject an approved contract (appointment letter) from the Contract Data tab in the Faculty Center.

Audience: Instructors\Faculty, HR\Payroll.

❗ You must have at least one of these local college managed security roles:

- ZZ PeopleSoft User

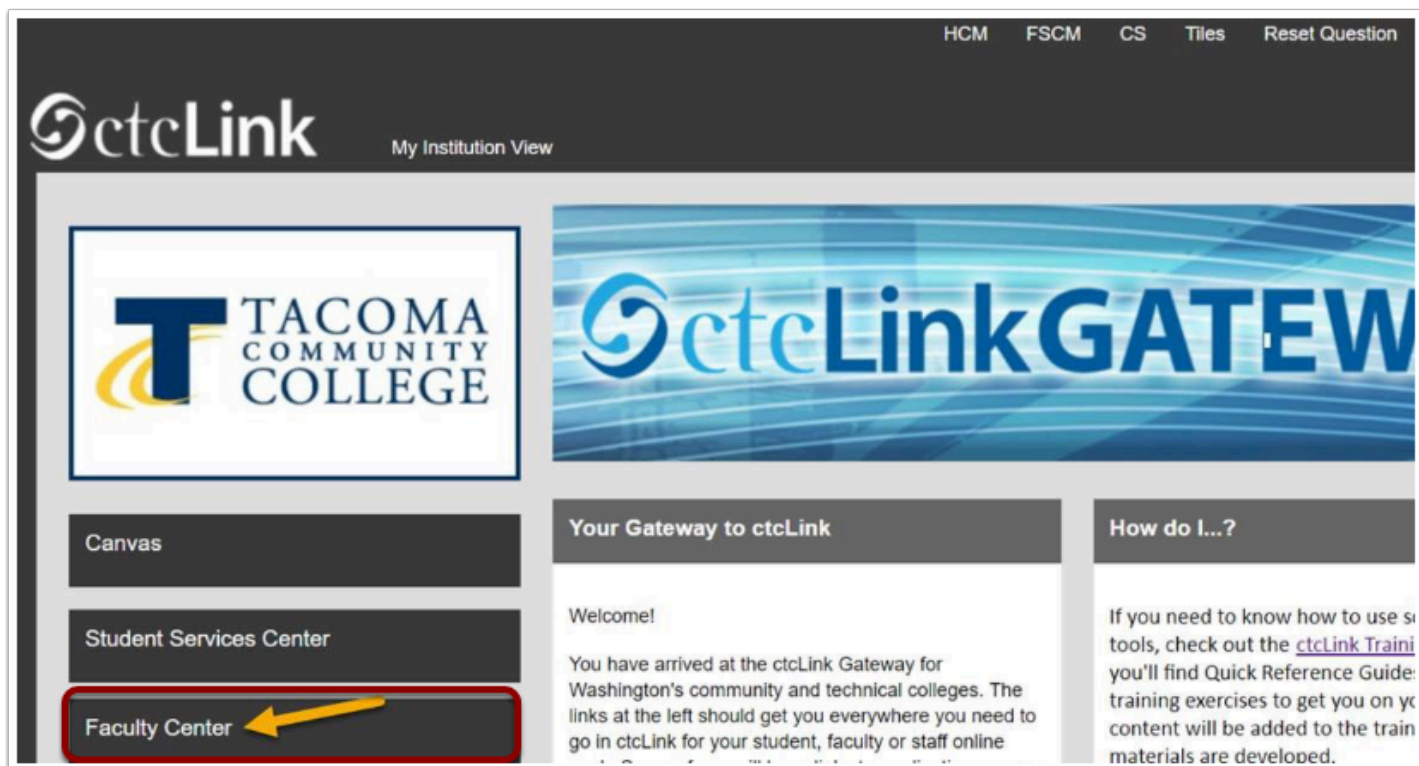
If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Faculty Center is available on the ctcLink Gateway (portal) page by following the direct link on the left side pane under the college logo. The Faculty Center can also be accessed within the Campus Solutions (CS) pillar, by following the CS link at the top of the ctcLink Gateway page and using the navigation below.

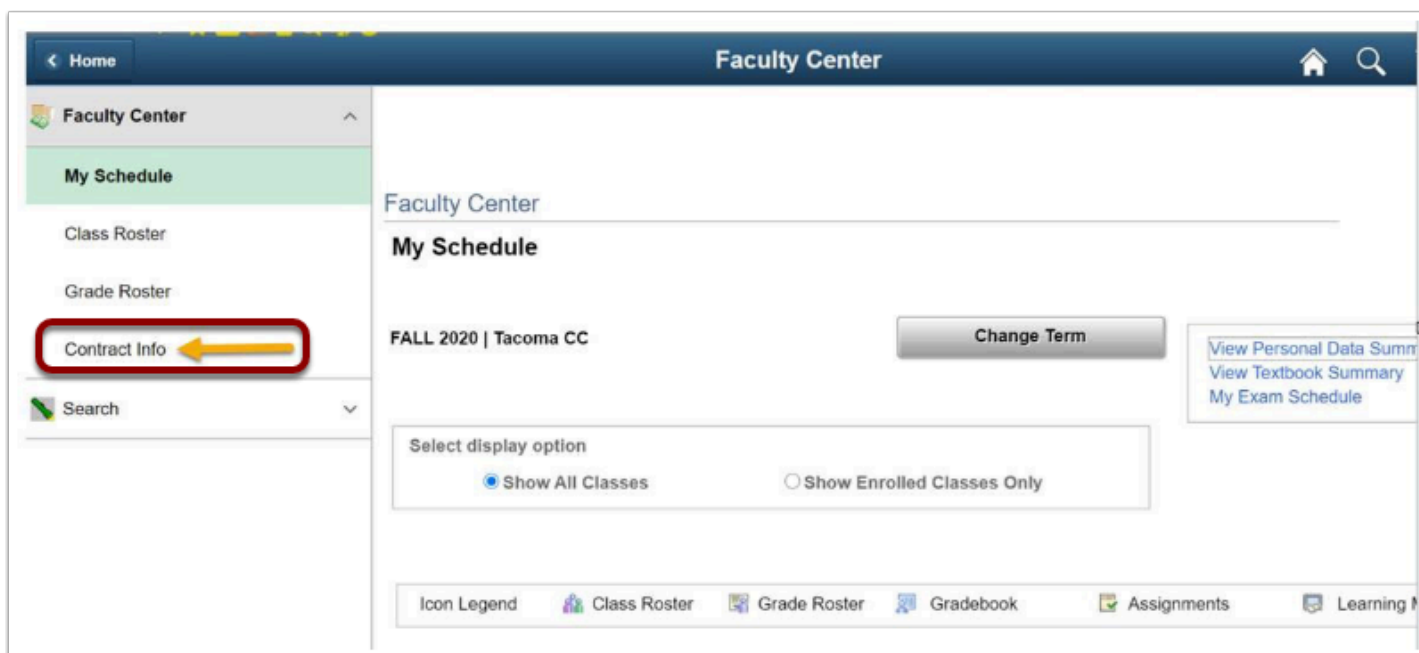
Accepting/Rejecting a Contract in the Faculty Center

Additional Information: Accessing Contract Info in Faculty Center

1. From your ctcLink **Gateway** page, select the **Faculty Center** link from the left side of page.
**If you do not see this link, you may not have proper security access. Contact your college Security Administrator.



2. Select the **Contract Info** link for issued/approved contracts to load.



3. The **Contract Info** page displays.

Faculty Center

Contract Info

View FERPA Statement

Institution	Term	Contract Number	Contract Generation Date	Contract Type	Contract Description
1 Tacoma Community College	2203	2202203340	04/01/2020	PTF	Part-Time Lec Contract
2 Tacoma Community College	2201	2202201210	12/31/2019	PTF	Part-Time Lec Contract
3 Tacoma Community College	2197	2202197461	10/17/2019	ST1	Stipend #1
4 Tacoma Community College	2197	220219774	09/03/2019	PTF	Part-Time Lec Contract

Accept/Reject Contract in Faculty Center

Navigation: NavBar > Navigator > Self Service > Faculty Center > Contract Info

ctcLink

My Institution View

Welcome D. ...

Community Colleges of Spokane
Spokane Community College

Canvas

Student Service Center

Faculty Center

HCM Self Service

Financials Self Service

Your Gateway to ctcLink

Welcome!

You have arrived at the ctcLink Gateway for Washington's community and technical colleges. The links at the left should get you everywhere you need to go in ctcLink for your student, faculty or staff online work. Some of you will have links to applications across the top of the page as well.

Your ID is what drives access to all of these links and you'll have this same ID forever. Whether you attend more than one Washington community college at a time, work at one or more throughout your career, or even if you go from student to employee or from employee to student, your user ID will never change.

How do I...?

If you need know how to use some of the ctcLink tools, check out the [ctcLink Training website](#). There you'll find quick reference guides and training exercises to get you on your way. More content will be added to the training website as materials are developed.

1. The **Contract Info** page displays in the Faculty Center.
2. All contracts (appointment letters) are displayed, listed by **Term**.
3. Find the contract to be signed, shown below as missing a check in the **Contract Signed** check box.
4. Select the **View Contract** link to the right of the check box.

< Contract Info
Contract Info

Contract Info

[View FERPA Statement](#)

Contract Info

1-23 of 23

	Empl ID	Institution	Term	Contract Number	Contract Generation Date	Contract Type	Contract Description	Contract Signed	Contract Rejected	Contract Rescinded	View Contract
1	101	WA171	2197	1712197839	10/17/2019	A10	Adjunct: Extended Learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View Contract
2	101	WA171	2195	171219544	06/12/2019	A10	Adjunct: Extended Learning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View Contract
3	101	WA171	2193	1712193702	04/09/2019	A10	Adjunct: Extended Learning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	View Contract
4	101	WA171	2193	1712193874	04/19/2019	A10	Adjunct: Extended Learning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View Contract
5	101	WA171	2191	17121911134	03/21/2019	A10	Adjunct: Extended Learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View Contract

5. The **Contract Information** page displays.
6. Scroll to the bottom of the electronic contract (appointment letter).
7. Under the contract generation date the **Accept** and **Reject** buttons are displayed.
8. To the right of the contract generation date, in the Initials field, enter your initials, representing your electronic signature on the contract, which is stored in the contract along with the User ID and date/time stamp of the person signing the contract.

Acceptance of Employment

Are you currently employed by any other agency of the state of WA or a member of a state of WA retirement plan ?
☐ Yes ☒ No

Are you employed by another department of CCS concurrent with this contract ?
☐ Yes ☒ No

Date: 10/17/2019

Accept

Initials: NS

Reject

Return

9. If the **Accept** button is selected, a pop up message will appear, confirming the intention to accept the contract.
10. Select **Yes** to confirm.

Are you sure you want to Accept the contract? (25000,308)

Yes No

This is a confirmation dialog box with a title bar. It contains the text "Are you sure you want to Accept the contract? (25000,308)". Below the text are two buttons: "Yes" and "No". The "Yes" button is highlighted with a red dashed border.

11. The **View Contract** page displays.
12. The **Print** button will appear, enabling the printing of the contract on a network printer.
13. Select the **Return** button to exit the contract and return to the Contract Info page on the Faculty Center.

Date: 10/17/2019 Initials: NS

Return **Print**

L Contract Information

This is a screenshot of a web page. At the top, it shows "Date: 10/17/2019" and "Initials: NS". Below this are two buttons: "Return" and "Print". The "Print" button is highlighted with a red dashed border. A red arrow points to the "Return" button. At the bottom left, it says "L Contract Information".

14. If the **Reject** button is selected, a pop up message will appear, confirming the intention to reject the contract.
15. Select **Yes** to confirm.

Are you sure you want to Reject the contract? (25000,310)

Yes No

This is a confirmation dialog box with a title bar. It contains the text "Are you sure you want to Reject the contract? (25000,310)". Below the text are two buttons: "Yes" and "No". The "Yes" button is highlighted with a red dashed border.

16. When rejecting a contract, the system allows, but does not require entry of a reason for the contract rejection.

Date: 10/29/2019 Initials: FDR

Accept **Reject**

Reason:

Return **Submit**

Contract Information

This is a screenshot of a web page. At the top, it shows "Date: 10/29/2019" and "Initials: FDR". Below this are two buttons: "Accept" and "Reject". Below these are two more buttons: "Return" and "Submit". In the center, there is a text input field labeled "Reason:". The "Reason:" label and the input field are highlighted with a red dashed border. At the bottom left, it says "Contract Information".

Look Up Reason [X]

Reason Code: begins with

Search **Clear** **Cancel** [Basic Lookup](#)

Search Results

View 100 | 1-3 of 3

Reason Code	Description
01	Error on Contract
02	Declined
03	Incorrect Class

17. Once a contract rejection reason is selected, it will populate both code and description on the page.
18. Select the **Submit** button.
19. A confirmation message displays.
20. Select the **Yes** button to confirm.
21. Select the **Return** button to exit the page and return to the Contract Info page.

Date: 10/29/2019 Initials: **FDR**

Accept **Reject**

Reason: **01** Error on Contract

Return **Submit**

Information

22. Once returned to the Contract Info page, a check will appear in the **Contract Rejected** check box.

Contract Info [View FERPA Statement](#)

Contract Info

1-2 of 2

Empl ID	Institution	Term	Contract Number	Contract Generation Date	Contract Type	Contract Description	Contract Signed	Contract Rejected	Contract Rescinded	View Contract
1 101	WA171	2197	1712197872	10/29/2019	MLT	FT Moonlight Appointment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	View Contract
2 101	WA171	2193	1712193950	04/26/2019	M04	Moonlight: Tech Ed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View Contract

23. The process to accept or reject a contract in the Faculty Center is now complete.
24. End of procedure.