

## Faculty Contract Info Page

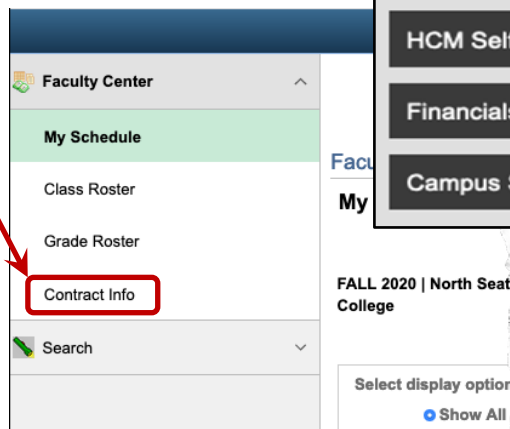
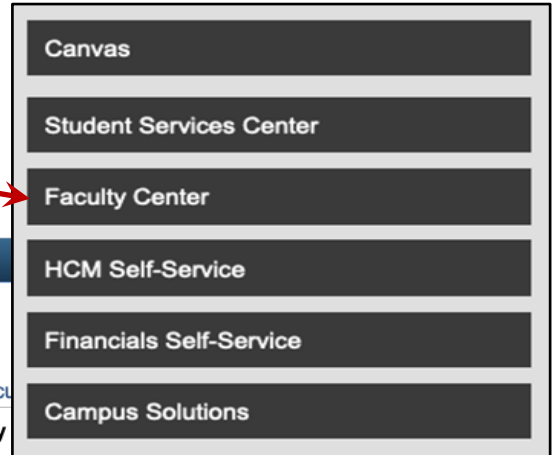
### What contract information is in ctLink?

Faculty who are scheduled to teach on a part-time basis (Part-Time, Priority Hire Part-Time, and Moonlight) will receive their contract “paperwork” through ctLink.

1. At the Gateway page, click on the **Faculty Center** link.

2. When you arrive at the Faculty Center, click on the **Contract Info** link on the left side of the page.

3. When you arrive at the Contract Info page you will see the following information regarding any pending contract for you.



Contract Info

[View FERPA Statement](#)

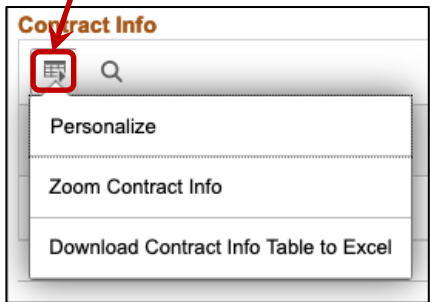
Contract Info

Institution	Term	Contract Number	Contract Generation Date	Contract Type	Contract Description	Contract Signed	Contract Rejected	Contract Rescinded	View Contract
1 North Seattle College	2207		12/18/2020	MLT	Moonlight	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">View Contract</a>

The grid symbol allows for some options regarding the contract list.

Contract type and description are displayed here: PT = Part-Time  
MLT = Moonlight

Click here to view your contract.



4. The contract list options available are:

- **Personalize:** Here you have options regarding which columns are visible, the order of the columns, and how the list is sorted.
- **Zoom Contract Info:** Just what it says, it will enlarge the list.
- **Download ... to Excel:** This will extract the contract list and download the data to an Excel file that can be printed or can be copied to an Excel sheet.

5. Click on **View Contract** in the lower right corner of the section in order to take you to the **Contract Information** page.

6. In the upper section of the **Contract Information** page, you will find the following:

### Contract Information

<p><b>Empl ID:</b> <span style="border: 1px solid red; display: inline-block; width: 100px; height: 1.2em; background-color: #ccc;"></span></p> <p><b>Academic Institution:</b> WA063 North Seattle College</p> <p><b>Term:</b> 2207 FALL 2020</p> <p><b>Address:</b> 9600 College Way North Seattle WA 98103-3514</p>	<p><b>Contract Type:</b> <span style="border: 1px solid red; padding: 2px;">MLT Moonlight</span></p> <p><b>Contract Number:</b> <span style="border: 1px solid red; display: inline-block; width: 100px; height: 1.2em; background-color: #ccc;"></span></p> <p><b>Contract Generation Date:</b> 09/08/2020</p> <p><b>Contract Begin Date:</b> <span style="border: 1px solid red; padding: 2px;">09/29/2020</span></p> <p><b>Contract End Date:</b> <span style="border: 1px solid red; padding: 2px;">12/31/2020</span></p>
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*Note:* You should verify the information at right:

Employee ID and Name.
Contract type
Contract Dates

7. In the middle portion of the **Contract Information** page is additional detailed information on the contract:

Classes															
Class Nbr	Subject	Catalog Nbr	Course Title	Contracted Hours	Time	Meeting Pattern	Start Date	End Date	Location Code	Earnings Code	Combo Code	Department	Total Pay for Term	FTE %	
15615	BUS	124	Excel For Business	55.00	-		09/29/2020	12/31/2020		PTF	000207338	98630		33.333	
<p>Comment</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>															

This is course specific information such as Course Number, Course ID and Course Title.
This shows the projected teaching hours in the contract.
The earnings code for faculty is generally PTF.
This is the amount of the contract and the percent of FTEs.

8. The lower portion of the Contract Information page, shown at right, gives a breakdown on how the payments will be distributed across your pay periods. Typically, this will show equal amounts for each period.

<b>Total Contract Amount:</b> <span style="border: 1px solid red; display: inline-block; width: 100px; height: 1.2em; background-color: #ccc;"></span>	<b>Contracted Hours:</b> 55.00
<b>Number Of Payments:</b> 7	<b>FTE %:</b> 33.333
Payment Information	
Payment Date	Pay Amount
10/09/2020	
10/26/2020	
11/10/2020	
11/25/2020	
12/10/2020	
12/24/2020	
01/08/2021	

9. In order to accept your contract, fill in your initials.

**Disclaimer**

By signing below I agree to the terms of this contract [as outlined in AFT Contract.](#)

Date: 12/18/2020      Initials: bc

Accept
Reject

Return

and click on Accept. You will then be given an option to verify and print your acceptance.

*Important!* If there is an issue with your contract, please contact your division office support staff **before** deciding to reject.