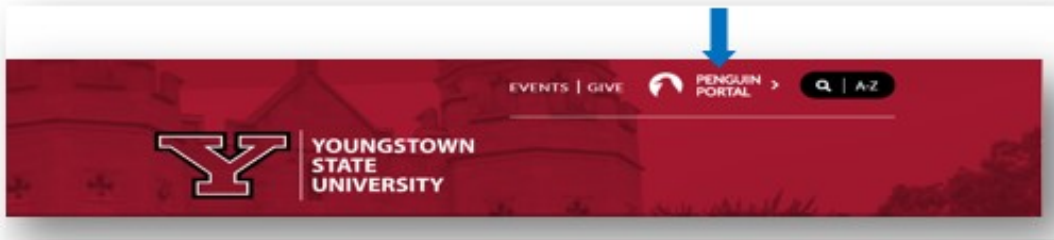


## Enter the Penguin Portal

1. Click the Penguin Portal Link



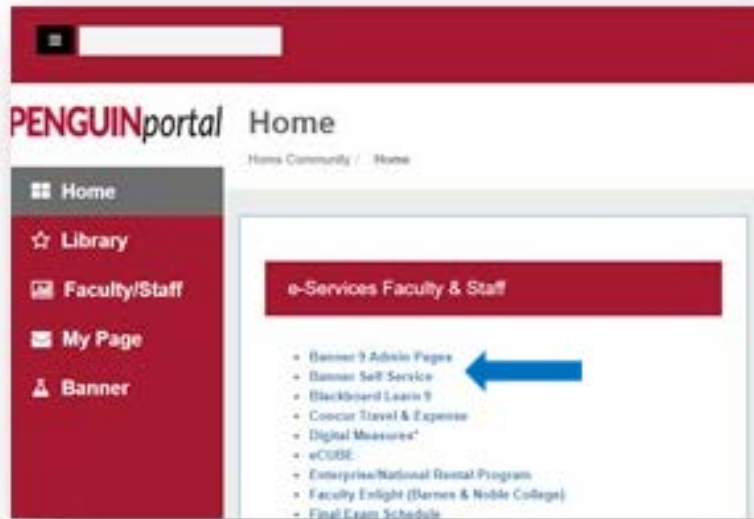
2. Sign into the Penguin Portal using your Username and Password.



3. Enter your login credentials.



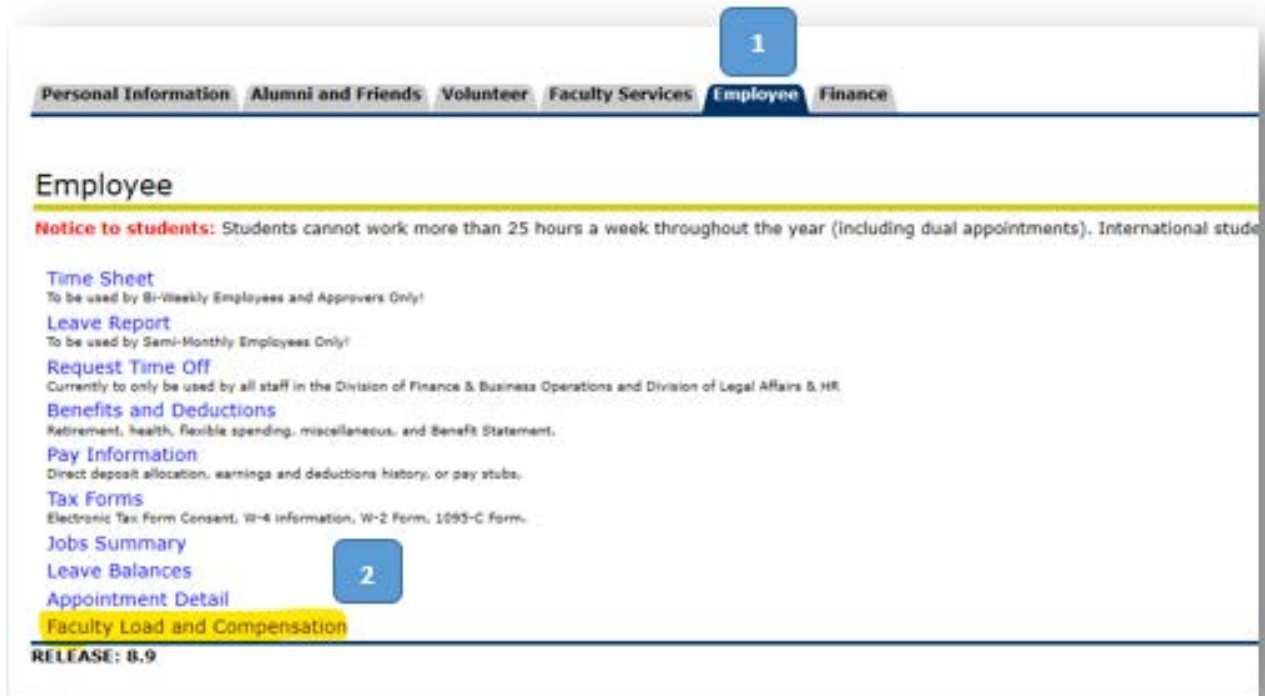
4. Click Banner Self Service under e-Services for Faculty and Staff.



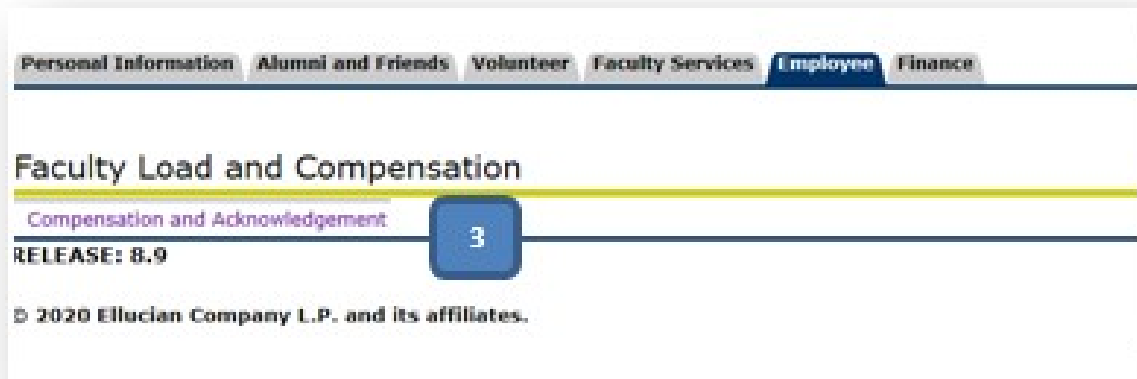
1

## Access Your Faculty Appointment

1. Click the **Employee Tab**.
2. Click the **Faculty Load and Compensation** menu option.



3. To view or acknowledge your appointment click **Compensation and Acknowledgement**.



4. Select the term from the dropdown; click **Go**.



5. Under Subject and Course; click on the highlighted course to view the course calculation and details.
6. After reviewing your appointment(s); click on the **FACULTY ACKNOWLEDGEMENT Box**.

- Click on the grey box **ACKNOWLEDGE SELECTED POSITIONS**.

**Compensation and Acknowledgement**

Select desired Term and the Go button. To acknowledge your review of this information, select the checkbox next to job assignment.  
To navigate this page: Select the icon next to Contract Notes to view the Contract Notes window. Select the comments.

Name and ID: Y00  
Term: 20200 - Summer 2020 Go

FTBIO-AA PTF Biol Science Faculty Acknowledgment:  Acknowledgment Date:  
Organization: 140703, Biological Sciences  
Contract Type: Part Time Faculty Contract Note:

Instructional	CRN-Session	Subject and Course	Position	College	Department	Work Load
	34000-01	BIOLO-1551-Biology	02	08		

Comment

Acknowledge Selected Positions

- Download Compensation Data** will put your appointment(s) in a spreadsheet.
- After your appointment has been applied and AFTER the first pay, faculty can view their appointment detail in the form of an **appointment letter** on the Employee Tab by Selecting Appointment Detail.

Personal Information Alumni and Friends Volunteer Student Financial Aid Faculty Services **Employee** Finance

**Employee**

**Notice to students:** Students cannot work more than 25 hours a week throughout the year (including dual appointments). Intern:

[Time Sheet](#)  
To be used by Bi-Weekly Employees and Approvers Only!

[Leave Report](#)  
To be used by Semi-Monthly Employees Only!

[Request Time Off](#)  
Currently to only be used by all staff in the Division of Finance & Business Operations and Division of Legal Affairs & HR

[Electronic Personnel Action Forms](#)

[Benefits and Deductions](#)  
Retirement, health, flexible spending, miscellaneous, and Benefit Statement.

[Pay Information](#)  
Direct deposit allocation, earnings and deductions history, or pay stubs.

[Tax Forms](#)  
Electronic Tax Form Consent, W-4 information, W-2 Form, 1095-C Form.

[Jobs Summary](#)

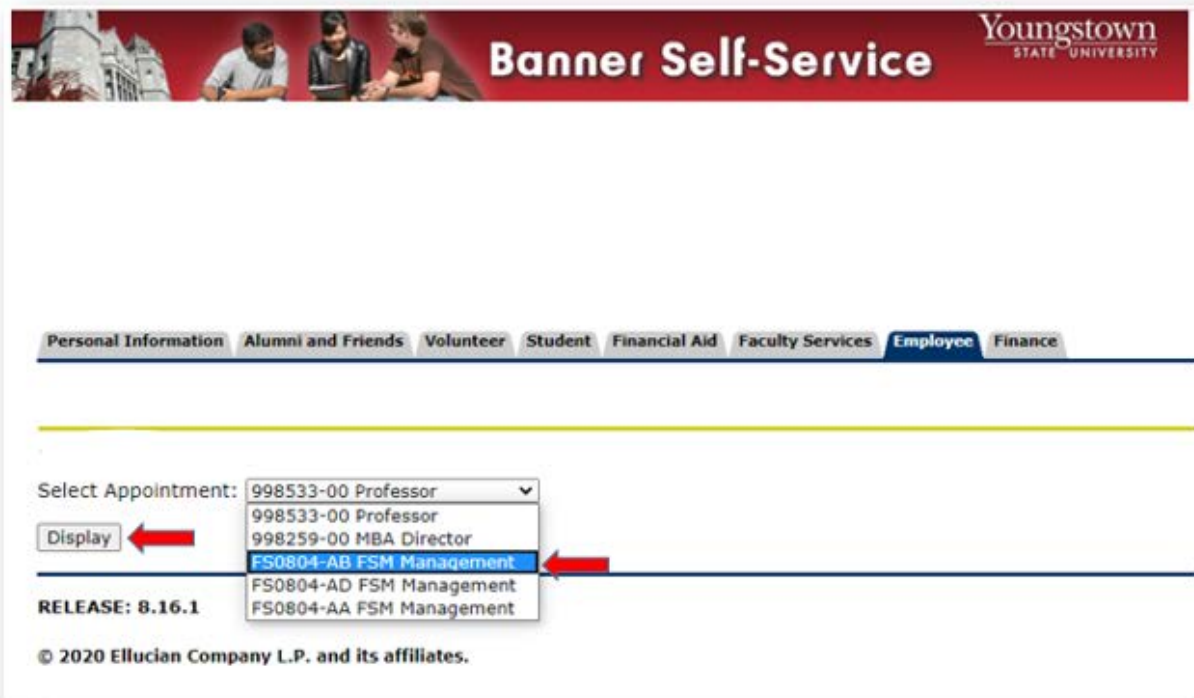
[Leave Balances](#)

[Appointment Detail](#)

[Faculty Load and Compensation](#)

RELEASE: 9.0

10. Then select the desired appointment from the dropdown list and click display to generate the appointment letter. All faculty summer positions will begin with FS. Each course will generate a separate appointment detail.



The screenshot shows the Banner Self-Service interface for Youngstown State University. At the top, there is a red banner with the text "Banner Self-Service" and the Youngstown State University logo. Below the banner, there is a navigation menu with tabs for "Personal Information", "Alumni and Friends", "Volunteer", "Student", "Financial Aid", "Faculty Services", "Employee", and "Finance". The "Employee" tab is selected. Below the navigation menu, there is a "Select Appointment:" dropdown menu. The dropdown menu is open, showing a list of appointment options: "998533-00 Professor", "998533-00 Professor", "998259-00 MBA Director", "FS0804-AB FSM Management", "FS0804-AD FSM Management", and "FS0804-AA FSM Management". The "FS0804-AB FSM Management" option is highlighted in blue. To the left of the dropdown menu is a "Display" button. Red arrows point from the "Display" button to the dropdown menu and from the highlighted option to the "Display" button. Below the dropdown menu, the text "RELEASE: 8.16.1" is displayed. At the bottom of the page, there is a copyright notice: "© 2020 Ellucian Company L.P. and its affiliates."

11. The letter will then display and may be printed by right clicking on the mouse and selecting Print.



The screenshot shows an appointment letter template from Youngstown State University. At the top left, there is the Youngstown State University logo, which consists of a large red "Y" with a white outline. To the right of the logo, the text "YOUNGSTOWN STATE UNIVERSITY" is displayed in a bold, black, sans-serif font. At the top right, the address "One University Plaza, Youngstown, Ohio 44555" and "Office of Human Resources" is displayed. Below the header, the date "06/23/2020" is displayed. The section "Management" is highlighted in bold. Below the "Management" section, there is a paragraph of text: "Please be advised that the parameters of your appointment have been updated as described herein; all other terms and conditions continue to apply." Below this paragraph, there is a list of appointment details: "Title: FSM Management", "Department: Management", "Effective Date: 06/01/2020", "End Date: 06/30/2020", "Annual Salary: \$1,125.00", "FTE: 1.00", "Pay Plan Option: 2", "Salary Range: FS", and "Employment Type: Faculty Summer School FT". Below the appointment details, there is a list of banner information: "Banner ID: Y00.", "Funding: 111000 140804 602100 11", and "Position: FS0804". At the bottom of the page, the text "RELEASE: 8.16.1" is displayed.