

## **Faculty Contracts**

The Huizenga College utilizes an online system for processing teaching payments called PayTrax+. By the beginning of your third week of class, you will receive an email notification, sent to your NSU email account, asking you to review and electronically sign your teaching contract. In the email, there will be a link to your contract in Paytrax+. Click on this link. You must type in your name (exactly how it is written on the contract) in the appropriate field and click the submit button. This indicates your agreement with the terms and conditions of the contract. Please make sure you keep a copy for your records.