

From: [All Faculty](#) on behalf of [Archnews](#)
To: ARCHNEWSFACULTY@LISTSERV.UGA.EDU
Subject: FY23 Annual Faculty Contracts Available for Signature
Date: Wednesday, June 1, 2022 8:20:49 AM

TO: UGA Full-time Contract-eligible Faculty

FROM: Elizabeth Weeks, Associate Provost for Faculty Affairs

Annual FY23 contracts for contract-eligible faculty who are on a fiscal or academic year appointment are now available online in the Faculty Data Self Service page in OneUSG Connect.

To access your contract in OneUSG, please follow the step-by-step log-in, review, and signature instructions at this [link](#) and within the contract page in [OneUSG](#). Listed below are a few important notes for your review before you log in to the contract system:

1. Preliminary contract data was reviewed by each hiring unit last week. If errors were found in your FY23 compensation, job data, title, pay group, or hiring unit, then your contract probably is not yet ready for signature. **If your contract is not displayed when you log into the Faculty Data Self Service page**, please contact your hiring unit's HR representative as soon as possible for assistance. Limited-term and part-time faculty do not receive annual contracts.
2. **If your contract is displayed and it contains incorrect data**, please contact your hiring unit's HR representative as soon as possible to initiate the steps needed for correction.
3. Faculty are expected to sign their contracts within **20 days of receipt**.

Any remaining questions on FY23 annual contracts, including those related to logging into the system, should be directed to oneusgsupport@uga.edu.