Faculty Contract Delivery for Practitioners and Liaisons

OneUSG Connect

OneSource
UNIVERSITY OF GEORGIA

website: onesource.uga.edu
email: onesource@uga.edu
support desk: 706-542-0202

Objectives

1 Review the Department/Unit contract review process

2 View how faculty access their contract in OneUSG Connect for FY20/21

3 Review additional resources available.

Faculty Contracts Overview

- USG is now responsible for the administration of all faculty contracts.
  - Office of Faculty Affairs manages the process at UGA.

- Academic and fiscal year faculty contracts are generated and signed using **OneUSG Connect.**

- Each department/hiring unit has the ability to preview contract data for errors before contracts are sent to faculty.

Faculty Contracts Overview

- ***Who?*** Academic and fiscal year faculty who are <u>contract-eligible</u>:

  - Regular, full-time faculty who are budgeted at 100% time in one position for the entire academic or fiscal year.
  - <u>NOT:</u>
    - ✓ Regular, full-time faculty who are budgeted in one position for less than the entire academic or fiscal year.
    - ✓ Part-time faculty and Limited-term faculty
      - Their appointment letters will be their official employment agreements.

- ***When?*** Contracts will be available in **June 2020** for those included in the initial production cycle.
  - Contracts needing correction will be available in subsequent production cycles (e.g. mid-late July).

Faculty Contracts: Dept Review Query

How to check FY21 contract data for errors before distribution

QUERY: 180_MFE_CONTRACT_DEPT_REVIEW

- Located in the Managed Faculty Events section of the System Manager Reporting Page
- Department Review Query will be populated with FY21 data after the FY21is approved by BOR.
- All reviews for the initial cycle of contracts should be completed **5 days** after the budget data is released.

Faculty Contracts: Contract Status Query

How to check the status of your faculty's FY21 contracts

QUERY: 180_MFE_CONTRACT_FDSS_STATUS

- Located in the Managed Faculty Events section of the System Manager Reporting Page
- Query will be up-to-date for all contract statuses in your unit

What If You Find Errors?

If any of the data is incorrect, or part-time or limited term faculty are included in your list, then please submit an error report via this online form:

🔗 Reporting errors in initial contract data set-FY2021

Key information needed to complete the form:
- ✓ Faculty Member's Name
- ✓ Faculty Member's Department
- ✓ Faculty Member's College
- ✓ Faculty Member's OneUSG Employee ID (EmplID)
- ✓ Contact information for the person in your business office who should be notified when the corrected contract is generated:
  - • Name
  - • Email Address
  - • Phone Number
- • A description of the data that is incorrect, and what the data should be on the contract.

Error Report (cont'd)

- Faculty whose names are submitted in the error report form will not receive contracts in the initial contract production cycle at the beginning of June 2020.

- You will be able to submit requests for corrected contracts in mid- to late-June (date TBD), after the data from Budget Development has been used to update OneUSG.
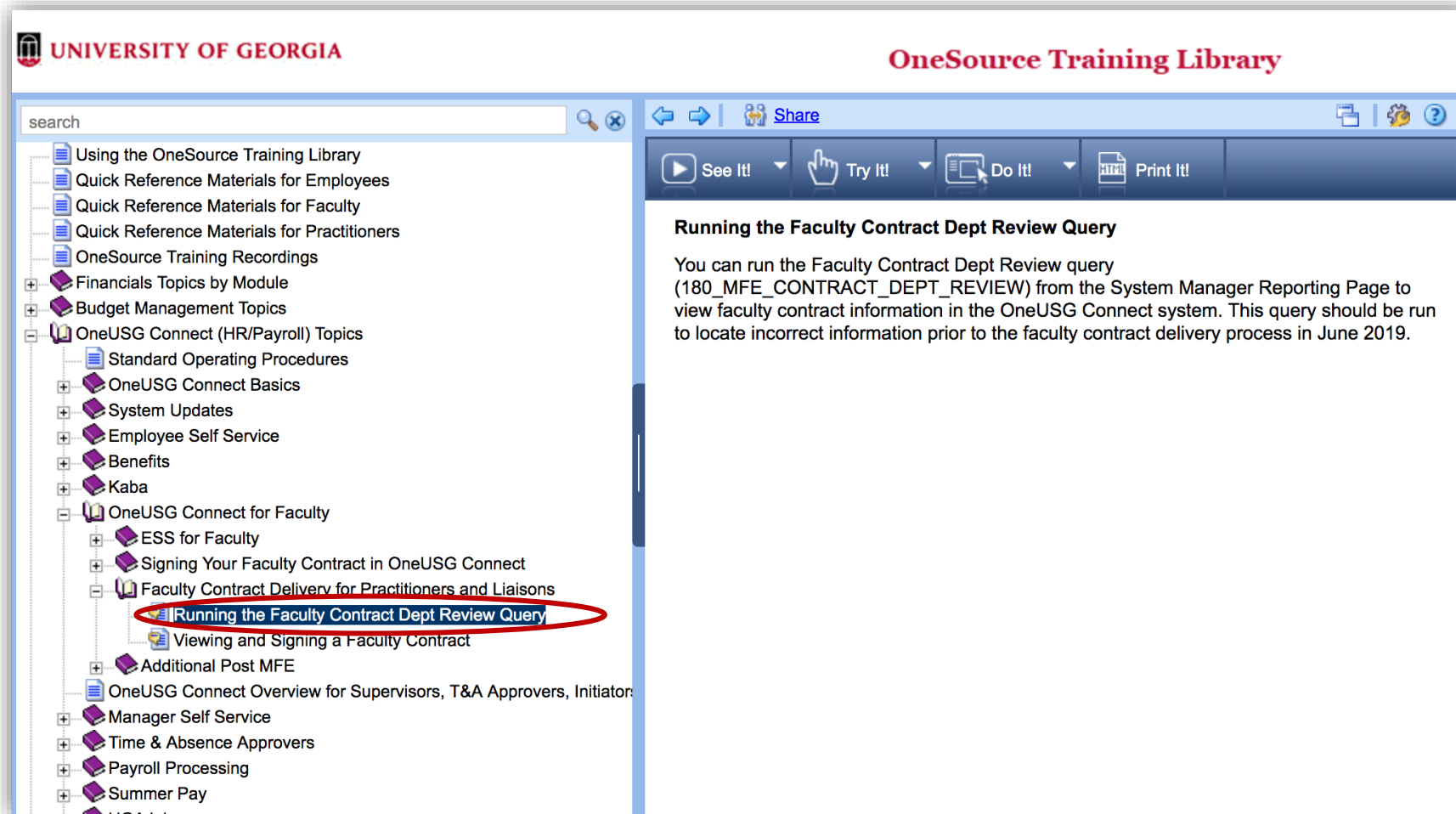
Requesting New or Corrected Contracts
(in mid- to late-June)

- If a contract eligible faculty member was **not included in the FY21 budget**, then the business office in the appointment unit must ensure the faculty member's job record is present in OneUSG before a contract is requested.

- **If incorrect administrative title, job title, hiring unit, compensation, or paygroup** (e.g., fiscal vs. academic) **was displayed**, then the business office in a faculty member's appointment unit must correct the record in UGAJobs/OneUSG before a corrected contract can be issued.
  - Use standard hiring or position management procedures in UGAJobs to correct administrative title, faculty rank, hiring unit, or pay group.
  - Use standard Manager Self Service steps to correct compensation.

Requesting New or Corrected Contracts

- **If incorrect tenure status was displayed** during the unit's review of contract data, or in a generated contract, then please send a correction request directly to Truitt Broome in OFA (truittb@uga.edu).

- **Confirm that the correct information is displayed in OneUSG.** Submission of the change request alone (to OneUSG/UGAJobs) is not sufficient; the request must be fully processed for the system to be updated and the new information available to the contract system.

- **Submit new/corrected contract request.** You will be able to submit requests for corrected contracts in mid- to late-June (date TBD), after the data from Budget Development has been used to update OneUSG.

Tutorial for Staff

UNIVERSITY OF GEORGIA

OneSource Training Library

search

- Using the OneSource Training Library
- Quick Reference Materials for Employees
- Quick Reference Materials for Faculty
- Quick Reference Materials for Practitioners
- OneSource Training Recordings
- Financials Topics by Module
- Budget Management Topics
- OneUSG Connect (HR/Payroll) Topics
  - Standard Operating Procedures
  - OneUSG Connect Basics
  - System Updates
  - Employee Self Service
  - Benefits
  - Kaba
  - OneUSG Connect for Faculty
    - ESS for Faculty
    - Signing Your Faculty Contract in OneUSG Connect
    - Faculty Contract Delivery for Practitioners and Liaisons
      - Running the Faculty Contract Dept Review Query
      - Viewing and Signing a Faculty Contract
    - Additional Post MFE
  - OneUSG Connect Overview for Supervisors, T&A Approvers, Initiator:
  - Manager Self Service
  - Time & Absence Approvers
  - Payroll Processing
  - Summer Pay

See It!   Try It!   Do It!   Print It!

Running the Faculty Contract Dept Review Query

You can run the Faculty Contract Dept Review query (180_MFE_CONTRACT_DEPT_REVIEW) from the System Manager Reporting Page to view faculty contract information in the OneUSG Connect system. This query should be run to locate incorrect information prior to the faculty contract delivery process in June 2019.

Running the Faculty Contract Dept Review Query

Resources for Faculty

Viewing and Signing a Faculty Contract

Additional Resources

✓ Resources and additional details are posted on the **Office of Faculty Affairs** website (https://provost.uga.edu/faculty-affairs/contracts/) and in the **OneSource Training Library** (training.onesource.uga.edu)

✓ Questions on this contract process may be directed to Angelina Carlson or Truitt Broome in the **Office of Faculty Affairs** at Angelina.carlson@uga.edu, truittb@uga.edu or 706-542-0547.