



# Faculty Contract Delivery

## Viewing and Signing your Faculty Contract in One USG Connect

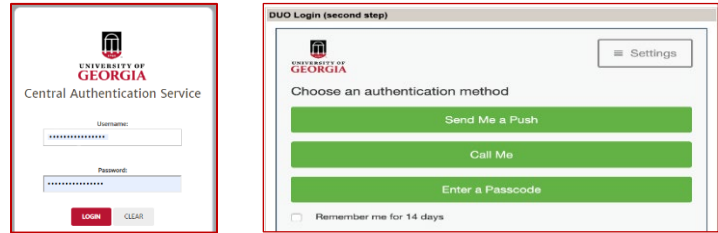
Faculty contracts for each FY for all contract-eligible fiscal and academic faculty will be available electronically through the Faculty Data Self Service (FDSS) page in OneUSG Connect.

Faculty will be able to access their contracts for review, print and signature at the beginning of each June. Faculty are expected to sign their contracts within **20 days of receipt** for each contract year.

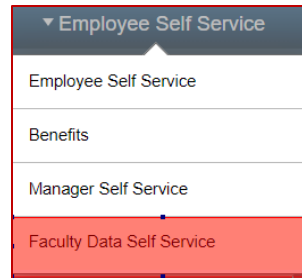
Faculty members are encouraged to verify their login and access to [OneUSG Connect](#) and their Faculty Data Self Service page before leaving campus at the end of the Spring semester.

### Accessing your Contract in OneUSG Connect

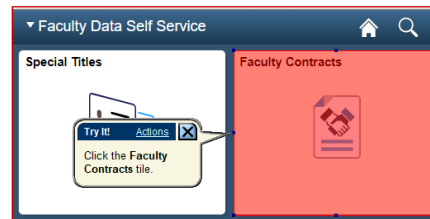
1. Login to Employee Self Service through [OneUSG Connect](#) using the CAS (MyID and password) and ArchPass Duo login processes: <https://hcm-ssonehcm.usg.edu/>



2. On the main Employee Self Service page, click the drop-down button at the top of the page next to "Employee Self Service," then click the "Faculty Data Self Service" page link.



3. Click the **Faculty Contracts** icon.



4. The Faculty Contract grid will display with the **Fiscal Year** and the **Contract Type** of the employee.

Year	Contract Type	Status	View Contract	Sign Contract	Signed Date/Time
2021	Fiscal On Track	Generated	<a href="#">View Contract</a>	<a href="#">Sign Contract</a>	



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5. Click the **View Contract** button to view the contract in a PDF viewer.



Year	Contract Type	Status	View Contract	Sign Contract	Signed Date/Time
2021	Fiscal On Track	Generated	<b>View Contract</b>	<b>Sign Contract</b>	

6. Once you have reviewed the contract, exit the pdf, and then click the **Sign Contract** button in the faculty contract grid.

7. While signing the contract, in the **Name** field, write your name exactly as it appears in the contract.



**Sign Contract** [X]

Rosie Matthews

Name

Date/Time 04/19/2020 1:29:38PM

**Save** Cancel

8. Click the **Save** button. You can go back to the Faculty Contract page to view your signed copy of the contract. Both your department and the OFA will be able to view the status of your contract signature.

### Additional Information

- Resources and any additional details will be posted on the Office of Faculty Affairs website (<https://provost.uga.edu/faculty-affairs/contracts/>).
- Questions on this new contract process may be directed to Angie Carlson in the Office of Faculty Affairs at [Angelina.Carlson@uga.edu](mailto:Angelina.Carlson@uga.edu) or 706-542-0547.