QUICK PACT FACTS

Here is the link to the AU PACT Web Page: http://pact.augusta.edu which includes information you may find helpful such as a direct link to the PACT login, the PACT training manual, audit checklist, etc.

Correcting Errors:

Remember, an audit form is used to correct data that is automatically imported from other AU sources (like HR or Banner). This includes information found in your Permanent Data, Yearly Data, Administrative Assignments, Education, Licensures & Certifications (when required as part of your teaching credentials), Assigned Workload Information, and Teaching Schedule. **Only the information on these screens (in red below) requires an audit form. You have the ability to edit/add/delete items on other screens yourself.** A red star indicates the screen contains a hybrid of imported and self-entered data. You have the ability to edit or delete the self-entered data on these screens but not the imported data. Changing the imported data requires an audit form:
https://ghsu.wufoo.com/forms/z1s2tg3605cy717/

FACULTY DIRECTORY

The following information will be pulled into the FACULTY DIRECTORY (http://www.augusta.edu/faculty/directory/) from PACT and can be edited by you …

<u>From the Personal and Contact information Screen</u>

- Your preferred name
- Your office phone number
- Your office location (bldg. & rm#)
- Your Brief Biography (if you choose to add it in PACT)
- Your Teaching Interests (if you choose to add it in PACT)
- Your Research Interests (if you choose to add it in PACT)

<u>From the Awards and Honors Screen</u>

- Your latest 5 honors or awards (Please note: you have the option to "check" the five awards or honors you specifically want included in the faculty directory regardless of date. You can also check any awards or honors that you specifically do not want pulled into the directory.)

<u>From the Publications Screen</u>

- Your latest 5 publications (again, you can "check" any publications you specifically wish or don't wish included)

<u>From the Presentations Screen</u>

- Your latest 5 presentations (again, you can "check" any presentations you specifically wish or don't wish included)

<u>From the Service Screen</u>

- Your latest 5 examples of service (again, you can "check" any service you specifically wish or don't wish included)

<u>Your Photo</u>
You can send a copy of a professional headshot to DMadmin@augusta.edu. Candid shots cannot be accepted. If you need a professional headshot, you can arrange to have one taken by DCM via their online work request: https://www.augusta.edu/dcm/request/

Thank you for your time today! If you have any issues or questions, please don't hesitate to contact me.

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