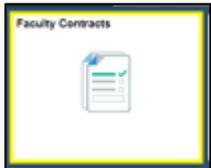




## Viewing and Signing Your Faculty Contract in OneUSG Connect

Faculty contracts 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. Faculty are required to sign their contracts within **20 days of receipt** for each contract year.

<p>1. Login to Employee Self Service through <a href="#">OneUSG Connect</a>.</p>													
<p>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.</p>													
<p>3. Click the <b>Faculty Contracts</b> tile.</p>													
<p>4. The Faculty Contract grid will display with the <b>Fiscal Year</b> and the <b>Contract Type</b> for each year eligible.</p>	 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Year</th> <th>Contract Type</th> <th>Status</th> <th>View Contract</th> <th>Sign Contract</th> <th>Signed Date/Time</th> </tr> </thead> <tbody> <tr> <td>2021</td> <td>Fiscal NonTenure Track Admin</td> <td>Generated</td> <td><input type="button" value="View Contract"/></td> <td><input type="button" value="Sign Contract"/></td> <td></td> </tr> </tbody> </table>	Year	Contract Type	Status	View Contract	Sign Contract	Signed Date/Time	2021	Fiscal NonTenure Track Admin	Generated	<input type="button" value="View Contract"/>	<input type="button" value="Sign Contract"/>	
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<p>5. Click the <b>View Contract</b> button to view the contract in a PDF.</p>	 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Year</th> <th>Contract Type</th> <th>Status</th> <th>View Contract</th> <th>Sign Contract</th> <th>Signed Date/Time</th> </tr> </thead> <tbody> <tr> <td>2021</td> <td>Fiscal NonTenure Track Admin</td> <td>Generated</td> <td><input type="button" value="View Contract"/></td> <td><input type="button" value="Sign Contract"/></td> <td></td> </tr> </tbody> </table>	Year	Contract Type	Status	View Contract	Sign Contract	Signed Date/Time	2021	Fiscal NonTenure Track Admin	Generated	<input type="button" value="View Contract"/>	<input type="button" value="Sign Contract"/>	
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<p>6. Once you have reviewed the contract, exit the PDF and then click the <b>Sign Contract</b> button in the faculty contract grid.</p>	 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Year</th> <th>Contract Type</th> <th>Status</th> <th>View Contract</th> <th>Sign Contract</th> <th>Signed Date/Time</th> </tr> </thead> <tbody> <tr> <td>2021</td> <td>Fiscal NonTenure Track Admin</td> <td>Generated</td> <td><input type="button" value="View Contract"/></td> <td><input type="button" value="Sign Contract"/></td> <td></td> </tr> </tbody> </table>	Year	Contract Type	Status	View Contract	Sign Contract	Signed Date/Time	2021	Fiscal NonTenure Track Admin	Generated	<input type="button" value="View Contract"/>	<input type="button" value="Sign Contract"/>	
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7. While signing the contract, in the **Name** field, enter your name exactly as it appears in the contract.

8. Click the **Save** button. You can go back to the Faculty Contract page to view your signed copy of the contract.



The image shows a software dialog box titled "Sign Contract" with a close button (X) in the top right corner. Below the title bar, the name "Dorothy A Gale" is displayed. There is a text input field labeled "Name" which is currently empty and highlighted with a yellow border. Below the name field, the "Date/Time" is shown as "06/30/2020 10:31:40AM". At the bottom of the dialog, there are two buttons: "Save" and "Cancel".

Questions on this new contract process may be directed to Faculty Support Services at 706-721-1072.