

# NEW or CORRECTED FACULTY CONTRACTS REQUEST PROCEDURES

Office of Faculty Affairs

Spring 2021

## IMPORTANT:

- Annual contracts are only issued to regular, full-time faculty who are budgeted at 100% time in one position for the entire academic or fiscal year.
- Annual contracts are not issued to regular, full-time faculty who are budgeted in one position for less than the entire academic or fiscal year, or to limited-term full-time, or part-time faculty.
- **There is no need to request contracts for new faculty beginning employment in FY22;** their offer letter serves as their employment agreement with the institution for year one of employment.

After the first batch of FY22 faculty contracts are generated, new or corrected contracts will be generated from information stored in OneUSG Connect. This information will have been updated with data from the UGA Budget System. Faculty who began work late in FY20 (after FY21 budget development was completed) will not have been included in the first batch of FY21 contracts. Please use the form cited below to request FY22 contracts for these individuals.

- **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](mailto:truittb@uga.edu)).
- **If incorrect administrative title, job title, faculty rank, 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, job title, faculty rank, hiring unit, or pay group.
  - Use standard Manager Self Service steps to correct compensation.
  - **Confirm that the correct information is displayed in OneUSG.** Submission of the change request alone (below) is not sufficient; if OneUSG is not updated with the correct information at the time the contract print request is submitted online, the expected contract may not be produced.
- **To submit a new or corrected contract request please use this online form:**  
[https://ugeorgia.qualtrics.com/jfe/form/SV\\_3aR8EjeluFiC2Gh](https://ugeorgia.qualtrics.com/jfe/form/SV_3aR8EjeluFiC2Gh)

### You will need to supply:

1. Faculty Member's Name
2. Faculty Member's Department
3. Faculty Member's College
4. Faculty Member's OneUSG Employee ID (EmplID)
5. Contact information for the person in your business office who should be notified when the new or corrected contract is generated:
  - a. Name
  - b. Email Address
  - c. Phone Number
6. A description of the data that is incorrect, and what the data should be on the contract.

We anticipate generating contracts approximately every 3-4 weeks this summer, with the first set of corrected contracts being generated 7-10 days after the initial batch of contracts. The Office of Faculty Affairs will contact the designated person in your business office when the contracts you have requested have been generated.

**Questions?** Please contact Truitt Broome at [truittb@uga.edu](mailto:truittb@uga.edu) .