



Contract Delivery for Faculty

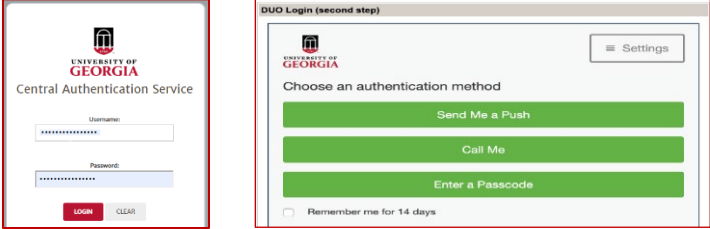
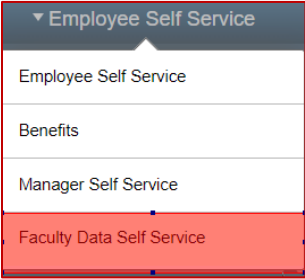
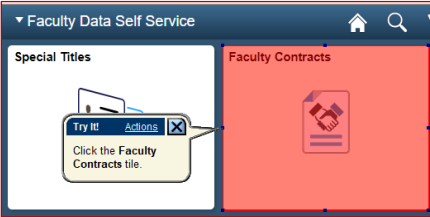
Viewing and Signing Your Faculty Contract in OneUSG Connect

Annual contracts for all contract-eligible faculty on a fiscal or academic year appointment 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 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

<p>1. Login to Employee Self Service through OneUSG Connect using the CAS (MyID and password) and ArchPass Duo login processes: https://hcm-sso.onehcm.usg.edu/</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 Faculty Contracts icon.</p>																			
<p>4. The Faculty Contract grid will display with the Fiscal Year and the Contract Type of the employee for each year eligible</p>	<table border="1"> <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>2020</td> <td>Academic NonTenure Track</td> <td>Signed/Frozen</td> <td>View Contract</td> <td>Sign Contract</td> <td>06/04/19 7:53:39PM</td> </tr> <tr> <td>2021</td> <td>Academic NonTenure Track</td> <td>Generated</td> <td>View Contract</td> <td>Sign Contract</td> <td></td> </tr> </tbody> </table>	Year	Contract Type	Status	View Contract	Sign Contract	Signed Date/Time	2020	Academic NonTenure Track	Signed/Frozen	View Contract	Sign Contract	06/04/19 7:53:39PM	2021	Academic NonTenure Track	Generated	View Contract	Sign Contract	
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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
2020	Fiscal On Track	Generated	View Contract	Sign Contract	

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 04/19/2019 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 or 706-542-0547.