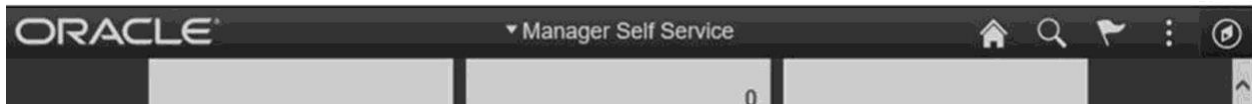


## Running the Faculty Contract Department Review Query

You can run the you can run the **Faculty Contract Dept Review** query (180\_MFE\_CONTRACT\_DEPT\_REVIEW) from the System Manager Reporting Page. This query should be run and the data reviewed to locate incorrect information prior to the faculty contract delivery process.

The following provides you with steps on how to run the Faculty Contract Department Review Query

1. Log into the OneUSG Connect system
2. Click on the Manager Self Service option at the top center of the main page.



3. From the Manager Self Service page, click on the System Manager Reporting Tile

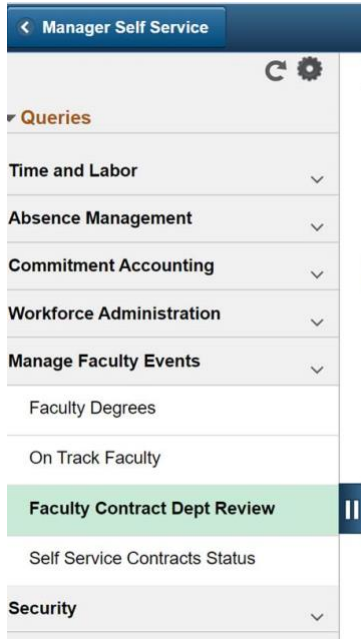


4. In the Query section on the left side of the page, click the Manage Faculty Events menu link.



## Running the Faculty Contract Department Review Query

- Next, click on the Faculty Contract Dept Review query link



The 180\_MFE\_CONTRACT\_DEPT\_REVIEW search page will be displayed (below). You will be required to enter the Year and Cycle.

Enter “2021” for year.

All units should enter **CYCLE “2”, except for LAW, which should enter CYCLE “1”**.

All other search fields are optional to limit your results. Leaving % in a field will return all results in a field.

### 180\_MFE\_CONTRACT\_DEPT\_REVIEW - Faculty Contract Dept Review

YEAR (Required)

CYCLE (Required)

DEPARTMENT (or % for all)

EMPLID (or % for all)

CONTRACT\_TYPE (or % for all)

STATUS (or % for all)

[View Results](#)

Year	Contract Cycle	Contract Status	Contract Type Code	Contract Type Description	Employee ID	Contract Name	Email Address	Company Name	Department	Department Description	Department Short Description	Position Number	Job Code	Job Code Descr	Job Code Short Desc	Paygroup
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