CORRECTED FACULTY CONTRACTS - REQUEST PROCEDURES

Office of Faculty Affairs

Spring 2020

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.

After the first batch of FY21 faculty contracts are generated in early June, corrected contracts will be generated from information stored in OneUSG Connect. This information will have been updated in mid-June with data from the UGA Budget System.

- 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).

- If incorrect administrative 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, 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; the request must be fully processed for the system to be updated and the new information available to the contract system.

- To submit a corrected contract request please use this online form: 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 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 batch being generated after June 14th. The Office of Faculty Affairs will contact the designated person in your business office when the contracts you have requested have been generated.

If OneUSG is not updated with the correct information at the time the contract print request is submitted online, the expected contract may not print.

Questions? Please contact Truitt Broome at truittb@uga.edu.