

# Faculty Contract Process

*July 2020*

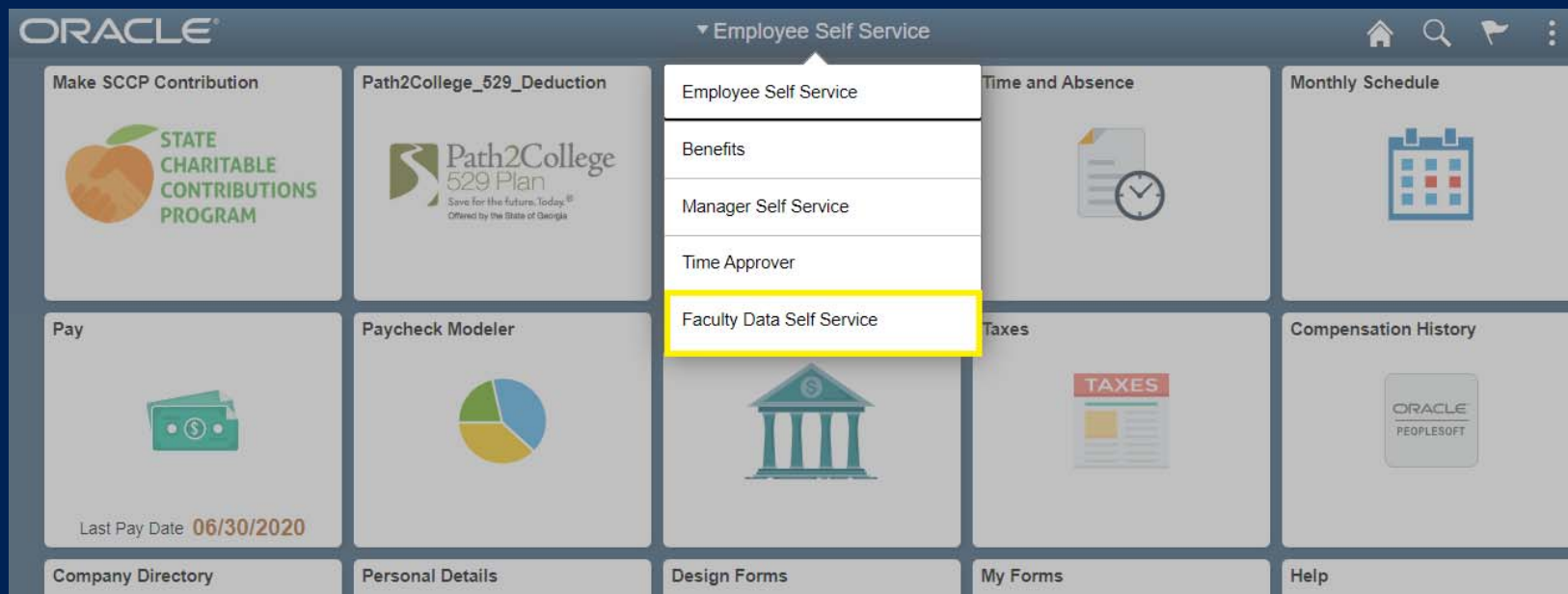
# To review and sign your contract:

- Log into OneUSG Connect.
- Click the dropdown menu at Employee Self Service.

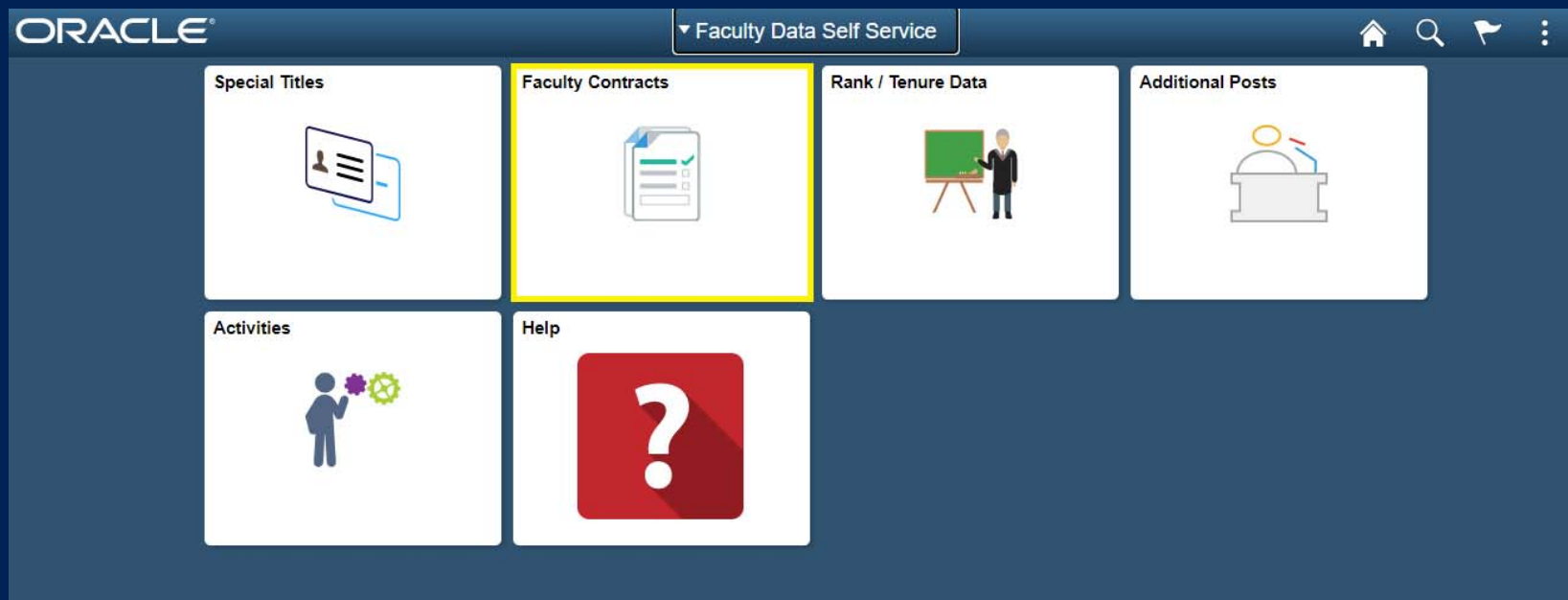
The screenshot shows the Oracle OneUSG Connect Employee Self Service dashboard. The top navigation bar includes the Oracle logo, a dropdown menu for "Employee Self Service" (highlighted with a yellow box), and icons for home, search, and user profile. The dashboard is organized into a grid of service tiles:

- Make SCCP Contribution:** Includes the State Charitable Contributions Program logo.
- Path2College\_529\_Deduction:** Includes the Path2College 529 Plan logo with the tagline "Save for the future. Today.® Offered by the State of Georgia".
- Degrees & Certificates:** Includes an icon of a person with a star.
- Time and Absence:** Includes an icon of a document with a clock.
- Monthly Schedule:** Includes a calendar icon.
- Pay:** Includes a stack of money icon and the text "Last Pay Date 06/30/2020".
- Paycheck Modeler:** Includes a pie chart icon.
- Direct Deposit:** Includes an icon of a classical building with a dollar sign.
- Taxes:** Includes a "TAXES" document icon.
- Compensation History:** Includes the Oracle PeopleSoft logo.
- Company Directory:** A simple text tile.
- Personal Details:** A simple text tile.
- Design Forms:** A simple text tile.
- My Forms:** A simple text tile.
- Help:** A simple text tile.



- Choose Faculty Data Self Service.



- Click the Faculty Contracts tile.



- Review the instructions for completing the contract.
- Click View Contract to review the terms of your contract.

Faculty Data Self Service Faculty Contracts  

Instructions for Reviewing and Signing Your Contract

1. Select "View Contract" to see a preview copy of your contract. Please review it carefully. While the preview window is open, you may opt to print a draft copy for your review.
2. When you are ready to accept the contract, select "Sign Contract" and enter your name **exactly** as it appears in the window.
3. After entering your name, click "Sign" to record your acceptance of the contract. Please complete this step within 20 days of receiving notification of the contract's availability.
4. Once you sign the contract electronically, you will be able to print a signed copy for your records. It will also be retained and available for your future reference on this website.
5. If you think the contract is incorrect, please download, or print, a draft copy from the "View Contract" window, and share it with the Dean as soon as possible to initiate the steps needed for correction.

1-1 of 1

Year	Contract Type	Status	View Contract	Sign Contract	Signed Date/Time
2021	Academic Tenured	Generated	<a href="#">View Contract</a>	<a href="#">Sign Contract</a>	

- The contract will open as a PDF for your review.

Preview Copy

BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA ACADEMIC YEAR  
EMPLOYMENT CONTRACT

NON-TENURED PERSONNEL ON TENURE TRACK

To:

Please be advised that Dr. Brooks A. Keel, on behalf of the Board of Regents of the University System of Georgia, has approved your employment as:

Faculty Rank : .  
Rank Home :

at the Augusta University. The period of your employment is for the academic year beginning on August 3, 2020 and ending on May 14, 2021.

Your salary will be \$125,214, payable as set forth below according to the applicable funding sources and the Institution's payroll schedule.

	Aug 01, 2020	Jan 01, 2021
Regular Academic Year Salary Rate, Full Time Employment	\$113,214	\$0
Supplement Academic Year Salary Rate, Full Time Employment	\$12,000	\$0
Total Academic Year Salary Rate, Full Time Employment	\$125,214	\$0
TOTAL ACADEMIC YEAR SALARY	\$125,214	

**If you receive supplemental pay (and it has been processed by the time contracts are processed), you will see the amount listed on your contract.**

**Your salary for January 1, 2021 will remain the same as what is displayed in the previous column unless otherwise noted.**

- Click “Sign Contract” to open the signature page.

Instructions for Reviewing and Signing Your Contract

1. Select “View Contract” to see a preview copy of your contract. Please review it carefully. While the preview window is open, you may opt to print a draft copy for your review.
2. When you are ready to accept the contract, select “Sign Contract” and enter your name **exactly** as it appears in the window.
3. After entering your name, click “Sign” to record your acceptance of the contract. Please complete this step within 20 days of receiving notification of the contract’s availability.
4. Once you sign the contract electronically, you will be able to print a signed copy for your records. It will also be retained and available for your future reference on this website.
5. If you think the contract is incorrect, please download, or print, a draft copy from the “View Contract” window, and share it with the Dean as soon as possible to initiate the steps needed for correction.

Year	Contract Type	Status	View Contract	Sign Contract	Signed Date/Time
2021	Academic Tenured	Generated	<a href="#">View Contract</a>	<a href="#">Sign Contract</a>	

- In the Name box, type your name **exactly** as it appears.

...a preview copy of your contract. Please review it carefully.  
...you may opt to print a draft copy for your review.

...the contract, select  
...w.

...“Sign” to record you  
...of receiving notificat

...lectronically, you will b  
...d available for your

...rrect, please downlo  
...n the Dean as soon

**Sign Contract** ×

**Dorothy A Gale**

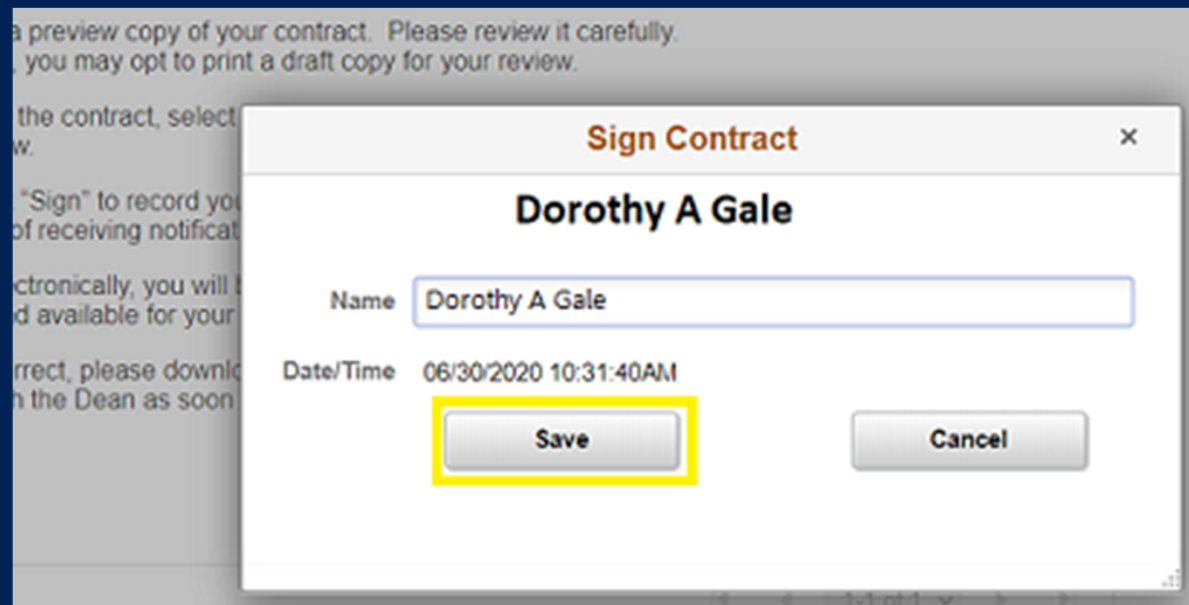
Name

Date/Time 06/30/2020 10:31:40AM

Save Cancel



- Click Save.



- The Faculty Contracts page will display the Signed Date/Time. The Status has also been updated to ‘Signed/Frozen’.

Faculty Data Self Service Faculty Contracts

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Year	Contract Type	Status	View Contract	Sign Contract	Signed Date/Time
2021	Academic Tenured	Signed/Frozen	<a href="#">View Contract</a>	<a href="#">Sign Contract</a>	06/30/20 11:28:37AM

- Click on “View Contract” to view/print a completed contract.

Year	Contract Type	Status	View Contract	Sign Contract	Signed Date/Time
2021	Academic Tenured	Signed/Frozen	<a href="#">View Contract</a>	<a href="#">Sign Contract</a>	06/30/20 11:28:37AM

Failure to reply within this deadline may void this offer.

BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA,  
BY AND ON BEHALF OF

BY:   
Date: June 1, 2020

#### CONTRACT ACCEPTANCE

I accept the employment described above under the terms set forth. I understand that at the expiration of the terms of this contract I will not be re-employed unless there is a new and separate offer by the Board of Regents on behalf of the Augusta University and acceptance thereof by me.

Signed: Dorothy A Gale  
Date: 2020-02-24T15:46:06-0500