Faculty Contract Delivery Deployment
Part I

Facilitators: L. Randolph Carter & Craig Golden
Faculty Contract Delivery

Agenda

• What’s new about Faculty Contracts
• Understanding the Contract System
• Generating Faculty Contracts
• The End User (Faculty) Experience
Faculty Contract Delivery
What’s New

• Academic and fiscal year faculty contracts will now be accessed and signed using OneUSG Connect
• The new process replaces the previous processing of printing, signing, and/or scanning paper contracts
• USG is now responsible for the administration of all faculty contracts
• Institutions manage the contract process locally
Faculty Contract Delivery

Who Gets a Contract?

• All Academic and fiscal 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.

• All 12 UGA contract types will be eligible
Faculty Contract Delivery

No Contract

• Part-time faculty and Limited term faculty and Locum Tenens are not eligible for contracts and will not have contracts available in the system

• Appointment Letters and Continuations will continue to be official documentation for Part-time faculty and Limited term faculty.
Faculty Contract Delivery

Key Details

• MFE and HR data are maintained throughout the Year
• Bulk of contracts/letters are generated after Budget Prep but may be generated at anytime
• Contracts/Letters are based on USG templates + Institution-Specific Language
• Practitioners Review Contract Data before Contract Generation
• Review can be distributed to Schools/Colleges
• Contracts are generated centrally and distributed to Schools/Colleges
• Faculty Acknowledgement is required for contracts
  – Acknowledgement is Optional for Letters
Faculty Contract Delivery

Data Levels

- Global
  - Contract Type List
  - Contract Templates

- Institution
  - Contract Parameters
  - Generate Contracts

- Employee
  - Rank, Tenure, Contract Type
  - Job, Salary

Faculty Contract
Faculty Contract Delivery

Business Process

- MFE and HR Data
- Contract Parameters
- Contract Templates
- Changes Needed
- Initiate, Dept. Review, Approve, Generate, Change.
- Generate Approved Contracts for Preview
- Generate Approved Contracts for Distribution
- Faculty Contracts
- Changes Needed
- Acknowledge Contract
- Faculty Contract On ESS

OneUSG Connect
Faculty Contract Delivery

Functionality

Setup
- Institutional Setup
- Contract Type

Use
- Contract Parameters
- Contract Review

Process
- Eligibility Process
- Contract Print
Faculty Contract Delivery

- Institution Setup

![Contract Institution](image-url)
Faculty Contract Delivery
Setup – Contract Return

Contract Return Text

Please signify your acceptance of this employment by signing your contract within twenty (20) days from June 4, 2019.

Notwithstanding any other provision of this contract, for Fiscal Year 2019-2020, the Board of Regents has authorized the president to implement a mandatory furlough program requiring employees to take not more than 10 days of unpaid leave. In the event it becomes necessary for the president to exercise this authority, employee furloughs will be implemented in accordance with guidelines promulgated by the Office of the Chancellor.

Please signify your acceptance of this employment by signing your contract within twenty (20) days from June 4, 2019.

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: [Signature]
Date: June 4, 2019

CONTRACT ACCEPTANCE
I accept the employment described above under the terms set forth.

Signed:
Date:
University of Georgia

1. Please review carefully and notify the HR Representative for your HR Department of any discrepancies as soon as possible.
2. Please electronically sign your contract within 20 days of receiving notification.
3. You must enter your name exactly how it appears on your contract.
4. Click View to review, print and eSign your contract.

After you eSign your contract, you will be able to print a signed copy of your contract.
Faculty Contract Delivery
Setup – Contract Type
Faculty Contract Delivery

Contract Types

- Appointment Letter
- Academic Non-Tenure Track Admin
- Academic Non-Tenure Track
- Academic On Track Admin
- Academic On Track
- Academic Tenured Admin
- Academic Tenured
- Fiscal Non-Tenure Track Admin
- Fiscal Non-Tenure Track
- Fiscal On Track Admin
- Fiscal On Track
- Fiscal Tenured Admin
- Fiscal Tenured
Faculty Contract Delivery
Setup – Contract Type
Faculty Contract Delivery

Use – Parameters (Start and End Dates)
Faculty Contract Delivery
Use – Contract Review
### Faculty Contract Delivery

#### Use – Contract Review

![Contract Review Interface](image-url)

<table>
<thead>
<tr>
<th>View/Edit</th>
<th>Status</th>
<th>EmpID</th>
<th>Name</th>
<th>Position Number</th>
<th>Job Code</th>
<th>Department</th>
<th>Full/Part Time</th>
<th>Reg/Temp</th>
<th>Emp Status</th>
<th>Contract Type</th>
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Faculty Contract Delivery

Process – Eligibility Process

### Eligibility Process

Enter any information you have and click Search. Leave fields blank for a list of all values.

- **Find an Existing Value**
- **Add a New Value**

#### Search Criteria

- **Search by:** Run Control ID begins with
- **Case Sensitive**

### Search Results

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Find an Existing Value | Add a New Value
Faculty Contract Delivery
Process – Eligibility Process
# Faculty Contract Delivery

## Process – Eligibility (Error Messages)

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<th>Name</th>
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<th>Error Msg</th>
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Faculty Contract Delivery
Process – Error / Warning Message Samples

- Emplid does not meet criteria in Job
- Emplid does not meet criteria in Tenure Data
- Contract Type not defined in Tenure data for this Employee
- Contract Parameters not Setup 18000 - 2020 - 1 – ALT
- Employee FTE value 0.8 is Invalid (Warning)
Faculty Contract Delivery
Process - Contract Print

[Image of a webpage interface for Faculty Contract Delivery Process - Contract Print, showing various input fields and options for running the process.]
Faculty Contract Delivery
End User Experience
Faculty Contract Delivery
End User Experience

- Rank/Tenure Data
- Special Titles
- Faculty Contracts
- Additional Posts

- Elements
- Help
- UGA Elements
- interactUSG
Faculty Contract Delivery
End User Experience

University of Georgia

1. Please review carefully and notify the HR Representative for your HR Department of any discrepancies as soon as possible.
2. Please electronically sign your contract within 20 days of receiving notification.
3. You must enter your name exactly how it appears on your contract.
4. Click View to review, print and eSign your contract.
After you eSign your contract, you will be able to print a signed copy of your contract.
Faculty Contract Delivery

End User Experience
Faculty Contract Delivery Deployment Part II

Facilitators: L. Randolph Carter & Craig Golden
Faculty Contract Delivery

Agenda

• Key Metrics from Pilot Deployment
• Lessons Learned
• Pending Change Requests
• Next Steps
  o Targeted Rollout
  o Timeline
  o How to Prepare
  o Review of Key Decisions / Configurations
Faculty Contract Delivery

Key Metrics

- 92% completion rate for all generated contracts.
- Only 3 units (VP/College) incomplete ... out of 17 schools and 12 VP units
- 600 Contracts Signed within 3 Hours
- Nearly 50% of faculty contracts signed in the first 72 hours.
- Increased ability to track contract status at the departmental and employee level.
Faculty Contract Delivery
Lessons Learned

• Communicate the importance of the Budget Development Process to Campus and its impact on EVERYTHING...including the faculty contract system.
• Simplify and communicate the process for changing contracts.
• Ensure that authoritative data systems (MFE & WFA) are up to date with faculty job and academic information.
• Expect confusion and resistance.
Faculty Contract Delivery
Pending Change Request - Process

• Ability to load files for any cycle. Decouple contracts from cycles
  • Business Reason: Without this change, practitioners are prevented from efficiently managing data within the system. The ability to manage cycles simultaneously is crucial, particularly given the multifaceted nature of eligible faculty groups.

• Audits that provide Eligibility vs Initiated data
  • Business Reason: Analytics showing how many persons are eligible to receive a contract vs how many contracts were initiated and generated.

• Ability to refresh from job data.
  • Business Reason: As part of the initial load, the majority of contract will be accurate (static method) however there are a few situations when a contract needs to be updated after a personnel change is submitted.

• Enhanced statistics reporting
  • Business Reason: Enhanced statistics. Contract practitioners should be able to report how many contracts were generated vs how many signed.
Faculty Contract Delivery
Pending Change Request - Use

• **Delete/Restore future enhancement**
  • Business Reason: Contract practitioners (Admin) should have the ability to restore a deleted contract. Without this functionality, contract statistics will be obscured as deleted contracts will not be included in the statistics.

• **Distributed Practitioner (Unit) Online Signature Page. Distributed users need to see and download the signed contract.**
  • Business Reason: Historically, distributed units have the ability to access signed faculty contracts as needed. With this functionality, department designees will have access to the signature page and will be able to view/print signed contracts for any persons in their unit.

• **Provide faculty the ability to see their prior year contracts.**
  • Business Reason: This original requirement did not make it to the production. The need for a faculty member to be able to access signed contracts from prior years is consistent with expectation for other similar documents (w2, etc.)
Faculty Contract Delivery
Decisions and Next Steps

- Configuration / Setup
- Faculty Contract Load Data Source
- Merit Process
  - Annual Raise
  - Mid-Year Raise
  - Supplements
- Contract Rollout Schedule
  - Renewal
  - Load
  - Review by College and Unit
  - Budget Load
  - Acceptance by Contract Employee