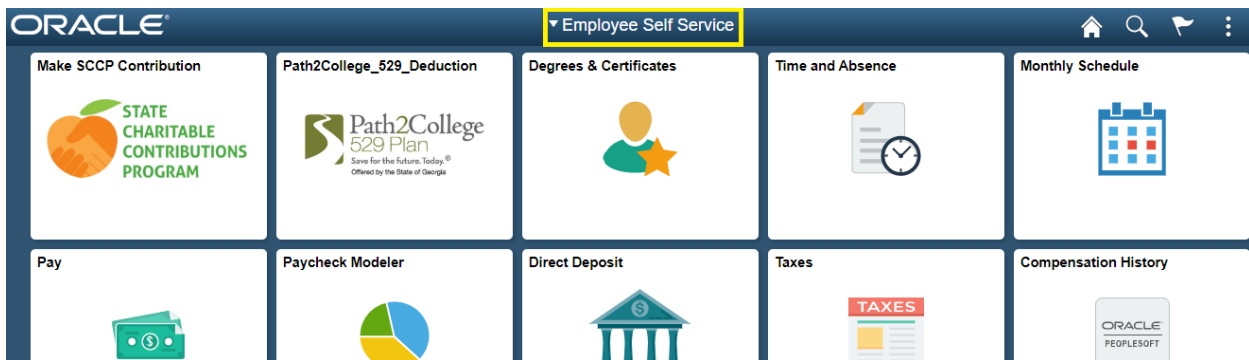


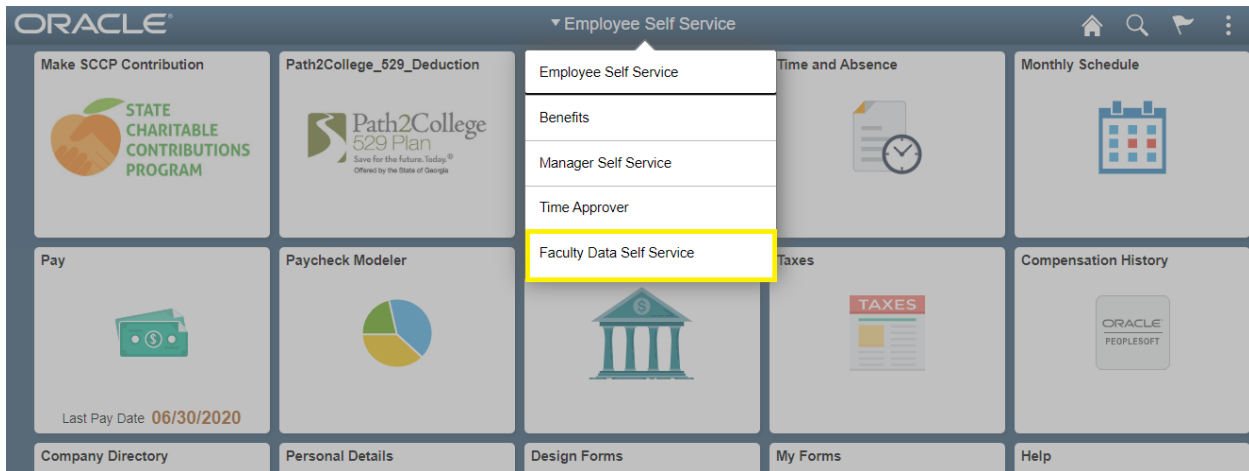


# Faculty Contract Review and Signature Process

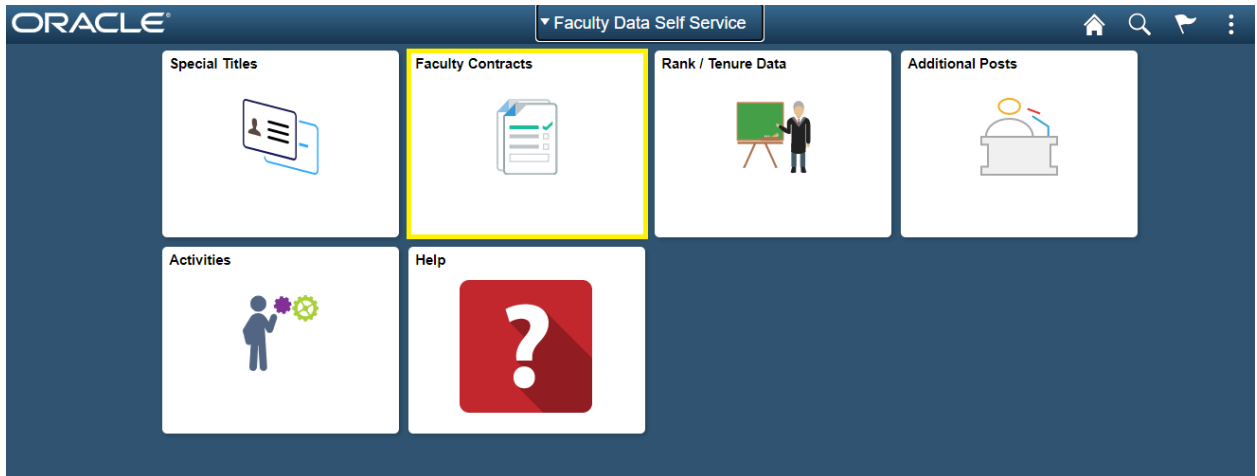
1. Log into OneUSG Connect.
2. Click the dropdown menu at Employee Self Service.



3. Choose Faculty Data Self Service.



- Click the Faculty Contracts tile.



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



Instructions for Reviewing and Signing Your Contract

- 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.
- When you are ready to accept the contract, select "Sign Contract" and enter your name **exactly** as it appears in the window.
- 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.
- 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.
- 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.

**DO NOT CONTACT THE DEAN. SEE BELOW FOR CORRECTION INSTRUCTIONS.**

Year	Contract Type	Status	View Contract	Sign Contract	Signed Date/Time
2021	Academic Tenured	Generated	<b>View Contract</b>	Sign Contract	

7. Click Sign Contract to open the signature page.

Faculty Data Self Service Faculty Contracts

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Year	Contract Type	Status	View Contract	Sign Contract	Signed Date/Time
2021	Academic Tenured	Generated	View Contract	Sign Contract	

8. 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 yo of receiving notificat

ctronically, you will d available for your

rrrect, please downlo h the Dean as soon

**Sign Contract**

**Dorothy A Gale**

Name

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

Save Cancel

9. Click Save.

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 yo of receiving notificat

ctronically, you will d available for your

rrrect, please downlo h the Dean as soon

**Sign Contract**

**Dorothy A Gale**

Name

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

Save Cancel

10. 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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DO NOT CONTACT THE DEAN. SEE BELOW FOR CORRECTION INSTRUCTIONS

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

11. To request contract corrections, print or download the contract, mark-up the document with the required corrections and email it to [pchr@gsu.edu](mailto:pchr@gsu.edu) include in the subject line - Contract Correction [Your Name].

## How to correct my contract?

Use the steps outlined below to request contract corrections. New contracts will not be generated for changes made after July 1<sup>st</sup>.

PERIMETER COLLEGE | CONTRACT & MOU PROCESS

**PRINT THE CONTRACT**

**MARK WHERE CORRECTIONS ARE NEEDED**

**EMAIL PCHR@GSU.EDU**  
RE: CONTRACT CORRECTION

Send

From ▾ [sabernathy@gsu.edu](mailto:sabernathy@gsu.edu)

To... [Perimeter College Human Resources;](#)

Cc...

Bcc...

Subject [Contract Correction \(Panther Pounce\)](#)

Please contact [Dana Brown \(dbrown6@gsu.edu\)](mailto:dbrown6@gsu.edu) or [Sonda Abernathy \(sabernathy@gsu.edu\)](mailto:sabernathy@gsu.edu) for all faculty contract related inquiries.