

*Viewing and Signing Your Faculty Contract in OneUSG Connect*

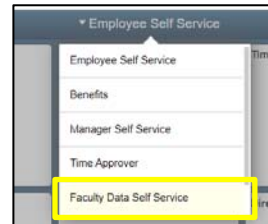
Faculty contracts for all contract-eligible fiscal and academic faculty will be available electronically through the Faculty Data Self Service (FDSS) page in OneUSG Connect.

Faculty will be able to access their contracts for review, print and signature. Faculty are required to sign their contracts within **20 days of receipt** for each contract year.

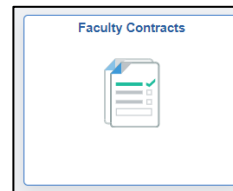
1. Login to Employee Self Service through [OneUSG Connect](#).



2. On the main Employee Self Service page, click the drop-down button at the top of the page next to "Employee Self Service," then click the "Faculty Data Self Service" page link.



3. Click the **Faculty Contracts** tile.



4. The Faculty Contract grid will display with the **Fiscal Year** and the **Contract Type** for each year eligible. (Note: only those years in which you were issued a faculty contract will be displayed.)

Year	Contract Type	Status	View Contract	Sign Contract	Signed Date/Time
2021	Fiscal NonTenure Track	Signed/Frozen	<a href="#">View Contract</a>	<a href="#">Sign Contract</a>	07/20/20 5:59:56PM
2022	Fiscal NonTenure Track	Generated	<a href="#">View Contract</a>	<a href="#">Sign Contract</a>	

5. Click the **View Contract** button to view the contract in a PDF.

6. Once you have reviewed the contract, exit the PDF and then click the **Sign Contract** button in the faculty contract grid.

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7. While signing the contract, in the **Name** field, enter your name exactly as it appears in the contract.

8. Click the **Save** button. You can go back to the Faculty Contract page to view your signed copy of the contract.



Sign Contract

John Smith

Name

Date/Time 09/15/2021 2:27:39PM

Questions on this new contract process may be directed to Faculty Support Services at 706-721-1072.