

Contract Delivery for Faculty

Albany State University

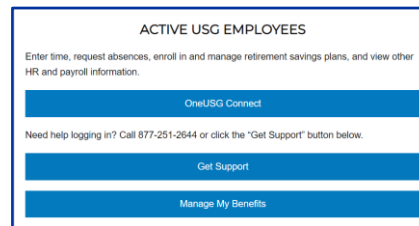
Viewing and Signing Your Faculty Contract in OneUSG Connect

Faculty contracts for FY2025 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 in June 2024. Faculty are expected to sign their contracts within **20 days of receipt** for this contract year.

Faculty members are encouraged to verify their login and access to [OneUSG Connect](#) and their Faculty Data Self Service page.

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** icon.



4. The Faculty Contract grid will display with the **Fiscal Year** and the **Contract Type** of the employee.

Year	Contract Type	Status	View Contract	Sign Contract	Signed Date/Time
2020	Fiscal On Track	Generated	View Contract	Sign Contract	

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

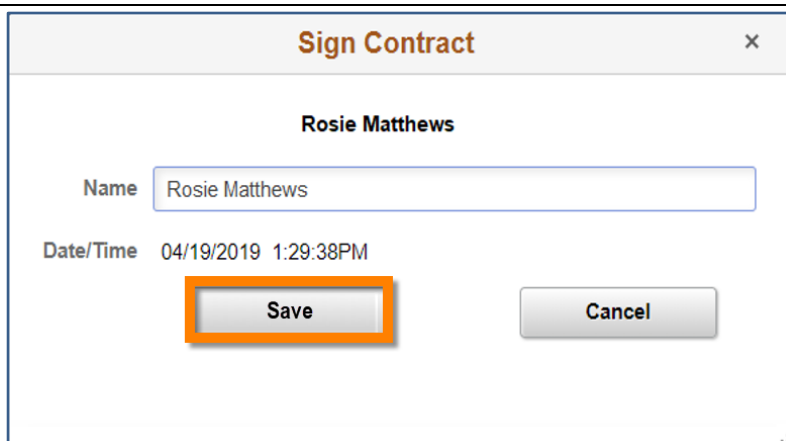


A screenshot of a web application interface showing a table of contracts. The table has columns for Year, Contract Type, Status, View Contract, Sign Contract, and Signed Date/Time. The first row contains the data: 2020, Fiscal On Track, Generated, View Contract, Sign Contract, and an empty cell. The 'Sign Contract' button in the first row is highlighted with an orange border.

Year	Contract Type	Status	View Contract	Sign Contract	Signed Date/Time
2020	Fiscal On Track	Generated	View Contract	Sign Contract	

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

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



A screenshot of a 'Sign Contract' dialog box. The title bar says 'Sign Contract' with a close button. The name 'Rosie Matthews' is displayed above a text input field containing 'Rosie Matthews'. Below the input field, the date and time '04/19/2019 1:29:38PM' are shown. At the bottom, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with an orange border.

8. Click the **Save** button. You can go back to the Faculty Contract page to view your signed copy of the contract. Both your department and the Office of the Provost will be able to view the status of your contract signature.

Additional Information

- Questions on the contract process may be directed to Andrea Felton in the Office of the Provost at andrea.felton@asurams.edu at 229-500-2803.