eContracts Guide for Hiring Managers
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Introduction

eContracts is the ETSU Human Resources system used for requesting the following types of employment appointments:

- All types of Graduate Assistants and Scholars appointments
- All types of Adjunct appointments
- Faculty overload
- Temporary employee contract renewals
- Fixed-term College of Medicine faculty renewal appointments
- Fixed-term University faculty renewal appointments

You may access the eContracts application from the HR Systems Login website. Log in using your ETSU username and password. Follow the appointment-specific guides to complete your request. Once approved, the employee may sign their new or updated appointment electronically in this system.

Temporary Employee Renewals

To start a renewal contract for a current temporary staff or temporary administrator, select “temporary employment renewal contract” from the “new contract” drop down. Note that hiring requests for new employees must be processed through the eJobs system.

Use the Person Search field to find the employee using the format “Last name, First” or search by E# then click the “Select” button. Please note, finding an employee in the Search Results does not pull any of their information until you hit “Select.”
After importing the employee’s information, verify or select the current Position Number (#1), select the appropriate Appointment Type (#2), and complete the contract workflow (#3). Once all the information has been entered, hit “Submit.” You will have the opportunity to verify the workflow on the next screen.

On the Temporary Contract Form screen, you will have the ability to update any fields that are not grayed. The Contract Title is Temporary Hourly or Temporary Monthly by default. You may change the title. This title will appear on the employee’s timesheet and in the campus directory. Please note, all contact information, including Room Number and Department Phone, are required fields.

Make note of the Affordable Care Act (ACA) benefits disclaimer. Input the start and end dates for the contract, the estimated hours per week, and the rate of pay (#1). The start and end dates and rate of pay will populate into the employment contract. If hiring on an as needed or PRN appointment, enter an estimated hours per week. You are not obligated to the hours you enter in this field but this estimation may be used to determine benefits eligibility.

Review and change the labor distribution as needed. Use the “Add Labor Distribution” button (#2) to add another line for split funding. Ensure the Percent column equals “100”.

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Add special conditions if appropriate. This field will auto-populate into the employment contract. Select ‘Submit’ to save the form for your final review.
On the confirmation page, review all the contract information. Select ‘Edit Form’ (#1) to make modifications. Add additional documents (#2), or add secondary approvers (#3) if needed.

Enter a comment if needed. You must select “Leave Comment” in order for your comment to be saved. Please note, every user in the workflow will be able to see comments, including the employee.

Check the appropriate boxes to include addition departments in the workflow. Select “Complete” to submit the renewal request for approval.
College of Medicine Fixed Term Faculty Renewals

To start a renewal contract for a temporary staff or temporary administrator, select “college of medicine faculty renewal contract” from the “new contract” drop down. Note that hiring requests for new employees must be processed through the eJobs system.

Use the Person Search field to find the employee using the format “Last name, First” or search by E# then click the “Select” button. Please note, finding an employee in the Search Results does not pull any of their information until you hit “Select.”

After importing the employee’s information, verify or select the current Position Number (#1), select the appropriate Appointment Type (#2), and complete the contract workflow (#3). Once all the information has been entered, hit “Submit.” You will have the opportunity to verify the workflow on the next screen.
On the College of Medicine Contract Form screen, you will have the ability to update any fields that are not grayed. Review and update the Contract Title or departmental information as needed. Please note, all contact information, including Room Number and Department Phone, are required fields.

The system will automatically select the type of appointment (#1) from the previous screen, but you can change it here. Input the start and end dates for the contract, the base salary paid by ETSU (#2), and whether the compensation is salary or hourly (#3).
Input any additional compensation and enter the Total Compensation (#1). Total Compensation is the base pay the faculty will receive through ETSU only. We do not want them to receive pay through ETSU for their MEAC salary.

Review and change the labor distribution as needed. Use the “Add Labor Distribution” button (#2) to add another line for split funding. Ensure the Percent column equals “100”.

Add all special conditions (#3). This includes, but is not limited to FTE (employment less than 100%), ETSU stipends, stipend pay schedule (lump sum or monthly installments), and any other unique aspects of their employment. The field will auto-populated into the employment contract.

Select ‘Submit’ to save the form for your final review.

On the confirmation page, review all the contract information. Select “Edit Form” (#1) to make modifications. Add additional documents (#2), or add secondary approvers (#3) if needed.

Enter a comment if needed. You must select “Leave Comment” in order for your comment to be saved. Please note, every user in the workflow will be able to see comments, including the employee. If appropriate, check the box to include University Grant Accounting in the workflow.
Select “Complete” to submit the renewal request for approval.

University Fixed Term Faculty Renewals

To start a renewal contract for a temporary staff or temporary administrator, select “university faculty renewal contract” from the “new contract” drop down. Note that hiring requests for new employees must be processed through the eJobs system.

Use the Person Search field to find the employee using the format “Last name, First” or search by E# then click the “Select” button. Please note, finding an employee in the Search Results does not pull any of their information until you hit “Select.”

After importing the employee’s information, verify or select the current Position Number (#1), select the appropriate Appointment Type (#2), and complete the contract workflow (#3). Once all the information has been entered, hit “Submit.” You will have the opportunity to verify the workflow on the next screen.
On the University Faculty????? Contract Form screen, you will have the ability to update any fields that are not grayed. Review and update the Contract Title or departmental information as needed. Please note, all contact information, including Room Number and Department Phone, are required fields.

The system will automatically select the type of appointment (#1) from the previous screen, but you can change it here. Input the start and end dates for the contract, the base salary paid by ETSU (#2), and whether the compensation is salary or hourly (#3).
Input any additional compensation and enter the Total Compensation (#1). Total Compensation is the base pay the faculty will receive through ETSU only.

Review and change the labor distribution as needed. Use the “Add Labor Distribution” button (#2) to add another line for split funding. Ensure the Percent column equals “100”.

Add all special conditions (#3). This includes, but is not limited to FTE (employment less than 100%), ETSU stipends, stipend pay schedule (lump sum or monthly installments), and any other unique aspects of their employment. The field will auto-populated into the employment contract.

Select ‘Submit’ to save the form for your final review.
On the confirmation page, review all the contract information. Select “Edit Form” (#1) to make modifications. Add additional documents (#2), or add secondary approvers (#3) if needed.

Enter a comment if needed. You must select “Leave Comment” in order for your comment to be saved. Please note, every user in the workflow will be able to see comments, including the employee. If appropriate, check the box to include University Grant Accounting in the workflow.
Select “Complete” to submit the renewal request for approval.

Monitoring Submitted Renewals

You can check the progress of a hiring request by selecting the form from the “In Progress” tab.

All completed steps in the workflow will be indicated by a green checkmark. The current step will be indicated by a star. You will be able to view any comments added to the request on this screen. Use the “View History” button at the bottom of the page to see the date and time each step was approved.

Optionally, you can send a reminder notification to the current step owner.
Printing a Signed Contract

You can download a copy of a signed contract after the hiring request is completed. To view or print completed contract, select the hiring request from the "Completed" tab and select the “Download PDF” button.