Access the online contract system at [https://webapps.etsu.edu/eContracts/Login](https://webapps.etsu.edu/eContracts/Login).
Log in by entering your username and password (same information used to login to your computer), then click the Submit button.
To start a new contract, click the **new adjunct contract** link.
Enter the name of the person in the **Person Search** field (ex: Doe, John or John Doe).

After a short delay, the Search Results box to the right will populate (or you may click the **SEARCH** button).
If you do not have the correct person, click the **dropdown arrow** to view additional names from which to choose.

Highlight the appropriate person from the list and click on the name.
Once you have the correct person in the Search Results field, click the Select button. The person’s name will automatically appear in the Name field in the Create Adjunct Contract section.

**Note:** if the person does not show up in the search results (i.e., they have never been affiliated with the university), type their name directly in the Name field.
Select the **Department** by clicking the **dropdown arrow**. Highlight and click on the department in which the person will be teaching (an error message will appear if you try to submit the contract and have not made a selection).
The current **Term** will automatically populate. Click the **dropdown arrow** to select a future term (if available).

**Note:** if the person is teaching in the **Winter Term**, it must be selected using the dropdown arrow of the Spring term **Session** field.
The **Session** field populates for **Summer** and **Spring** terms. Click the dropdown arrow to select the appropriate session.

The **Summer** term has **Pre-Session**, **Pre+Session 1**, **Full Session**, **Dual Session** and **Session 2**; the **Spring** term has the **Spring Full** session and the **Winter** term.
Click the **Revised Contract** checkbox if you are resubmitting a contract that was **completed** through the signature chain, but changes need to be made (i.e., course added/removed, funding change, etc.).
Click the **Hide Contract** checkbox if hiring a 12-month faculty member to teach adjunct.

Once the person creating the contract submits it and hits the **Complete** button at their step, the contract will be sent directly to Completed (no signed contract is needed). The contract information will be included in the reporting feature.
Click the **Submit** button to generate the Adjunct Contract Form.
The top portion of the Adjunct Contract Form will be automatically populated. You will be able to edit the Name, Organization Code, Check Distribution, Timekeeping Location, Term and Session fields.

The Position Number for adjunct contracts will be blank (to be completed by Human Resources).
Check the appropriate box if the contract is an **Overload**, **TN eCampus (RODP)**, **Dual Service** or a **Revised Contract** (the revised contract box will already be checked if selected on the Create Adjunct Contract screen, or you may check it here if you forgot to do so on the initial page).

A revised contract will be blue with a Revision watermark on it once you submit the form.

If **Dual Service** is selected, an **Employed By?** pop-up box will appear to the right; manually enter the appropriate entity.
Complete the **Courses** section by filling in the **Course ID**, **Paid** and/or **Unpaid Hours**, and the **Pay Rate** fields.

The **Course Id** and **Course Title** fields will automatically populate if the course has an instructor of record assigned.

If the course does not populate, begin keying the Course ID (ACCT, CSCI, etc.) and a dropdown menu will appear with a list of courses from which to choose. The course title will automatically populate when a course is selected.

The **section number** will show for courses that automatically populate (ex: ACCT-1010-001). If you are adding a course manually, you will be required to enter the section number in the **Course Id** field. Just type in a hyphen (-) followed by the three digit section number after the course number.
The **Course Salary** field will automatically calculate based on the number of paid hours and pay rate entered.

The **1/32 salary rule** will automatically calculate in the Pay Rate field if you are hiring a regular 9-month faculty member to teach Summer/Winter terms *(can be edited).*
Click the Add Course link to add a course; click the Remove link to delete a course.
Look at the **SACS indicator** to determine if a SACS form has already been completed for the course.

**Note:** if a prior SACS form is not found, you will need to select ‘professional experience’ and ‘SACS form attached with contract’ when completing the ‘Faculty Competency’ section under **Credentials**.
Check the **Course is Zero Pay** box if the course is uncompensated. Click the dropdown menu in the **Zero Pay Reason** box to select a reason the course is unpaid.

If the reason is not listed in the options available, click the blank space (blue line) to return to the default value of add/select a reason and manually type in the reason.

Make sure to enter the number of hours that are uncompensated in the **Unpaid Hours** field.
Complete the **Index Number(s)** section by filling in the **Index Number** and **Percentage** fields. When you begin keying the index number, a dropdown menu will appear with a list of indexes from which to choose (you may also search by index name).

The total of the **Percentage** field must equal 100%.

Click the **Add Index Number** link to add an index; click the **Remove** link to delete an index.
Complete the **Credentials** section by first checking the highest degree related to the course(s) being taught. Look at the **Transcript On File** indicator to the far right to help with completing the official transcript section.

Only the **highest degree** needs to be checked and will be the only one displayed when the form is submitted.

Click the **Add Degree** link to add the highest degree if it is not listed (if you manually add a degree, the transcript will show as **not on file** when you submit the form; if you know the transcript is on file, just check **On File** under the Official Transcript section and make a note in the Comments section).

**Note:** degree/transcript information will be hidden for regular 9-month faculty who are teaching as adjunct.
If degree information does not automatically populate, you will need to enter the **Discipline of Study**, **Highest Degree Earned** and **Institution** in the boxes provided.
Check the appropriate radio button/checkbox in each of the next three sections.

If you select **professional experience** in the **Faculty competency** section, you must also select one of the **SACS** options in the parentheses (refer to the SACS indicator in the Courses section to help determine if the form is needed).
To complete the adjunct contract form, click the **Submit** button; to delete the form, click the **Delete** button.
Now that you have submitted the contract form, you have three options prior to completing your step.

You may edit the form, add secondary approvers and add attachments.

If you see an error after you have submitted the form, click the **Edit Form** link to make changes.

<table>
<thead>
<tr>
<th>Name</th>
<th>Contract Title</th>
<th>Position Number</th>
<th>Term / Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hamm, Tammy Sue</td>
<td>Adjunct Faculty</td>
<td></td>
<td>Spring 2019 Spring Full</td>
</tr>
<tr>
<td>Department</td>
<td>Organization Code</td>
<td>Check Dist No</td>
<td>TKL</td>
</tr>
<tr>
<td>Accountancy</td>
<td>22050</td>
<td>T509</td>
<td>T509</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Dept Box #</td>
<td>Contact Email</td>
<td><a href="mailto:FREEMAN@ETSU.EDU">FREEMAN@ETSU.EDU</a></td>
</tr>
<tr>
<td>Burkette, Gary D</td>
<td>Box 70710</td>
<td>Contact Phone</td>
<td>423-439-5590</td>
</tr>
<tr>
<td>Contact Person</td>
<td></td>
<td>Dual Service</td>
<td></td>
</tr>
<tr>
<td>Freeman, Ashley N</td>
<td></td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overload</th>
<th>Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Id</th>
<th>Course Title</th>
<th>Paid Hours</th>
<th>Unpaid Hours</th>
<th>Pay Rate</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT-1010-001</td>
<td>Principles of Accounting I</td>
<td>6.00</td>
<td>0.00</td>
<td>$750.00</td>
<td>$4,500.00</td>
</tr>
<tr>
<td>Index No</td>
<td>Percentage</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22050</td>
<td>Accountancy</td>
<td>100.0%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Adjunct Contract Form - Existing Employee**

- **Edit Form**
- **Add Secondary Approvers**
- **Add Attachments**
Once you have made the changes, click the **Save** button to return to the contract. You may also remove the contract by clicking the **Delete** button.
If another person needs to approve the contract prior to the next step in the workflow, click the Add Secondary Approvers link.
Type the name of the secondary approver in the **Person Search** field. If the correct person isn’t showing in the Search Results field, click the dropdown arrow and select the appropriate person from the list.

Click the **Add** button to add the person as a secondary approver.
The secondary approver is now added to the adjunct contract form. You may also delete the secondary approver by clicking the **Remove** link.

Click the **Back to Contract** button to return to the contract.
The secondary approver is now in the signature workflow.
If you need to attach a document to the contract form (CV, application, etc.), click the **Add Attachments** link.
Click the **Browse Files** button to search your documents and select the file you want to attach. The document is now added to the adjunct contract form under Attachment(s).

Click the **Back to Contract** button to return to the contract.
You are now ready to complete your step and forward the contract to the next person in the signature chain. Include any additional information related to the contract in the **Comments** box. If you will be completing your step at a later time and want to save the comment, click the **Leave Comment** button.

If the position requires grant funding, click the **Route the adjunct contract to grant accounting** box. Click the **Background check required** box if the position requires a background check.

Click the **Complete** button to forward the contract form to the next approval level in the workflow.
The contract is now under the **In Progress** tab.

You will see the person’s name, department, date the contract was started, where the contract is in the process and to whom it is assigned.

Click the **Adjunct** link to view the contract form.
Once you click the Adjunct link to view the completed contract form, scroll down to the signature workflow at the bottom of the form.

The box next to your level will have a **Green** check mark once you have completed your step.

The box at the next level will have a **Yellow** asterisk showing the contract form is awaiting approval.

The box at all other levels will be **Blue** denoting the contract form has yet to reach those steps.
Click the **home** link to go back to the main page.
Click on the **In Progress** tab to check the status of all contracts you have awaiting completion.
Enter a name in the **Search** box to locate a specific contract.
Click on any **column header** to sort by that column.
Click on **Previous**, **Next** or the **page number** to go from page to page.
Once the contract form has been signed electronically at each approval level, it will move to the **Completed** tab.

Click on the **Adjunct** link to view the contract.
Click on **Download PDF** to print and/or save the contract for your records.

<table>
<thead>
<tr>
<th>Course Id</th>
<th>Course Title</th>
<th>Paid Hours</th>
<th>Unpaid Hours</th>
<th>Pay Rate</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT-1010</td>
<td>Principles of Accounting I</td>
<td>6.00</td>
<td>0.00</td>
<td>$600.00</td>
<td>$3,600.00</td>
</tr>
<tr>
<td>ACCT-1020</td>
<td>Principles of Accounting II</td>
<td>6.00</td>
<td>0.00</td>
<td>$600.00</td>
<td>$3,600.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Index No</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>22030</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

### Credentials

**Discipline of Study**: Business Administration  
**Degree**: Master of Business Admin  
**Institution**: Colorado State University P. Collins  
**Transcript On File**: On File

Highest degree for the teaching discipline is from a [[regionally accredited]](https://www.accreditingassociation.org/home) or [[comparedly recognized]](https://www.northeastern.edu) institution

Official transcript: [✓] On File | [✓] Requested (must be received no later than 30 days after the contract is fully executed)

Faculty competency demonstrated by:  
- [✓] academic preparation and/or  
- [✓] professional experience  
- [✓] SACS form attached with contract or [✓] SACS form on file in the Office of Human Resources

[Download PDF]
If you selected **SACS form attached with contract** when preparing the contract form, the SACS form will generate for you to fill out once you hit the **Complete** button at your step in the Workflow section.

The first four boxes will automatically populate and **can be edited**. You will need to manually fill in the last box on the form (**Outstanding Professional Experience**).

Once you have completed the SACS form, click the **Submit** button (or **Delete** it if necessary).
Review the SACS form for errors. If you need to make corrections, click the **Edit Form** link. Once you make changes in edit mode, click the **Save** button.

If you decide you do not need the SACS form, click the **Delete SACS** link.

If you would like to save/print the SACS form, click the **Download PDF** link.
Scroll down to the SACS signature workflow and enter any other pertinent information in the Comments box if necessary.

Click the Complete button to start the SACS form through the signature workflow (or click Delete to remove the SACS form).
Once the SACS signature workflow starts, **the adjunct contract will sit at the originator until the SACS form has finished going through the signature chain.**
When the SACS form completes the signature process, **the adjunct contract will automatically move from the originator to the next person in the signature workflow.** The contract/SACS form will show under the ‘In Progress’ tab until it is completed. Click the link(s) to open.

An e-mail will be sent notifying each approver that an adjunct contract is awaiting their review.
To exit the contract system, click the **logout** link in the upper right corner.