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# Get the FACS:

*Faculty Automated Contract System*

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**Provost Budget Office**

<http://wwwnew.towson.edu/provostpbo/>

*Revised November 2020*

## Faculty Automated Contract System (FACS)

### Introduction

The Faculty Automated Contract System (FACS) is an automated contract processing system designed to generate, approve, process, and manage Adjunct, Offload, and Per Student payments and contracts. The complete system uses PeopleSoft for data entry, validation, and data management; and Perceptive Content for workflow approvals and document management. FACS can be accessed through PeopleSoft HCM via My TU web page. Departmental users can view and print processed contracts from Perceptive Content. This manual is divided into the following sections:

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## **Section 1: Contract Types**

### **Adjunct Contracts**

Adjunct Contracts are used to compensate faculty who teach on an as-needed basis. Adjunct Faculty are paid on a per course basis at a rate established by the institution. There are three categories of Adjunct Faculty: Adjunct I, Adjunct II, and Adjunct III. All first-time teaching adjunct faculty are Adjunct I faculty. Each college is responsible for establishing criteria and evaluating Adjunct Faculty I for advancement to Adjunct II and Adjunct Faculty II for advancement to Adjunct III status. Moreover, an individual could be an Adjunct I in one department, but may have attained Adjunct II status in another department. In this case, the Adjunct II status applies to all contracts. It is the contract initiator's responsibility to select the correct contract type from the menu selection.

### **Offload Contracts**

An Offload Contract is used to compensate regular faculty and Lecturers for teaching a course beyond their standard instructional workload. The compensation rate is the same as the Adjunct I, II, or III rate (depending on years of service). Please consult with your Chair to determine adjunct rank.

### **Per Student and Tuition-Only Contracts**

Per Student courses include the following: Directed Reading, Independent Study, DISP, Internship, Practicum, Clinical, Travel Study, Student Teaching, Special Project, Graduate Project, and Thesis/Dissertation courses.

Per Student Compensation Contracts must be submitted after the Change of Schedule (drop/add) period ends and before the last day of classes for the session.

Please refer to the Provost's Budget Office website for the latest pay scale for per student compensation contracts. It is the responsibility of the department to use the correct rate and accurately calculate the payment due to the appointee.

### **Minimester and Summer Contracts**

Faculty teaching classes with multiple HEGIS/Subject codes or course numbers will be compensated for a single course; and all sections should be listed on the same contract.

Linked or mixed undergraduate-graduate courses (e.g., 300/500) are treated as a single class. Only one course should be entered in the Course Teaching Assignments section. The other linked or mixed course(s) should be listed in the Dept. Note field. Compensation for linked

courses is calculated at the undergraduate pay rate up to the single course maximum.

Minimester and summer compensation amounts are entered by the Provost's Budget Office. Compensation is calculated on a per student, per credit hour basis. Enrollment counts to determine compensation are compiled after 5pm on the last day of the add/drop period.

Funding department for minimester contracts is 31300.

Funding department for summer contracts is 31210.

Exceptions apply to Ner Israel, Study Abroad & Away, and grant funded courses.

Please refer to the Provost's Budget Office website for minimester and summer policies and procedures.

### **Special Minimester and Special Summer Contracts**

Special minimester and special summer contracts are used for Ner Israel, Study Abroad & Away, AIT, SPPA, ACSD, OCTH, REGI, IHSM, PAST and grant funded courses.

Special minimester and special summer compensation FACS course amounts are entered by the department initiator.

## Course Load Limitations for Fall and Spring Semesters:

COURSE LOAD LIMITATIONS	
Rank/Title	Limitation
Regular Faculty/Lecturer	May teach one off-load course with Chair and Dean approval
Adjunct not otherwise employed; or employed less than full-time	May teach a maximum of 3 courses per semester. Exceptions (one additional course) must be approved by the Chair and Dean.
Adjunct who is employed full-time	May teach one course per semester. Exceptions (one additional course) must be approved by the Chair and Dean.
Adjunct who is employed full-time and teaches part-time at another institution	Ineligible to teach at Towson University. Requests for exceptions are strongly discouraged.

All Staff who teach courses, or accept other Secondary Assignments, must use leave if the assignment coincides or overlaps with the employee's regular work hours as stated in the University Policy on Secondary Employment for Regular Non-Faculty Employees.

## Regular Faculty Course Load Limitations for Minimester:

- Faculty may teach no more than one three (3) credit class, or an equivalent combination of classes totaling no more than three (3) credits, during Januaryminimester.
- Additional classes and/or credits may be possible in exceptional cases but must be approved by the department chair, college dean, and provost.

## Regular Faculty Course Load Limitations for Summer Trimester:

- Based on a standard maximum teaching load of four course units during an academic semester (15 weeks), the standard maximum teaching load during the summer trimester (10 weeks) is three course units. Upon recommendation of the Chair and approval of the Dean, a fourth course unit may be approved for the summer trimester.
- This teaching load would normally consist of no more than:
  - Two course units in one 5-week or one 7-week summer trimester session
  - Three course units occurring simultaneously unless two or more were in the 10 week session

## Section 2: Initiating a Contract

### Steps to completing a contract in FACS:

1. Department contract initiator navigates to Contract Data Entry page and presses ADD button

The screenshot shows the top navigation bar with the following items: Favorites, Main Menu, Towson Mods, FACS, and FACS Contract Data Entry. Below the navigation bar, the page title is "Add FACS Contract Data". There is a button labeled "Add a New Value" and an "Add" button at the bottom of the form area.

2. Initiator enters contract data.

The screenshot shows the "FACS Contract Data" form with the following fields and values:

- \*Empl ID: [ ]
- \*Appointing Dept: [ ]
- Contract ID: [ ]
- Employee Type: [ ]
- \*Contract Type: [ ]
- \*Term: [ ]
- \*Session: [ ]
- Job Code: [ ]
- Account: [ ]
- Funding Dept: [ ]
- Grant: [ ]
- Name: [ ]
- Address: [ ]
- City: [ ]
- State: [ ]
- Zip: [ ]
- Phone: [ ]
- Email: [ ]
- Late Start:
- Contract Begin Date: [ ]
- Contract End Date: [ ]

For replacement appointees, check "Late Start" box and update Contract Begin Date.

**Course Teaching Assignments** | Personalize | Find | View All | First | 1 of 1 | Last

Course Search	Term	Session	Subject	Number	Section	Title	Credit Hrs	Contact Hrs	Course Amount
1 [ ]									

Dept Note: [ ]

Total Contract Amount: \$ [ ]

Contract Status: [ ] Date: [ ]

[ Save ] [ Add ]

**Notes:**

- a. The appointee must have an Empl ID and “@towson.edu” email address.
  - b. The Appointing Dept is the Initiator’s department.
  - c. Contract Types:
    - Dept Funded** – contracts that are funded by a self-support department or by a grant. Self-support departments begin with a “3”. Grants begin with a “5”.
    - State Funded** – contracts that are funded by a stateside department. Stateside departments begin with a “1”.
  - i. Adjunct 1 Dept Funded
    - ii. Adjunct 1 State Funded
    - iii. Adjunct 2 Dept Funded
    - iv. Adjunct 2 State Funded
    - v. Adjunct 3 Dept Funded
    - vi. Adjunct 3 State Funded
    - vii. Offload Dept Funded
    - viii. Offload State Funded
    - ix. Per Student Dept Funded
    - x. Per Student State Funded
    - xi. Minimester
    - xii. Special Minimester
    - xiii. Summer
    - xiv. Special Summer
  - d. The Term and Session fields are required (*for summer course dates that do not fall within the 5, 7, or 10 week sessions, select regular*).
  - e. Funding Dept is the funding source.
  - f. Grant number must be a valid number. Please note that a contract cannot contain both a Funding Dept and a Grant.
  - g. Check Late Start box only if contract is replacing a faculty member after the start of the semester. Click on the calendar icon to change the Contract Begin Date.
  - g. Course Search – Please enter as much information as possible in the search dialog box in order to limit the number of possible choices.
  - h. Enter credit hours and contact hours (*for FACS purposes, “contact hours” are the official additional lab hours a faculty member is required to perform in the delivery of specific instruction*).
  - i. Enter the course amount (*except for regular minimester and summer contracts*).
  - j. If another course is needed, click the “+” to add a row. One contract can accommodate up to three courses. If more than three courses are needed, a second contract must be completed.
  - k. After all information is entered, click “Save”.
  - l. The system will assign a Contract ID and update the Contract Status field.
  - m. Click “Add” to enter another contract.
-

**Example:**

Favorites | Main Menu > Towson Mods > FACS > FACS Contract Data Entry

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**FACS Contract Data**

\*Empl ID: 0400986      \*Appointing Dept: 12020 Accounting

Contract ID: 100192      Employee Type: Adjunct I Faculty

\*Contract Type: Adjunct 1 State Funded      \*Term: 1164 Fall 2016      \*Session: 1 Regular

Job Code: 913000 PT Fac - Adjunct I      Account: 502407

Funding Dept: 12020 Accounting      Grant:

Name: Minnie Mouse      For replacement appointees, check "Late Start" box and update Contract Begin Date.

Address: 123 Cheese Lane      Late Start:       Contract Begin Date: 08/29/2016

City: Orlando      State: FL      Zip: 22222      Contract End Date: 12/20/2016

Phone: 410/704-5933      Email: bmundschenk@towson.edu

Course Teaching Assignments										
	Course Search	Term	Session	Subject	Number	Section	Title	*Credit Hrs	Contact Hrs	Course Amount
1	11240000411001	1164	1	ACCT	201	001	PRINCIPLES OF FINANCIAL ACCTG	3.00		3000.00
2	112400001411001	1164	1	ACCT	302	001	INTERMEDIATE ACCOUNTING II	4.00		4000.00

**Total Contract Amount: \$ 7000.00**

Dept Note:

Contract Status: Contract Data Entered      Date: 09/14/16 3:34PM

**Notes:**

- You may click the “Add” button at the bottom of the screen to add the next contract even if the next contract is for a different appointee.
- If multiple courses are entered on one contract, all courses must be in the same session and funded by the same department number.
- Per Student Contracts for a course with more than one student should be entered on one line. Do not enter the same course on multiple lines. Calculate the total payment and enter the amount on one line. If credit hours vary for multiple students, enter 3 credit hours and enter an explanation in the Dept Notes field.
- Semesters remain active for 30 days after the end of the semester. If a payment is needed after the 30 days, please contact the Provost Budget Office for a paper contract.
- Credit hours for team-taught courses should not be adjusted. Please use the Dept Notes field to explain the split.



## Section 3: Appointee Approval

All appointees will receive a system generated email from [HCMPRD@towson.edu](mailto:HCMPRD@towson.edu) as a courtesy notification.

<b>The appointee receives the following e-mail:</b>
---

Welcome to the Faculty Automated Contract System (FACS). You will need your Towson University NET ID and password to access the system.

Please follow these steps to view and accept your contract(s). Multiple contracts may be issued to accommodate all of your teaching assignments:

- Answer the questions presented on the initial page and click the Save button.
- Click the OK button to continue.
- Click the View/Accept link(s) to see the contract(s) in the Unaccepted Contracts box.
- Read your contract and place your initials in the box at the bottom of the contract.
- Click the Accept button.
- Click the OK button to continue.
- Click the Printable Version link(s) in the Accepted Contracts box to save or print a copy of your contract.

Please [click here](#) to begin.

If you need assistance, please contact your department.

### 1. Log into the system to accept the contract.

The Appointee can either click the link in the email or log into PeopleSoft HCM to navigate directly to the screen. Therefore, appointees do not have to wait for the email to accept their contract(s).

<b>Navigation: Towson Mods→FACS→Contract Acceptance</b>
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## 2. Answer contract questions.

Favorites Main Menu > Towson Mods > FACS > Contract Acceptance

**Minnie Mouse**

ID: 0400986

Please answer the following:

### ONLINE ACCEPTANCE

- I agree to accept my contracts online and understand that my typed initials on each contract shall have the same force and effect as my written signature.
- I do not agree to accept this contract in electronic form. I have the right to enter into this agreement in paper form.

Please review the information below. To complete or update this information, please click here.

Edit

### OTHER EMPLOYMENT

- I am not employed at a State of Maryland Department, Agency or Institution other than Towson University.

Employed with:

### CITIZENSHIP

- I am a US Citizen or permanent resident alien.
- I am not a US Citizen or permanent resident alien and I have contacted the NRA Tax Office.

### EDUCATION

Highest Education Level:  Year Graduated (YYYY):

Institution:  Major:

When you are finished, please click Save.

Save

## 3. Click OK to continue.

Favorites Main Menu > Towson Mods > FACS > Contract Acceptance

**Minnie Mouse**



Thank you. Your information has been received. Please click OK to continue.

OK

#### 4. Click View/Accept Contract link.

Favorites | Main Menu > Towson Mods > FACS > Contract Acceptance

**Minnie Mouse**  
ID: 0400986  
[Click the link\(s\) in the Unaccepted Contracts box and follow the instructions to read and accept your contract\(s\).](#)

Unaccepted Contracts						
Contract ID	Term		Department			
100192	1124	Fall 2012	12020	Accounting		<a href="#">View/Accept Contract</a>

[There are no accepted contracts to view.](#)

#### 5. Electronically sign the contract.

On the last page of the contract the Appointee enters initials and accepts the contract. If desired, the Appointee can reject the contract.

#### 7. ONLINE ACCEPTANCE

I agree to accept this contract in electronic form, in accordance with the Maryland Uniform Electronic Transactions Act. I confirm that I can access, read and print on paper this electronic agreement. I understand that I have the right to refuse to enter into future agreements in electronic form.

#### ACCEPTANCE

I accept and I agree to the terms of the contract and have provided all necessary information.

To accept, enter your initials and click the Accept button. To reject, click the Reject button.

Appointee

Accept

Date

Reject

**6. Click OK to complete the approval process.**

Favorites | Main Menu > Towson Mods > FACS > Contract Acceptance

## Minnie Mouse

### Contract Accepted

Contract ID: 100192

 Your contract has been accepted. Thank you.

[OK](#)

**7. Print a PDF version of the contract.**

After the Appointee accepts the contract, the contract status changes and the appointee can print the PDF version of the contract by clicking on the Printable Version link.

Favorites | Main Menu > Towson Mods > FACS > Contract Acceptance

## Minnie Mouse

ID: 0400986

There are no contracts to accept.

Click the link(s) in the Accepted Contracts box to save or print a copy for your records.

Accepted Contracts					
Contract ID	Term		Department		
100192	1124	Fall 2012	12020	Accounting	<a href="#">Printable Version</a>

## Section 4: Opting Out

Appointees may “opt out” of the electronic acceptance process; however, the PBO strongly encourages online approval. If the Appointee chooses to opt out, a paper contract, which the Appointee, Chair, and Dean must sign, will be generated. Please contact your department’s administrative assistant for assistance.

### **Step 1: The Initiator creates a contract as indicated in Section 2 of this manual.**

➤ **To Opt Out, the Appointee selects the appropriate choice:**

**Mickey Mouse**

ID: 0123456

Please answer the following:

#### ONLINE ACCEPTANCE

- I agree to accept this contract in electronic form, in accordance with Maryland Uniform Electronic Transactions Act.
- I do not agree to accept this contract in electronic form. I have the right to enter into this agreement in paper form.

➤ **The Appointee receives the following message:**

**Mickey Mouse**

You did not agree to accept your contract online. Please contact your department to obtain a paper contract. Click on Signout to logoff.

**Step 2: The Initiator changes the contract status on the FACS Contract Data Update Page to Opted Out Paper Contract.**

**Step 3: The Initiator uses the FACS Contract Print menu item to navigate to the desired contract.**

**Navigation: Towson Mods→FACS→FACS Contract Print**

Department: 12350      Music

Contracts					Find	First	1-12 of 12	Last
Contract ID	Empl ID	Name	Term	Opt Out				
100009	0123456	Mickey Mouse	1124 Fall 2012	<input checked="" type="checkbox"/>	<a href="#">Print/View Contract</a>			

- Be sure to check the **Opt Out Box** so that the proper contract format is printed (i.e. the contract will print with actual signature lines and questions for the Appointee to answer).
- Click Print/View Contract
- Print and deliver the contract to the Appointee. The Appointee must answer the questions.

The next page shows an example of the Opt Out contract question and signature page.

**5. CITIZENSHIP**

\_\_\_\_\_ I am a US Citizen or permanent resident alien.

\_\_\_\_\_ I am not a US Citizen or permanent resident alien and I have contacted the NRA Tax Office.

**ACCEPTANCE**

**I accept and I agree to the terms of the contract and have provided all necessary information.**

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of College

\_\_\_\_\_  
Date

Please complete the following:

**OTHER EMPLOYMENT**

Please check one:

\_\_\_\_\_ I work at a State of Maryland Department, Agency, or Institution other than Towson University.

\_\_\_\_\_ I am employed at a State of Maryland Department, Agency or Institution. (Please provide the name of your employer.)

Employed with \_\_\_\_\_

**EDUCATION**

Highest Education Level: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

Institution: \_\_\_\_\_ Major: \_\_\_\_\_

**Step 4: The Initiator enters the appointee's answers to the questions in FACS.**

**Navigation: Towson Mods→FACS→FACS Employee Data**

The screenshot shows a web browser window with the following elements:

- Navigation bar: Favorites | Main Menu > Towson Mods > FACS > FACS Employee Data
- Page title: FACS Employee Data
- Employee information: Empl ID: 0123456, Name: Mickev Mouse
- Form title: Faculty Employee Data (with navigation: End | View All | First 1 of 1 | Last)
- Effective Date: 06/06/2012
- Accepts Contracts Online (Y/N): N
- Citizen/Permanent Resident (Y/N): Y
- Other Employment section:
  - Appointee works at a State of Maryland Department, Agency, or Institution other than Towson University (Y/N): N
  - Employee With: [Empty text box]
- Education section:
  - Highest Degree: Master's (dropdown)
  - Major: Music Performance
  - Year Graduated (YYYY): 2010
  - Institution: Peabody Institute
- Footer: Last Updated By: MMOUSE1, Date/Time: 06/06/12 12:18:56PM
- Buttons: Save, Return to Search, Add, Update/Display, Include History, Correct History

**Step 5: The Initiator obtains all necessary approvals and delivers the contract to the PBO.**

Opt Out contracts bypass Chair and Dean queues and move directly to the PBO queue. Once the PBO receives the paper contract, the PBO will match the paper document to the electronic version in FACS and move the electronic version to OHR. The paper document will be scanned into Perceptive Content for permanent storage.

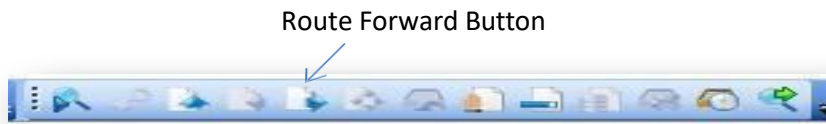


## Section 5: Chair and Dean Approvals

Department Chairs and College Deans use Perceptive Content to approve or reject contracts.

1. Log into Perceptive Content.
2. Navigate to the Workflow section.
3. Select the appropriate queue.
4. Open the desired contract.
5. Select the “Route Forward” icon to either Accept (Approved Send to...) or Reject (Return to department).

If the contract is rejected, the department Initiator receives a system-generated email alert. The Initiator is responsible to take any necessary actions, including notifying the Appointee.



### Bulk Approvals

The Chair and Dean can also approve or reject contracts in bulk.

1. In PeopleSoft HCM, navigate to



2. Run query TU\_FACS\_CHAIR(or DEAN)\_CNTRCT\_TERM\_STAT to list contracts pending Chair or Dean Approval (*Query includes all contract information*).
3. Match the query to the Perceptive Content queue.
4. Highlight the rows in Perceptive Content.
5. Select the Route Forward button (see next page)

*Bulk approval in Perceptive Content*

Time In Queue	TU ID:	Name:	Contract #:	Dept. #:	Grant:	Drawer
4 hours 56 min...	0400986	Mouse,Minnie	100192	12020	N	FACS_Contract
4 hours 56 min...	0400986	Mouse,Minnie	100193	12020	N	FACS_Contract
4 hours 56 min...	0400986	Mouse,Minnie	100194	12020	N	FACS_Contract
4 hours 56 min...	0400986	Mouse,Minnie	100196	12020	N	FACS_Contract

Route Forward

Select a destination queue or route to advance this item in the workflow process:

- Manual**
  - Approved Send to College Dean
  - Return to Dept. (Dept. Chair)

Route Cancel

## Section 6: Provost Budget Office (PBO) Approval

The PBO reviews contracts for accuracy and can reject and cancel contracts. Once the contract is approved by the PBO, the contract is sent to the Office of Human Resources (OHR) and then to the Payroll Office. The PBO also maintains the list of authorized system users and their roles.

The PBO screen showing the “PBO Approval Pending” status is shown below:

FACS Contract Upd

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**Contract ID:** 100120    **Contract Type:** Adjunct 1 State Funded    **Term:** 1164 Fall 2016    **Session:** 1    Regular  
**Empl ID:** 0400986    **Empl Rcd#:** 0    **Employee Type:** Adjunct I Faculty  
**Job Code:** 913000 PT Fac - Adjunct I

**Appointing Dept:** 12030 Marketing    **Hiring Dept:** 12030 Marketing  
**Funding Dept:** 12030 Marketing    **Grant:**    **Account:** 502407  
**Name:** Minnie Mouse    **Contract Begin Date:** 09/29/2016  
**Address:** 123 Cheese Lane    **Contract End Date:** 12/20/2016

**City:** Orlando    **State:** FL    **Zip:** 22222  
**Phone:** 410/704-5933    **Email:** bmundschenk@towson.edu

**Highest Degree:** Master's    **Major:** Business Administration  
**Year Awarded:** 1999    **Institution:** University of Florida    **Accepts Contracts Online:** Y  
**Dual Employment:** Y    **Other State Agency:** Department of Transportation    **Citizen/Permanent Resident:** Y

Course Teaching Assignments												Customize   Find   View All	First 1 of 1 Last	
Term	Session	Subject	Number	Section	Title	Credit Hrs	Contact Hrs	Course Amount	Adjustment Reason	Adjustment Amount	Revised Course Amount	Adjustment Date		
11164	1	MKTG	341	020	PRINCIPLES OF MARKETING	3.00		3000.00						

Total Contract Amt: \$ 3000.00    Revised Contract Amt: \$

**Contract Status:** PBO Approval Pending    **Date:** 09/14/16 2:50PM

### If a contract is rejected by the PBO:

1. The initiator will receive a system generated e-mail
2. The initiator will receive an e-mail from the PBO stating the reason
3. The initiator must submit a new contract with the correct information

## Section 7: Voiding a Contract

If a contract is incorrect, or for some other reason needs to be aborted, the department must VOID the contract. A contract can only be VOIDED before the Appointee accepts the contract. If a contract needs to be aborted after the Appointee accepts the contract, the Chair or Dean must reject the contract. If the Dean has approved a contract that needs to be aborted, the contract must be *cancelled* by the PBO. Cancellations are covered in *Section 8: Contract Cancellations*.

To Summarize:

**Scenario: Initiator typed the wrong amount into the contract.**

Contract Status	Action
<b>Contract Data Entered</b>	<b>VOID</b>
<b>Appointee Acceptance Pending</b>	<b>VOID</b>
Appointee Accepted/Chair Approval Pending	Chair Reject (Initiator needs to tell Chair to Reject)
Dean Approval Pending	Dean Reject (Initiator needs to tell Dean to Reject)
PBO Approval Pending	Cancellation Process – see Section 8

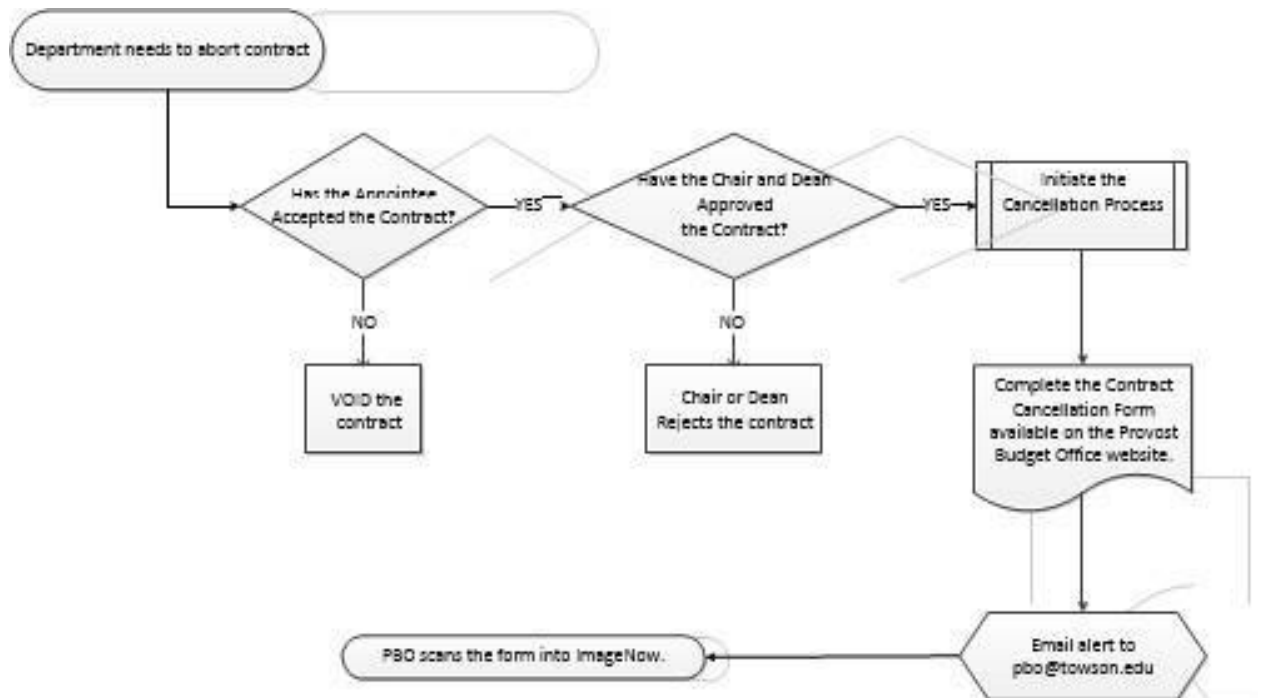
**The only step needed to process a VOID is to change the contract status to VOID.**

## Section 8: Contract Cancellations

A *contract cancellation* occurs after the contract is accepted by the Appointee and approved by both the Chair and the Dean. In other words, if the contract has moved beyond the Dean in the workflow process and needs to be aborted (in partial or in its entirety), the contract must be *cancelled*. Contract cancellation is a multi-step process.

### Steps to Cancel a FACS Contract:

1. Notify the Appointee
2. Complete the Contract Cancellation form, which is available on the Provost Budget Office website
3. email form to [pbo@towson.edu](mailto:pbo@towson.edu). Do not fax or mail forms. If payment is due for a partial cancellation or 10% payment, the form must be signed by the Chair and emailed to [pbo@towson.edu](mailto:pbo@towson.edu)
4. The Provost Budget Office will cancel the contract in FACS



## Section 9: Tools and Resources

This section provides a list of various features and components of FACS.

### 1. Contract Status Values:

Field Value	Translate Long Name	Translate Short Name
GP	Grant Approval Pending	GrantPend
AA	Appointee Accepted	ApptAccept
AR	Appointee Rejected	ApptReject
CA	Chair Approved	ChairApprv
CC	Cancelled Contract	CancelCnt
CP	Chair Approval Pending	ChairPend
CR	Chair Rejected	ChairRejec
DA	Dean Approved	DeanApprov
DP	Dean Approval Pending	DeanPend
DR	Dean Rejected	DeanReject
EC	Expired Contract	ExpiredCnt
GA	Grant Approved	GrantApprv
GR	Grant Rejected	GrantRejec
HC	HR Processing Complete	HRComplete
HH	HR Hold	HR Hold
HI	HR Processing	HR Process
HP	HR Pend Employmnt Requiremnts	HrPndEmReq
HX	HR Cancelled	HR Cancel
NP	Appointee Acceptance Pending	AppAccPend
NU	Appt Accepted Sent to ImageNow	SentImagNw
OO	Opted Out Paper Contract	Opted Out
PA	PBO Approved	PBOApprov
PC	Payroll Processing Completed	PRComplete
PH	Payroll Hold	PayrolHold
PI	Payroll Processing	PR Process
PP	PBO Approval Pending	PBOPending
PR	PBO Cancelled	PBOCancel
PX	Payroll Cancelled	PR Cancel
SE	Contract Data Entered	CntDtaEntr
VC	Voided Contract	VoidedCnt

## 2. System Notifications

Summary of system-generated email notifications:

- Acceptance: Contracts awaiting acceptance – email goes to Appointee – one per day
- Approval: Contracts awaiting approval – email goes to Approver – one per day
- Rejections: The department initiator receives an email whenever a contract is *rejected or cancelled*.

## 3. Retrieve a contract from Perceptive Content:

- a. Log into Perceptive Content
- b. Select Documents
- c. Select desired Department
- d. Enter search criteria
- e. Double-click desired file

Note: Individuals may have different views and search options depending on their setup.

## 4. Queries to view and extract data in PeopleSoft HCM.

**Navigation: Main Menu → Reporting Tools → Query → Query Manager**

- a. To search for a query, enter “TU\_FACS” in the search box:

**Query Manager**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Query](#) | [Create New Query](#)

\*Search By:  begins with

[Advanced Search](#)

- b. Select the desired query and then run to the desired format, either HTML or Excel.

## 5. View contract approval status

The Department can monitor the progress of contract approvals using the FACS Contract Data Update search page. Departments can get a snapshot of the status of all contracts by entering various criteria:

[Favorites](#) | [Main Menu](#) > [Towson Mods](#) > [FACS](#) > [FACS Contract Data Update](#)

### Update FACS Contract Data

Enter any information you have and click Search. Leave fields blank for a list of all value

Find an Existing Value

#### Search Criteria

Contract ID: =

Department: begins with

Faculty Contract Type: =

Term: begins with

Contract Status: =

Empl ID: begins with

Include History  Correct History

Select one:	
Appt Acceptance Pending	
Chair Approval Pending	
Dean Approval Pending	

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

### Search Results

Contract ID	Department	Faculty Contract Type	Term	Contract Status	Empl ID	Display Name
<a href="#">100192</a>	<a href="#">12020</a>	<a href="#">Adj1 State</a>	<a href="#">1124</a>	<a href="#">ChairPend</a>	<a href="#">0400986</a>	<a href="#">Minnie Mouse</a>
<a href="#">100193</a>	<a href="#">12020</a>	<a href="#">Adj1 State</a>	<a href="#">1124</a>	<a href="#">ChairPend</a>	<a href="#">0400986</a>	<a href="#">Minnie Mouse</a>
<a href="#">100194</a>	<a href="#">12020</a>	<a href="#">Adj1 State</a>	<a href="#">1124</a>	<a href="#">ChairPend</a>	<a href="#">0400986</a>	<a href="#">Minnie Mouse</a>
<a href="#">100195</a>	<a href="#">12020</a>	<a href="#">Adj1 Dept</a>	<a href="#">1124</a>	<a href="#">GrantPend</a>	<a href="#">0400986</a>	<a href="#">Minnie Mouse</a>
<a href="#">100196</a>	<a href="#">12020</a>	<a href="#">Adj1 State</a>	<a href="#">1124</a>	<a href="#">ChairPend</a>	<a href="#">0400986</a>	<a href="#">Minnie Mouse</a>
<a href="#">100197</a>	<a href="#">12020</a>	<a href="#">Adj1 State</a>	<a href="#">1124</a>	<a href="#">CntDtaEntr</a>	<a href="#">0400986</a>	<a href="#">Minnie Mouse</a>
<a href="#">100198</a>	<a href="#">12020</a>	<a href="#">Adj1 State</a>	<a href="#">1124</a>	<a href="#">CntDtaEntr</a>	<a href="#">0400986</a>	<a href="#">Minnie Mouse</a>
<a href="#">100199</a>	<a href="#">12020</a>	<a href="#">Adj1 State</a>	<a href="#">1124</a>	<a href="#">CntDtaEntr</a>	<a href="#">0400986</a>	<a href="#">Minnie Mouse</a>

Results can be sorted by clicking on any of the column headers.



## 6. Initiator can view contract status

After the Appointee accepts the contract, the contract status changes to “Appointee Accepted”. Navigate to the FACS Contract Data Update page to view the new contract status.

Favorites Main Menu > Towson Mods > FACS > FACS Contract Data Update

**FACS Contract Upd**

Contract ID: 100192 Contract Type: Adjunct 1 State Funded Term: 1164 Fall 2016 Session: 1 Regular  
 Empl ID: 0400986 Empl Rcd#: 0 Employee Type: Adjunct I Faculty  
 Job Code: 913000 PT Fac - Adjunct I

Appointing Dept: 12020 Accounting Hiring Dept: 12020 Accounting  
 Funding Dept: 12020 Accounting Grant: Account: 502407  
 Name: Minnie Mouse Contract Begin Date: 08/29/2016  
 Address: 123 Cheese Lane Contract End Date: 12/20/2016  
 City: Orlando State: FL Zip: 22222  
 Phone: 410/704-5933 Email: bmundschenk@towson.edu

Highest Degree: Doctorate Major: Finance  
 Year Awarded: 2000 Institution: Disney College Accepts Contracts Online: Y  
 Dual Employment: N Other State Agency: Citizen/Permanent Resident: Y

Course Teaching Assignments												
Term	Session	Subject	Number	Section	Title	Credit Hrs	Contact Hrs	Course Amount	Adjustment Reason	Adjustment Amount	Revised Course Amount	Adjustment Date
1	1164	1	ACCT	201	001	PRINCIPLES OF FINANCIAL ACCTG	3.00	3000.00				
2	1164	1	ACCT	302	001	INTERMEDIATE ACCOUNTING II	4.00	4000.00				

Total Contract Amt: \$ 7000.00 Revised Contract Amt: \$ 0.00

Contract Status:  Date: 09/14/16 2:50PM

Dept Note:

## 7. Troubleshooting

Use the [Issue Request Form](#) on the Provost’s Budget Office website to report any of the issues listed below. A member from the PBO will respond.

Issue
Add/Delete User
No EMPL ID
No @towson.edu email address
Appointee with student email address
Desired course is not in the selection menu
Technical problems in FACS
Technical problems in Perceptive Content