

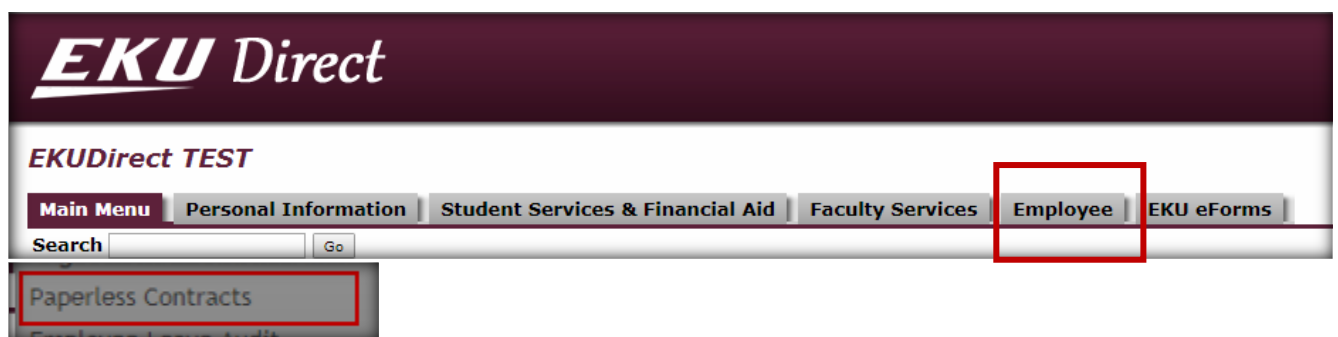
E-Contract Processing Through EKUDirect

The **Administrative Assistant** initiates the faculty member's contract by logging in to: EKUDirect>Employee>Paperless Contracts; there will be a tab 'START CONTRACT.' You can type in the ECU ID, to bring up an individual Instructor, or page through the list. Once you locate the Instructor, click on their name & a tab will open up to begin the contract.

When the contract is created, the **AA** has the ability to update:

- Highest degree earned
- Employment type (overload, etc)
- Org code related
- Contract Status – eCampus, Extended, On Campus
- Base compensation
- Comments

Once complete, the **Instructor** will receive an email indicating that their contract is awaiting approval. In order to approve & to move the contract on for **Department Chair** approval, log into EKUDirect>Employee>Paperless Contracts.



Once on Paperless Contracts, there will be a folder 'My Contracts.'
Click on the contract, showing as 'Awaiting Instructor Approval.'

The screenshot shows a web interface titled "My Contracts". At the top, there is a search section with a "Select a term" label, a "Term" dropdown menu set to "201850 - Summer 2018", and a "Search" button. Below this is a table with the following columns: EKU ID, First Name, Last Name, Term, College, Department, Campus, Contract #, Created By, and Contract Status. The "Contract Status" column for the first row is highlighted with a red box and contains the text "Awaiting Instructor Approval".

EKU ID	First Name	Last Name	Term	College	Department	Campus	Contract #	Created By	Contract Status
			Summer 2018	College of Justice & Safety	School of Justice Studies	EX	1	Janice Marcum	Awaiting Instructor Approval

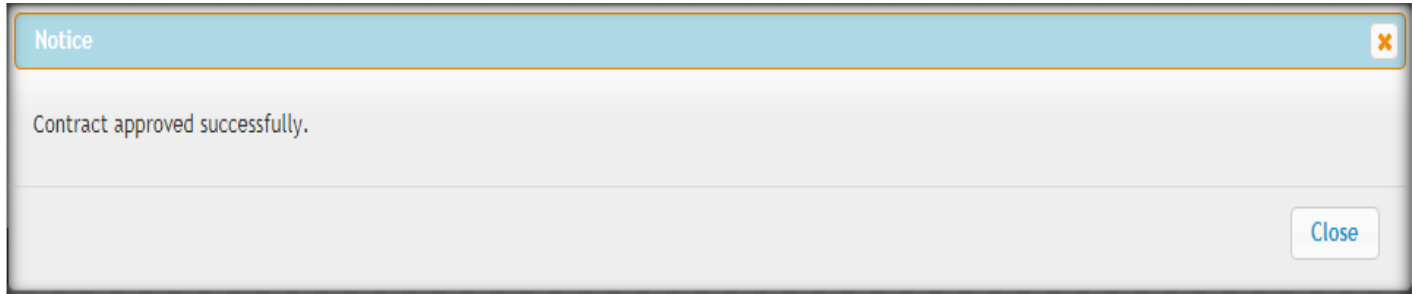
The contract will open up, for review. The **Instructor** does **not** have the ability to change anything shown on the contract. At the bottom of the contract, is a list of people who need to approve the contract (**Instructor, Chair, College AA, Dean, or Administrator**). If approve, click the Sign & Approve button at the bottom & it will move on to the **Department Chair**, for approval.



When approving, there may be warning boxes, with notes; click OK.

The screenshot shows a dialog box titled "Approval Notice" with a close button (X) in the top right corner. The text inside the dialog box reads: "Note: HR may adjust salary amounts depending on enrollment and other factors." At the bottom right of the dialog box, there are two buttons: "OK" and "Cancel".

Pop up box showing contract successfully approved:

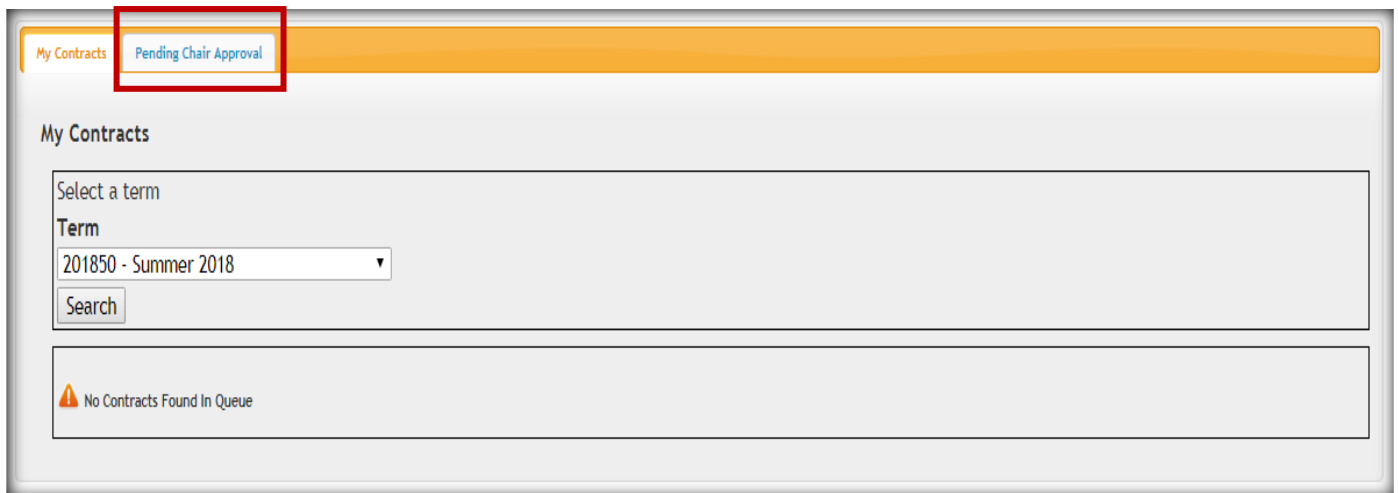


Contract now showing:

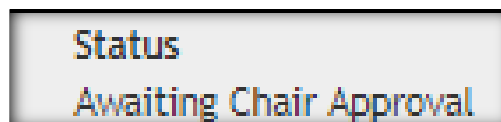


The **Department Chair** will receive an email that they have a contract in their queue, to approve.

When the **Chair** logs into EKUDirect>Employee>Paperless Contracts, they will see a box with tabs 'My Contracts' & 'Pending Chair Approval.'



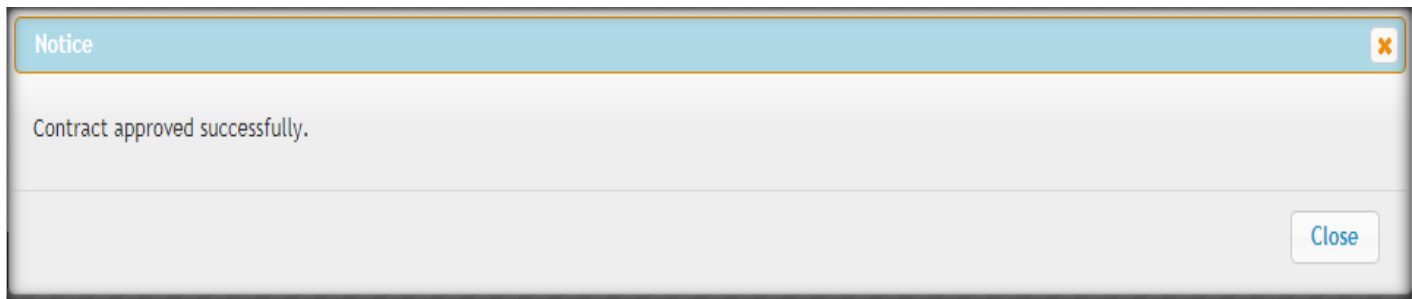
Click on the 'Pending Chair Approval' tab. Contracts awaiting approval will be listed with status:



The **Department Chair cannot** make any changes to the contract. At the bottom, under Approval Status, it will show the date/time that the Instructor approved. If approve, click Sign & Approve at the bottom & it will move on to the **College Admin. Assistant**, for approval.

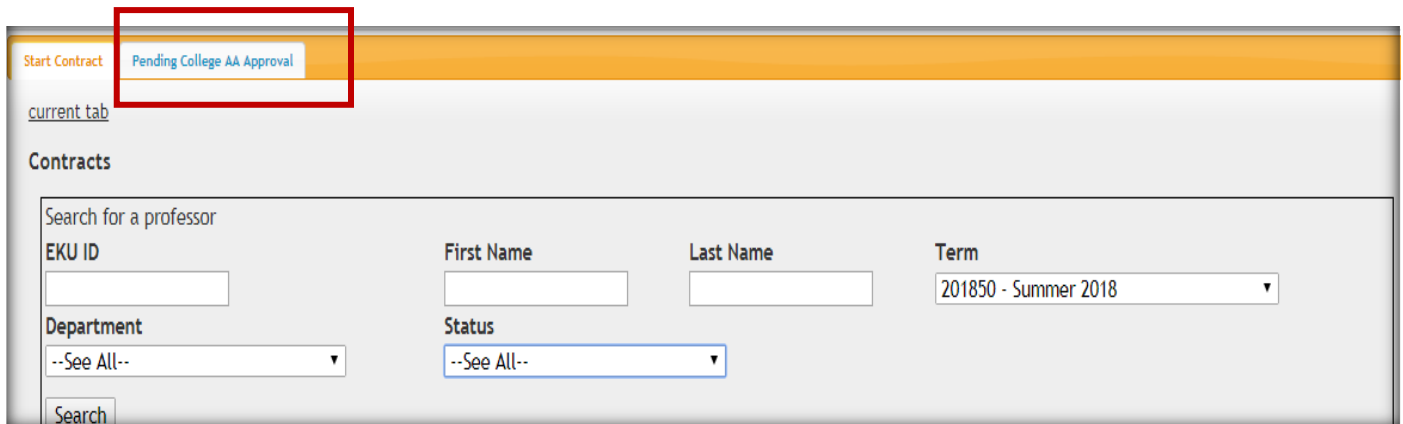


Pop up box showing contract successfully approved:



The **College AA** will receive an email that they have a contract in their queue, to approve.

When the **College AA** logs into EKUDirect>Employee>Paperless Contracts, they will see a box with tabs 'Start Contract' & 'Pending College AA Approval.'



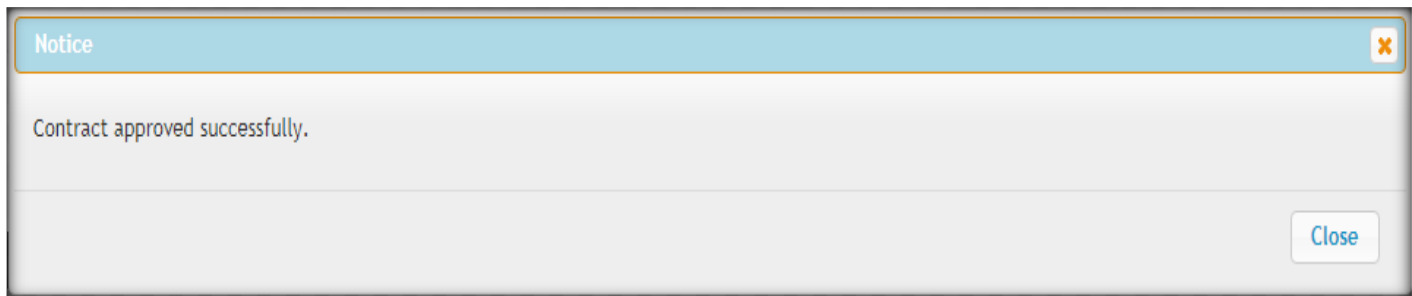
Click on the 'Pending College AA Approval' tab. Contracts awaiting approval will be listed with status:

Contract Status
Awaiting College AA Approval

The **College AA** has the ability to modify the contract. At the bottom, under Approval Status, it will show the date/time that the **Instructor & Department Chair** approved. If approve, click Sign & Approve at the bottom & it will move on to the **College Dean**, for approval.

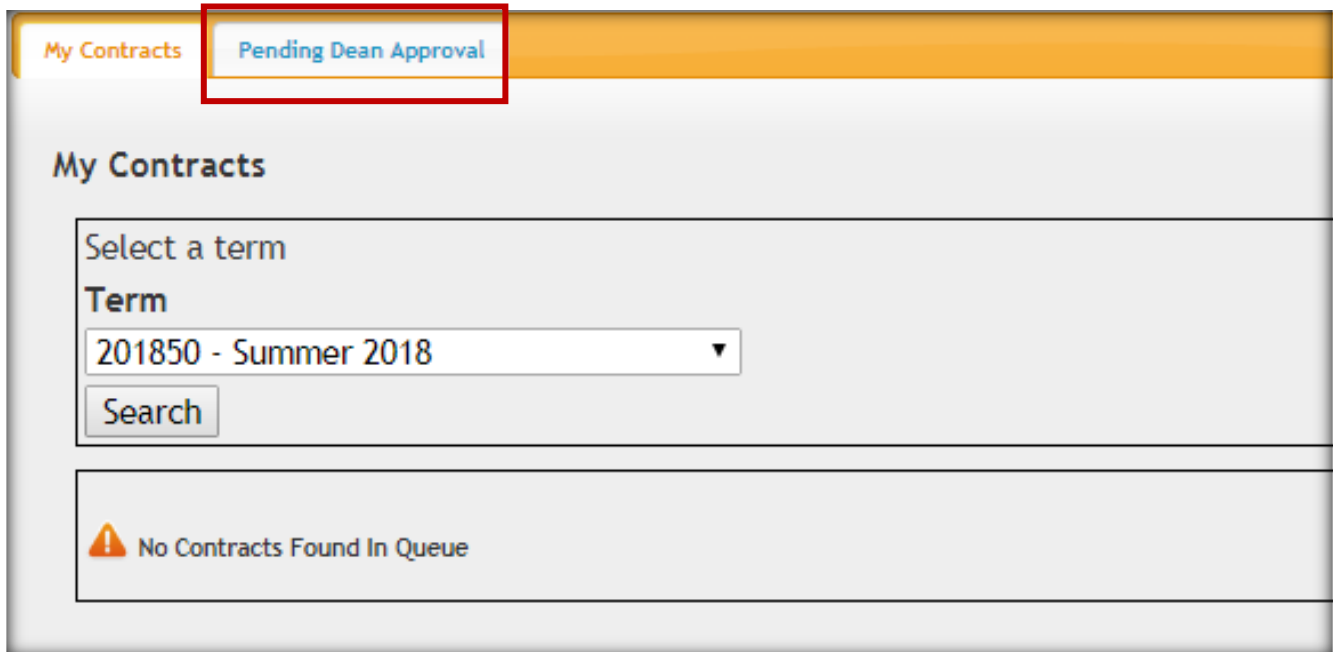


Pop up box showing contract successfully approved:

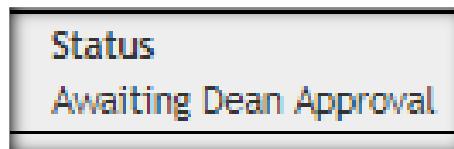


The **College Dean** will receive an email that they have a contract in their queue, to approve.

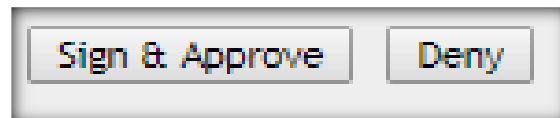
When the **College Dean** logs into EKUDirect>Employee>Paperless Contracts, they will see a box with tabs 'My Contracts' & 'Pending Dean Approval.'



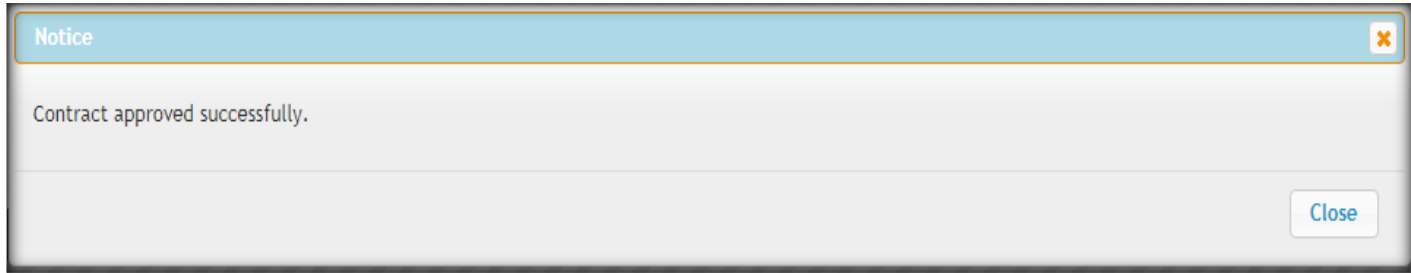
Click on the 'Pending Dean Approval' tab. Contracts awaiting approval will be listed with status:



The **College Dean** also has the ability to modify the contract. At the bottom, under Approval Status, it will show the date/time that the **Instructor, Department Chair & College AA** approved. If approve, click Sign & Approve at the bottom & it will move on to the **Administrator**, for approval.

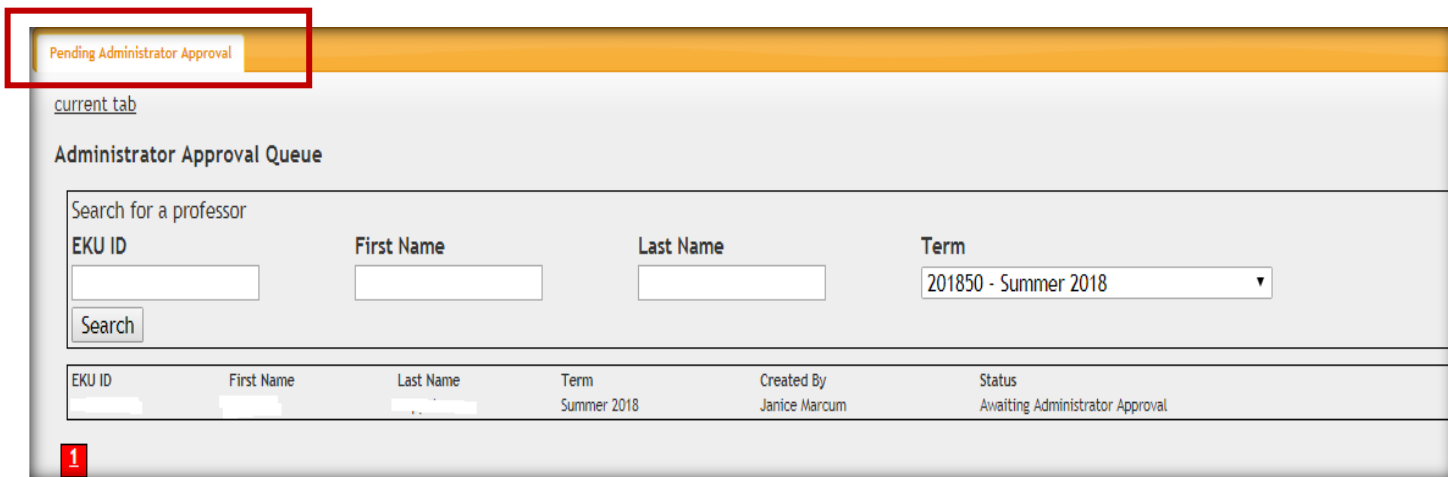


Pop up box showing contract successfully approved:



The **Administrator** will receive an email that they have a contract in their queue, to approve.

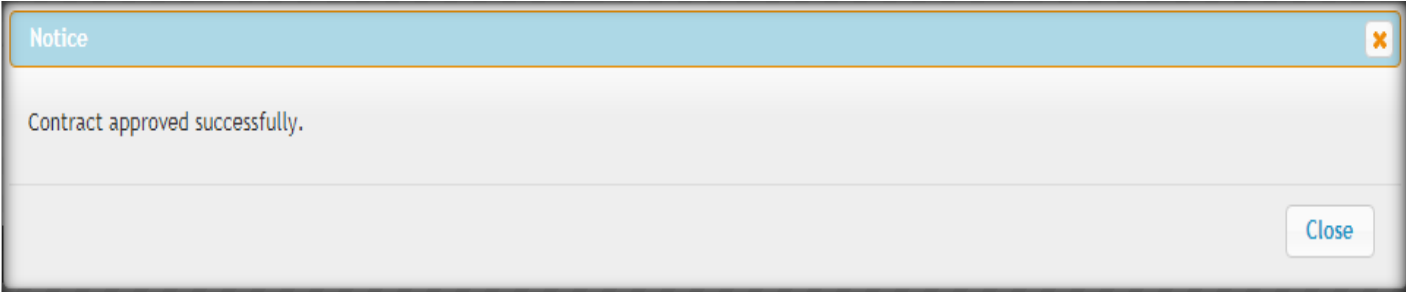
When the **Administrator** logs into EKUDirect>Employee>Paperless Contracts, they will see a box & tab 'Pending Administrator Approval.' Click on the contract needing approval.



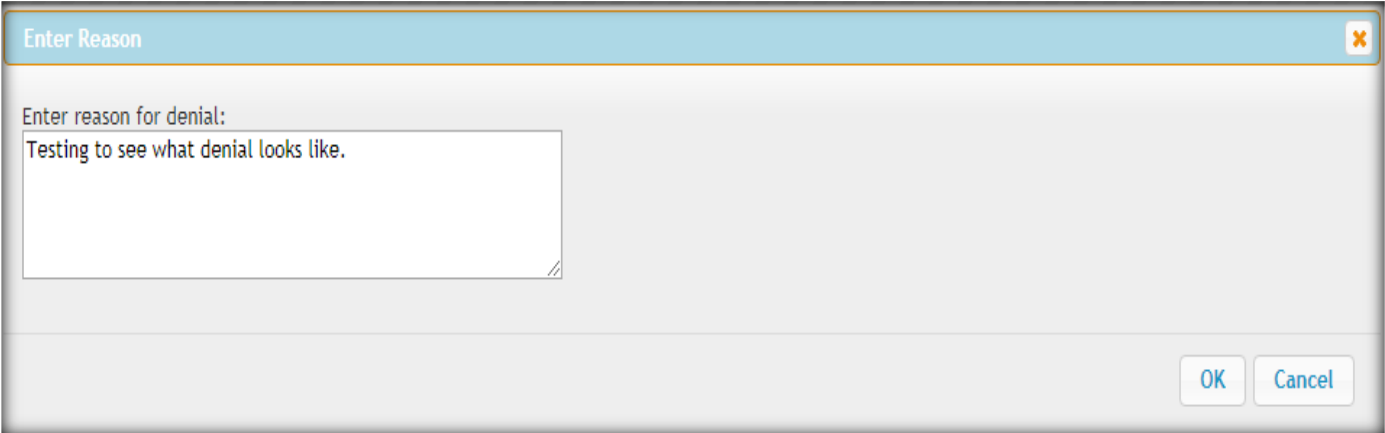
The **Administrator cannot** make any changes to the contract. At the bottom, under Approval Status, it will show the date/time that the **Instructor, Department Chair, College AA & Dean** approved. If approve, click Sign & Approve at the bottom.



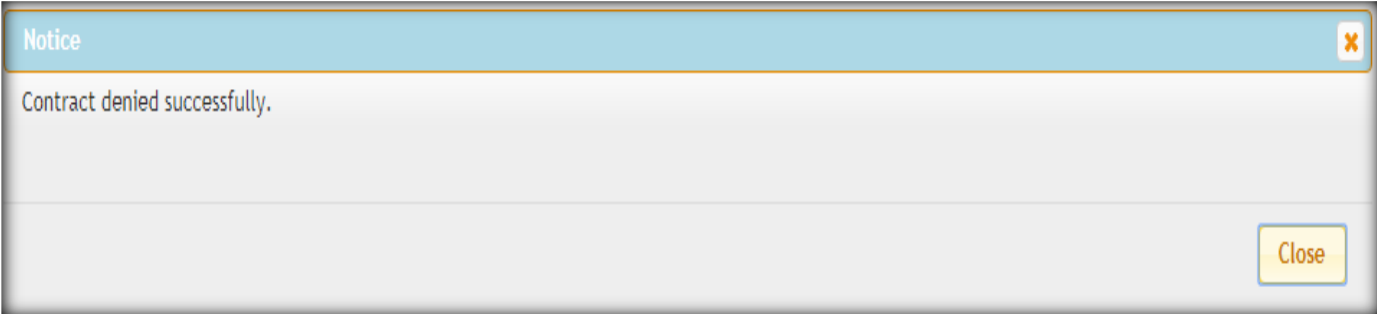
Pop up box showing contract successfully approved:



If you click 'Deny' a pop up box will ask for a reason.



Pop up box showing contract was successfully denied.



The contract originator can see the status of the contract, as well as the faculty member. In EKUDirect>Employee>Paperless Contract, click on the appropriate contract, to see the approval status, at the bottom of the contract.

Approval Status	
1. prof	Approved on 05/21/2018 13:02:02
2. chair	Approved on 05/21/2018 13:02:57
3. coll_aa	Approved on 05/21/2018 13:03:28
4. dean	Approved on 05/21/2018 13:07:00
5. admin	Denied on 05/21/2018 13:10:05