Get the FACS:

*Faculty Automated Contract System*
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 ImageNow 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 ImageNow. 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 two categories of Adjunct Faculty: Adjunct I and Adjunct II. 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. Moreover, an individual could be in Adjunct I in one department, but may have attained Adjunct II status in another department. It is the 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 rate.

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 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.

Compensation during fall and spring terms:
- Full-time faculty may receive compensation for graduate tuition-only instruction for only master’s thesis and/or dissertation courses.
- Part-time (adjunct) faculty may receive compensation for all undergraduate and graduate tuition-only instruction.
- Both full-time and part-time faculty may receive compensation for undergraduate internships.

Compensation during minimester and summer terms:
- Both full-time and part-time instructional faculty may receive compensation for all undergraduate and graduate tuition-only instruction.
- Both full-time and part-time faculty may receive compensation for undergraduate internships.
The Pay Scale for Per Student Compensation Forms is posted on the Provost Budget Office website. It is the responsibility of the department to use the correct rate and accurately calculate the payment due to the appointee.

The maximum payment allowed per course is $1,495 for undergraduate and graduate tuition-only courses.

**Minimester and Summer Contracts**

Faculty teaching classes with multiple HEGIS 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.

The funding department for minimester contracts is 31300. The funding department for summer contracts is 31210. Exceptions apply to Ner Israel, Study Abroad, TU London, TLN UB_CBE, and grant funded courses.

Link to minimester policies and procedures
Teaching and receiving payment for minimester instruction

Link to summer policies and procedures
Teaching and receiving payment for summer term instruction

**Special Minimester and Special Summer Contracts**

Special minimester and special summer contracts are used for Ner Israel, Study Abroad, TU London, TLN UB_CBE, AIT, SPPA, ACSD, OCTH, IHSM, and grant funded courses.

Special minimester and special summer compensation amounts are entered by the department initiator.
Course Load Limitations for Fall and Spring Semesters:

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

All Staff who teach courses, or accept other Secondary Assignments, must use leave for 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 January minimester.

- 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

2. Initiator enters contract data.
Notes:

a. The appointee must have an Empl ID and an “@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.
   Offload Dept Funded
   vi. Offload State Funded
   vii. Per Student Dept Funded viii.
   Per Student State Funded ix.
   Minimester
   x. Summer
   xi. Special minimester
   xii. 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.
h. 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.
Example:

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 as a courtesy notification.

The appointee receives the following e-mail:

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](mailto:click%20here) 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).

Navigation: Towson Mods→FACS→Contract Acceptance
2. Answer contract questions.

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.

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: Doctorate  Year Graduated (YYYY): 2000

Institution: Disney College  Major: Finance

When you are finished, please click Save.

3. Click OK to continue.

Minnie Mouse

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

OK
4. Click View/Accept Contract link.

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.
6. Click OK to complete the approval process.

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.
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

- 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

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 ImageNow for permanent storage.
Section 5: Chair and Dean Approvals

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

1. Log into ImageNow.
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

```
Main Menu > Reporting Tools > Query > Query Viewer
```

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 ImageNow queue.
4. Highlight the rows in ImageNow.
5. Select the Route Forward button (see next page)
Bulk approval in ImageNow

<table>
<thead>
<tr>
<th>Time In Queue</th>
<th>TU ID:</th>
<th>Name:</th>
<th>Contract #:</th>
<th>Dept: #</th>
<th>Grant:</th>
<th>Drawer</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 hours 56 min...</td>
<td>0400986</td>
<td>Mouse, Minnie</td>
<td>100192</td>
<td>12020</td>
<td>N</td>
<td>FACS_Contract</td>
</tr>
<tr>
<td>4 hours 56 min...</td>
<td>0400986</td>
<td>Mouse, Minnie</td>
<td>100193</td>
<td>12020</td>
<td>N</td>
<td>FACS_Contract</td>
</tr>
<tr>
<td>4 hours 56 min...</td>
<td>0400986</td>
<td>Mouse, Minnie</td>
<td>100194</td>
<td>12020</td>
<td>N</td>
<td>FACS_Contract</td>
</tr>
<tr>
<td>4 hours 56 min...</td>
<td>0400986</td>
<td>Mouse, Minnie</td>
<td>100196</td>
<td>12020</td>
<td>N</td>
<td>FACS_Contract</td>
</tr>
</tbody>
</table>

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)
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:

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.

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

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 available on the Provost Budget Office website
3. Send form to 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
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:

<table>
<thead>
<tr>
<th>Field Value</th>
<th>Translate Long Name</th>
<th>Translate Short Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>GP</td>
<td>Grant Approval Pending</td>
<td>GrantPend</td>
</tr>
<tr>
<td>AA</td>
<td>Appointee Accepted</td>
<td>ApptAccept</td>
</tr>
<tr>
<td>AR</td>
<td>Appointee Rejected</td>
<td>ApptReject</td>
</tr>
<tr>
<td>CA</td>
<td>Chair Approved</td>
<td>ChairApprv</td>
</tr>
<tr>
<td>CC</td>
<td>Cancelled Contract</td>
<td>CancelCnt</td>
</tr>
<tr>
<td>CP</td>
<td>Chair Approval Pending</td>
<td>ChairPend</td>
</tr>
<tr>
<td>CR</td>
<td>Chair Rejected</td>
<td>ChairRej</td>
</tr>
<tr>
<td>DA</td>
<td>Dean Approved</td>
<td>DeanApprv</td>
</tr>
<tr>
<td>DP</td>
<td>Dean Approval Pending</td>
<td>DeanPend</td>
</tr>
<tr>
<td>DR</td>
<td>Dean Rejected</td>
<td>DeanReject</td>
</tr>
<tr>
<td>EC</td>
<td>Expired Contract</td>
<td>ExpiredCnt</td>
</tr>
<tr>
<td>GA</td>
<td>Grant Approved</td>
<td>GrantApprv</td>
</tr>
<tr>
<td>GR</td>
<td>Grant Rejected</td>
<td>GrantRej</td>
</tr>
<tr>
<td>HC</td>
<td>HR Processing Complete</td>
<td>HRComplete</td>
</tr>
<tr>
<td>HH</td>
<td>HR Hold</td>
<td>HR Hold</td>
</tr>
<tr>
<td>HI</td>
<td>HR Processing</td>
<td>HR Process</td>
</tr>
<tr>
<td>HP</td>
<td>HR Pend Employment Requirements</td>
<td>HrPndEmReq</td>
</tr>
<tr>
<td>HK</td>
<td>HR Cancelled</td>
<td>HR Cancel</td>
</tr>
<tr>
<td>NP</td>
<td>Appointee Acceptance Pending</td>
<td>AppAccPend</td>
</tr>
<tr>
<td>NU</td>
<td>Appt Accepted Sent to ImageNow</td>
<td>SentImagNow</td>
</tr>
<tr>
<td>OO</td>
<td>Opted Out Paper Contract</td>
<td>Opted Out</td>
</tr>
<tr>
<td>PA</td>
<td>FBO Approved</td>
<td>FBOApprov</td>
</tr>
<tr>
<td>PC</td>
<td>Payroll Processing Completed</td>
<td>PRComplete</td>
</tr>
<tr>
<td>PH</td>
<td>Payroll Hold</td>
<td>PayrollHold</td>
</tr>
<tr>
<td>PI</td>
<td>Payroll Processing</td>
<td>PR Process</td>
</tr>
<tr>
<td>PP</td>
<td>FBO Approval Pending</td>
<td>PBOPending</td>
</tr>
<tr>
<td>PR</td>
<td>FBO Cancelled</td>
<td>PBOCancel</td>
</tr>
<tr>
<td>PX</td>
<td>Payroll Cancelled</td>
<td>PR Cancel</td>
</tr>
<tr>
<td>SE</td>
<td>Contract Data Entered</td>
<td>CntDtaEntr</td>
</tr>
<tr>
<td>VC</td>
<td>Voided Contract</td>
<td>VoidedCnt</td>
</tr>
</tbody>
</table>
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 ImageNow:**

   a. Log into ImageNow.
   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](image)

   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:

Update FACS Contract Data

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

Search Results

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.

7. Troubleshooting

Use the Issue Request Form to report any of the issues listed below. A member from the Provost Budget Office will respond.

<table>
<thead>
<tr>
<th>Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add/Delete User</td>
</tr>
<tr>
<td>No EMPL ID</td>
</tr>
<tr>
<td>No @towson.edu email address</td>
</tr>
<tr>
<td>Appointee with student email address</td>
</tr>
<tr>
<td>Desired course is not in the selection menu</td>
</tr>
<tr>
<td>Technical problems in FACS</td>
</tr>
<tr>
<td>Technical problems in ImageNow</td>
</tr>
</tbody>
</table>