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EAST TENNESSEE STATE  
UNIVERSITY

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# 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.

The screenshot shows the eContracts application interface. At the top left is the East Tennessee State University logo and name. At the top right is the text 'eContracts'. Below the header, there are navigation links: 'home', 'new contract', and 'logout [cheney]'. A dropdown menu is open under 'new contract', listing several options: 'new adjunct contract', 'new graduate contract', 'temporary employment renewal contract' (which is highlighted with a red box), and 'health affairs faculty renewal contract'. Below the navigation, there are tabs for 'Waiting On You', 'In Progress', 'Completed', and 'Canceled'. A search field is visible with the text 'Search:' and an input box.

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.”

The screenshot shows the 'Person Search' interface. It has a search input field containing 'smith' and a 'SEARCH' button. To the right, the 'Search Results' section shows 'Smith, Alex' in a text box, with a 'SELECT' button highlighted by a red box. Below the search results, there is a note: 'For an employee to return in the results they must have had a TH or TS contract within the last year.'

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.

**Create Temporary Contract**

Name: Smith, Alex **1** Position Number\*: 529150 (Temporary Hourly) | 5/16/2020 - 6/30/2020

Department\*: Human Resources (E-50200) **2** Appointment Type\*: Part-time Temporary

For the purposes of the Affordable Care Act, a full-time temporary appointment is **30 or more hours per week**. If this is a full-time temporary appointment or if this part-time appointment increases the employee's total number of hours per week for all contracts to 30 or more hours, the department agrees to be responsible for 100% of the ACA benefits offered to the employee starting immediately. ACA benefits can range from \$4.00 to \$1,500.00 per month depending on the employee's elections.

Please enter in the individuals who need to sign off on the contract in the boxes below. **If anyone uses a proxy or needs someone to sign in their absence**, enter the appropriate name in the respective box.

**3** Supervisor: Wright, Mary Angela (WRIGHTMA1) | Chair / Department Head (if applicable): | College Budget Authority (if applicable):

Dean / Director: Erickson, Lori Ann (ERICKSOL) | VP / President: Ross, Jeremy Brett (ROSSJB) | HR Business Partner: Coleman, Mark E (COLEMANME)

**SUBMIT**

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.

**Temporary Contract Form**

Name: Smith, Alex | ENumber: HR Only | Position Number: 529150 | Contract Title: Temporary Hourly | Employee Class: TH

Department: Human Resources | Organization Code: 50200 | Timekeeping Location: T509 | US Citizen: Yes

Box Number: 70644 | Building: Rogers-Stout Hall | Room Number: 123 | Department Phone: 4231234560

Supervisor: Wright, Angela (WRIGHTMA1) | Chair / Department Head: | College Budget Authority: | Dean / Director: Erickson, Lori (ERICKSOL)

VP / President: Ross, Jeremy Brett (ROSSJB) | HR Business Partner: Coleman, Mark E (COLEMANME)

For the purposes of the Affordable Care Act, a full-time temporary appointment is 30 or more hours per week. If this is a full-time temporary appointment or if this part-time appointment increases the employee's total number of hours per week for all contracts to 30 or more hours, the department agrees to be responsible for 100% of the ACA benefits offered to the employee starting immediately. ACA benefits can range from \$4.00 to \$1,500.00 per month depending on the employee's elections.

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".

Add special conditions if appropriate. This field will auto-populate into the employment contract.

Select 'Submit' to save the form for your final review.

*For the purposes of the Affordable Care Act, a full-time temporary appointment is 30 or more hours per week. If this is a full-time temporary appointment or if this part-time appointment increases the employee's total number of hours per week for all contracts to 30 or more hours, the department agrees to be responsible for 100% of the ACA benefits offered to the employee starting immediately. ACA benefits can range from \$4.00 to \$1,500.00 per month depending on the employee's elections.*

<input type="checkbox"/> Full-time Temporary	Start Date	End Date	Hours Per Week	Hourly Rate
	<input type="text"/>	<input type="text"/>	# <input type="text" value="0"/>	\$ <input type="text" value="13.34"/>

**1**  Part-time Temporary

Start Date	End Date	Hours Per Week	Hourly Rate
<input type="text" value="3/11/2021"/>	<input type="text" value="3/11/2022"/>	# <input type="text" value="20"/>	\$ <input type="text" value="13.34"/>

Seasonal Temporary

Start Date	End Date	Hours Per Week	Hourly Rate
<input type="text"/>	<input type="text"/>	# <input type="text" value="0"/>	\$ <input type="text" value="13.34"/>

**2** Labor Distribution - [Add Labor Distribution](#)

Remove	COA	Index	Fund	Org	Account	Program	Percent
<a href="#">Remove</a>	E	<input type="text" value="230637"/>	<input type="text" value="230637"/>	<input type="text" value="21850G"/>	<input type="text" value="61320"/>	<input type="text" value="200"/>	<input type="text" value="100.00"/>

**3** The following special conditions shall govern this appointment (visible on the contract)

Use complete sentences when completing this section because it will be added to their employment contract.

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.

**Smith, Alexander Lee Request**

<b>Name</b> Smith, Alex	<b>Position Number</b> 529150	<b>Contract Title</b> Temporary Hourly	<b>Employee Class</b> TH
<b>Department</b> Human Resources	<b>Organization Code</b> 50200	<b>Timekeeping Location</b> T509	<b>US Citizen</b> True
<b>Box Number</b> 70644	<b>Building</b> Rogers-Stout Hall	<b>Room Number</b> 123	<b>Department Phone</b> 4231234560
<b>Supervisor</b> Wright, Angela	<b>Contact Person</b> Cheney, Timothy D	<b>Contact Phone</b> 423-439-4457	<b>Contact Email</b> CHENEYT@ETSU.EDU
<b>Dean / Director</b> Erickson, Lori	<b>VP / President</b> Ross, Jeremy Brett	<b>HR Business Partner</b> Coleman, Mark E	

	Start Date	End Date	Hours Per Week	Hourly Rate
Part-time Temporary	3/11/2021	3/11/2022	20	\$13.34
			<b>20</b>	<b>\$13.34</b>

**Labor Distributions**

COA	Index	Fund	Org	Account	Program	Percent
E	230637	230637	21850G	61320	200	100.00

**The following special conditions shall govern this appointment**  
Use complete sentences when completing this section because it will be added to their employment contract.

1
2
3

[Edit Form](#)   [Add Attachments](#)   [Add Secondary Approvers](#)

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.

**Workflow**

★ Temp Renewals

**Assigned To:** Timothy Cheney  
**Form Name:** Temp Renewals

**Comments:**

Timothy Cheney	3/11/2021	1:13 PM
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Comments will be visible to everyone in the workflow.

Does the individual have a current GA contract?

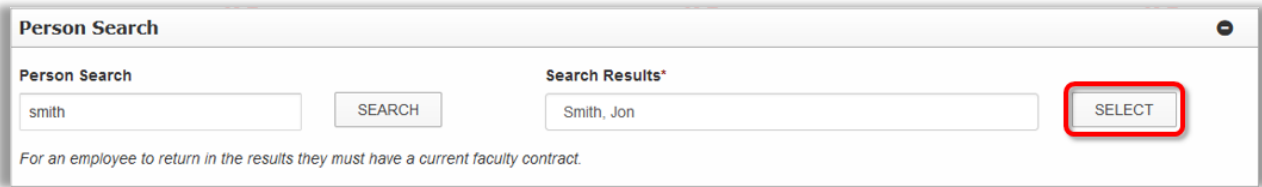
Route the temp renewal contract to grant accounting?

## College of Medicine Fixed Term Faculty Renewals

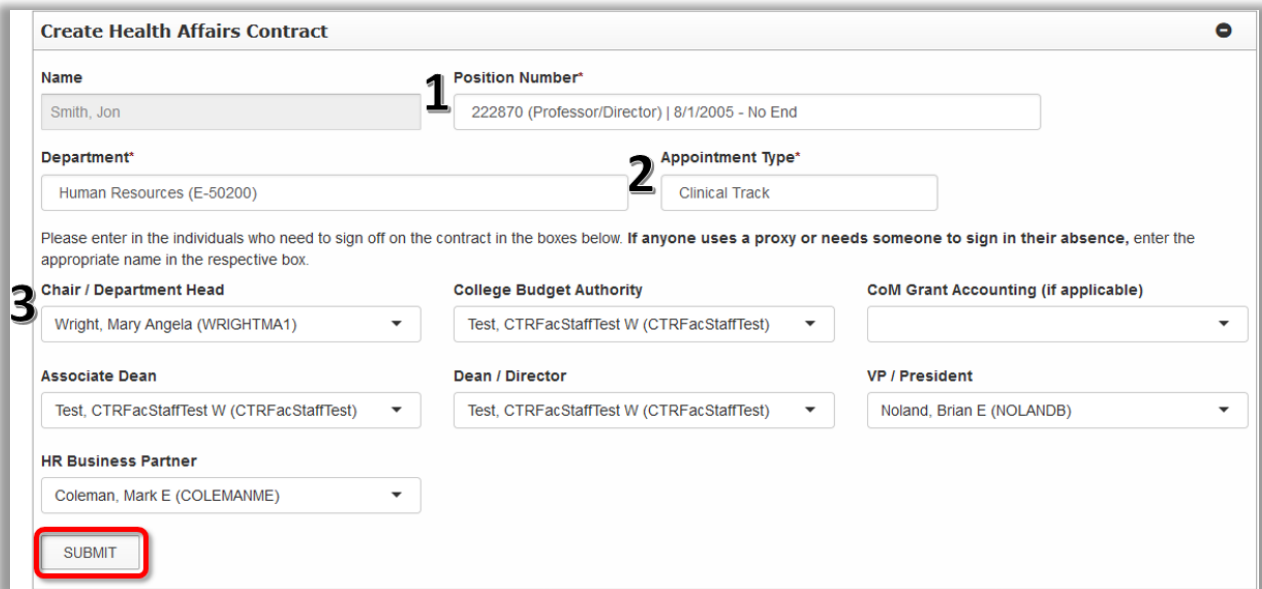
To start a renewal contract for a temporary staff or temporary administrator, select “college of medicine faculty renewal contract” from the “new contract” drop down. Note that hiring requests for new employees must be processed through the eJobs system.



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.

Health Affairs Contract Form				
<b>Name</b> Smith, Jon	<b>ENumber</b> HR Only	<b>Position Number</b> 222870	<b>Contract Title</b> Professor/Director	<b>Employee Class</b> F9
<b>Department</b> Human Resources	<b>Organization Code</b> 50200	<b>Timekeeping Location</b> T509		<b>US Citizen</b> Yes
<b>Box Number</b> Box 70700	<b>Building</b> Sam Wilson Hall	<b>Room Number</b> Room 222A	<b>Department Phone</b> 1234567890	
<b>Chair / Department Head</b> Wright, Angela (WRIGHTMA1)	<b>College Budget Authority</b> Test, CTRFacStaffTest W (CTRFacStaffTest)	<b>Com Grant Accounting (if applicable)</b>	<b>Associate Dean</b> Test, CTRFacStaffTest W (CTRFacStaffTest)	
<b>VP / President</b> Noland, Brian E (NOLANDB)	<b>HR Business Partner</b> Coleman, Mark E (COLEMANME)			
<b>Dean / Director</b> Test, CTRFacStaffTest W (CTRFacStaffTest)				

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 checked="" type="checkbox"/> Clinical Track	<b>1</b> <b>Start Date</b> 03/11/2021	<b>End Date</b> 03/11/2024	
<input type="checkbox"/> Research Track	<b>Start Date</b>	<b>End Date</b>	
<input type="checkbox"/> VA Academic Track	<b>Start Date</b>	<b>End Date</b>	<b>Index # for CPA/Tuition</b>
<input type="checkbox"/> Clinical Track MEAC	<b>Start Date</b>	<b>End Date</b>	
<input type="checkbox"/> Clinical Track convertible to Tenure Track	<b>Start Date</b>	<b>End Date</b>	
<input type="checkbox"/> Research Track convertible to Tenure Track	<b>Start Date</b>	<b>End Date</b>	
<input type="checkbox"/> Temporary	<b>Start Date</b>	<b>End Date</b>	
<input type="checkbox"/> Temporary No Benefits	<b>Start Date</b>	<b>End Date</b>	
<b>Base Salary (ETSU):</b>	<b>2</b>	<b>3</b>	
<b>Salary</b>	\$ 116,545.70	<b>Per (Hour / Year)</b>	Year

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.

**Additional Pay:**

Stipend (Chair, etc.)	Grant Funding	Other	VAMC Salary	MEAC Salary
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Reason for 'Other' / Comments

**Total Compensation** **1**

\$ 116,545.70

**Labor Distribution - Add Labor Distribution** **2**

Remove	COA	Index	Fund	Org	Account	Program	Percent
	E	22100	110001	22100	61210	250	100.00

**Special Conditions** **3**

Only write in complete sentences here because this comment box will be featured on the contract.

**SUBMIT** **DELETE**

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.

**1** **2** **3**

[Edit Form](#) [Add Attachments](#) [Add Secondary Approvers](#)

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.

**Workflow**

Health Affairs Renewal

**Assigned To:** Timothy Cheney  
**Form Name:** Health Affairs Renewal  
**Comments:**

Timothy Cheney	3/11/2021	11:57 AM
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Comments will be visible to everyone in the workflow.

LEAVE COMMENT

Route the faculty renewal contract to grant accounting?

**COMPLETE**

## 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.

EAST TENNESSEE STATE UNIVERSITY

eContracts

home new contract ▼ logout [cheneyt]

Waiting On You In Progress Completed Canceled

Search:

- new adjunct contract
- new graduate contract
- temporary employment renewal contract
- health affairs faculty renewal contract**

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.”

**Person Search**

Person Search  SEARCH

Search Results\*  **SELECT**

*For an employee to return in the results they must have a current faculty contract.*

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.

**Create Health Affairs Contract**

Name: Smith, Jon **1** Position Number: 222870 (Professor/Director) | 8/1/2005 - No End

Department\*: Human Resources (E-50200) **2** Appointment Type\*: Clinical Track

Please enter in the individuals who need to sign off on the contract in the boxes below. If anyone uses a proxy or needs someone to sign in their absence, enter the appropriate name in the respective box.

**3** Chair / Department Head: Wright, Mary Angela (WRIGHTMA1) College Budget Authority: Test, CTRFacStaffTest W (CTRFacStaffTest) CoM Grant Accounting (if applicable):

Associate Dean: Test, CTRFacStaffTest W (CTRFacStaffTest) Dean / Director: Test, CTRFacStaffTest W (CTRFacStaffTest) VP / President: Noland, Brian E (NOLANDB)

HR Business Partner: Coleman, Mark E (COLEMANME)

**SUBMIT**

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.

**Health Affairs Contract Form**

Name: Smith, Jon	ENumber: HR Only	Position Number: 222870	Contract Title: Professor/Director	Employee Class: F9
Department: Human Resources	Organization Code: 50200	Timekeeping Location: T509	US Citizen: Yes	
Box Number: Box 70700	Building: Sam Wilson Hall	Room Number: Room 222A	Department Phone: 1234567890	
Chair / Department Head: Wright, Angela (WRIGHTMA1)	College Budget Authority: Test, CTRFacStaffTest W (CTRFacStaffTest)	Com Grant Accounting (if applicable):	Associate Dean: Test, CTRFacStaffTest W (CTRFacStaffTest)	
VP / President: Noland, Brian E (NOLANDB)	HR Business Partner: Coleman, Mark E (COLEMANME)		Dean / Director: Test, CTRFacStaffTest W (CTRFacStaffTest)	

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 checked="" type="checkbox"/> Clinical Track	<b>1</b> Start Date	End Date	
	03/11/2021	03/11/2024	
<input type="checkbox"/> Research Track	Start Date	End Date	
<input type="checkbox"/> VA Academic Track	Start Date	End Date	Index # for CPA/Tuition
<input type="checkbox"/> Clinical Track MEAC	Start Date	End Date	
<input type="checkbox"/> Clinical Track convertible to Tenure Track	Start Date	End Date	
<input type="checkbox"/> Research Track convertible to Tenure Track	Start Date	End Date	
<input type="checkbox"/> Temporary	Start Date	End Date	
<input type="checkbox"/> Temporary No Benefits	Start Date	End Date	
<b>Base Salary (ETSU):</b>			
Salary	<b>2</b>	Per (Hour / Year)	<b>3</b>
\$	116,545.70	Year	

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.

**Additional Pay:**

Stipend (Chair, etc.) Grant Funding Other VAMC Salary MEAC Salary

\$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00

Reason for 'Other' / Comments

Total Compensation **1**

\$ 116,545.70

Labor Distribution - [Add Labor Distribution](#) **2**

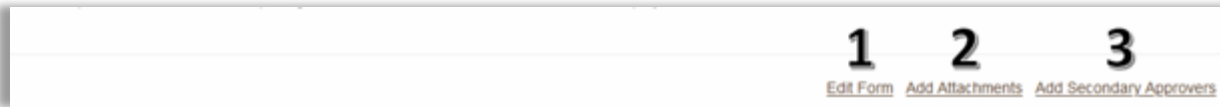
Remove	COA	Index	Fund	Org	Account	Program	Percent
	E	22100	110001	22100	61210	250	100.00

Special Conditions **3**

Only write in complete sentences here because this comment box will be featured on the contract.

**SUBMIT** DELETE

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.

**Workflow**

★ Health Affairs Renewal

**Assigned To:** Timothy Cheney  
**Form Name:** Health Affairs Renewal

**Comments:**

Timothy Cheney	3/11/2021	11:57 AM
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Comments will be visible to everyone in the workflow.

Route the faculty renewal contract to grant accounting?

## Monitoring Submitted Renewals

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

Waiting On You								In Progress	Completed	Canceled
Search: <input type="text"/>										
Type	Name	Department / Period	Appointment	Start	Current Step(s)	Assigned To				
Temp	Alexander Smith	Human Resources	Part-time Temporary	3/11/2021	Dean/Director - Approval	Lori Erickson				
Health	Jon Smith	Human Resources	Clinical Track	3/11/2021	Chair/Department Head - Approval	Mary Wright				
Temp	John Smith	Human Resources	Full-time Temporary	3/11/2021	Dean/Director - Approval	CTRFacStaffTest Test				
Showing 1 to 3 of 3 entries										
								<input type="button" value="Previous"/> <input style="background-color: #0056b3; color: white;" type="button" value="1"/> <input type="button" value="Next"/>		

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.

**Workflow** -

<p>✓ Temp Renewals</p>	<p><b>Completed By:</b> Timothy Cheney  <b>Form Name:</b> Temp Renewals  <b>Comments:</b></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Timothy Cheney</td> <td style="width: 20%;">3/11/2021</td> <td style="width: 20%;">1:13 PM</td> </tr> <tr> <td colspan="3">Comments will be visible to everyone in the workflow.</td> </tr> </table>	Timothy Cheney	3/11/2021	1:13 PM	Comments will be visible to everyone in the workflow.		
Timothy Cheney	3/11/2021	1:13 PM						
Comments will be visible to everyone in the workflow.								
<p>★ Dean/Director - Approval</p> <div style="border: 2px solid red; padding: 2px; display: inline-block; margin-top: 5px;">SEND REMINDER</div>	<p><b>Assigned To:</b> Lori Erickson  <b>Action:</b> The Dean/Director approves the contract</p>							
<p>● VP/President - Approval</p>	<p><b>Assigned To:</b> [VP/President]  <b>Action:</b> The VP/President approves the contract</p>							
<p>● HR Business Partner</p>	<p><b>Assigned To:</b> [HR Business Partner]  <b>Action:</b> Process the temporary contract</p>							
<p>● Employee - Signature</p>	<p><b>Assigned To:</b> [Employee]  <b>Action:</b> The Employee signs off on the contract</p>							

[View History](#)

## 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.

The following special conditions shall govern this appointment

None

[Download PDF](#)