

BEST PRACTICES GUIDE FOR SAA EDOC AND CONTRACT

SAA EDOC SUBMISSION: BEST PRACTICES

1. Position title on the edoc should reflect the position title on the contract- i.e., RA, GA, AI
2. ASO contract type aligns with the semester end date, AS2 contract type should reflect the month end date to ensure equal monthly payments.
3. Standard Hours/FTE: The anticipated FTE is .5FTE/20 standard hours. For FTEs outside of that range, please send a request with justification to apps@indiana.edu.
4. Stipend: The minimum for .5FTE is \$22,000 for AY, \$26,400 for a 12-month appointment.
5. Please do not use Mass Renew Contracts. This edoc type has the potential to produce errors in HRMS.
6. Maintain Pay Rate edocs for AC3s must be effective the same day as the start date of the contract.
7. If the contract was wet-signed, please note on the edoc for confirmation.

SAA CONTRACT: BEST PRACTICES

1. Contract fields need to be filled out completely for accuracy on appointment. For AI contracts, “All Responsibility for Course” must be checked with course information provided in space available for all Primary Instructors/Instructors of Record. Please do not check course-related boxes if they do not apply to the SAA.
2. Must be wet-signed or Adobe-Signed
3. Any changes to the original contract will need to be provided on the SAA Supplemental Form. This includes course assignment updates, FTE and stipend changes. The SAA Supplemental form will need to be signed and dated by the SAA utilizing Adobe-Sign if applicable.