

## BEST PRACTICES GUIDE FOR SAA EDOC AND CONTRACT

### SAA EDOC SUBMISSION: BEST PRACTICES

1. Position title on the edoc should match the position title on the contract, (e.g., RA, GA, AI).
2. ASO contract type aligns with the semester end date, while AS2 contract type should reflect the month end date to ensure equal monthly payments. Contract Data fields auto-populate with correct dates and they shouldn't be changed.
3. Standard Hours/FTE: The campus expectation is .5FTE/20 standard hours. For FTEs above/below, please send a request with justification to [apps@indiana.edu](mailto:apps@indiana.edu).
4. Stipend: The minimum for new SAAs at .5FTE is \$22,000 for AY or \$26,400 for a 12-month appointment. Compensation Rate on the edoc and contract should match.
5. Do not use Mass Renew Contracts as they have the potential to produce errors in HRMS.
6. Add relevant notes on edocs so approvers fully understand complex situations (e.g., WSG + AC3 combo, AC3 + Fellowship combo ("top up"), approved overload, etc.).
7. Add course assignments on edoc in addition to the contract (see below for more info).

### SAA CONTRACT: BEST PRACTICES

1. Contract fields need to be filled out completely for accuracy on appointment.
2. For AI contracts, Course Assignments should be included on the contract:
  - a. Instructor of Record: "All Responsibility for Course" must be checked with course information provided in space available.
  - b. For those grading, leading discussions, etc., please provide course information in the "Other responsibilities" section.
  - c. Please do not check course-related boxes if they do not apply to the SAA.
3. Must be wet-signed or Adobe-Signed
4. Any changes to the original contract must be acknowledged via the SAA Supplemental Form. This includes course assignment updates, FTE and stipend changes, etc. The SAA Supplemental Form must be signed and dated by the SAA via Adobe-Sign (or wet-signed).

### OTHER CONSIDERATIONS

1. **Exceptions:** VPFAA must approve exceptions above or below the campus minimum FTE. Exceptions granted are valid for up to one academic year and must be reviewed annually. Please provide justification to [apps@indiana.edu](mailto:apps@indiana.edu) prior to edoc initiation.
2. **Maintain Person:** Be aware of effective date used. If hiring/renewing effective 8/1/20XX, Maintain Person edoc effective date should be 8/1/20XX or earlier.
3. **Maintain Pay Rate:** Be aware of effective date used. Edocs must be effective the same day as the effective date of the contract for contract pay purposes.
4. **Terminations:** The most common action reasons used are *Expiration of Appointment*, *Cancellation of Hire*, or *Resignation*. Resignations require written documentation from the SAA. Please consult VPFAA with termination questions or concerns.
5. **Hourly Employment:** SAAs also employed as part-time staff are limited to 29 hours per week across all jobs. Reference the Valid Job Combo Chart for additional information.