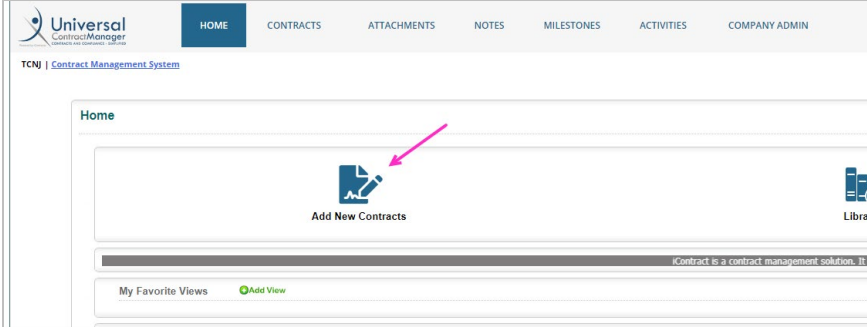


# Process Name: Entering GSALs

STEP	DETAIL
1	<p>Sign in to iContracts through <a href="https://ucm.icontracts.com/">https://ucm.icontracts.com/</a>            You must VPN into TCNJ's network            Click <b>Company Single Sign-On</b>  <b>Username:</b> TCNJ login  <b>Password:</b> your password</p>
2	<p>Click <b>Add a New Contract</b></p> 
3	<p><b>Enter the "Contract" Attributes</b></p> <ul style="list-style-type: none"> <li>- Contract Name: <b>GSAL A/B: Term Year - Name Date</b>  <b>ex)</b> GSAL A: Fall 2023 - Devon Manfredo 9/21/2023</li> <li>- Contract Type: <b>GSAL A or GSAL B</b></li> <li>- Workflow – automatically fills when Contract Type is chosen</li> <li>- Contract Description: meaningful description w/details of GSAL</li> <li>- Responsible Parties:</li> </ul> <p><b>GSAL A</b>            Budget Manager: COA &amp; FacFunds-Devon Manfredo, POETAF-Tina Albertson            Secondary: Leave blank (autopopulates with workflow)            Tertiary: Leave blank (autopopulates with workflow)</p> <p><b>GSAL B</b>            Budget Manager: COA &amp; FacFunds-Devon Manfredo, POETAF-Tina Albertson            Secondary: Leave blank (autopopulates with workflow)            Tertiary: Leave blank (autopopulates with workflow)</p> <ul style="list-style-type: none"> <li>- Contract Folder</li> </ul>

Contract Attributes

**Contract Name:**  \*

**Contract Type:**  \*

**Assign Workflow Template:**   Preview Workflow

**Initial Workflow Stage:**

**Contract Description:**

**Owner:**  \*

**Responsible Parties:**  \*

**Folder Name:**  \*

Relate to an Existing Contract


## Workflows

### GSAL A

Contract Attributes

**Contract Name:** GSAL A: Fall 2023 - Devon Manfredo 9/21/2023 \*

**Contract Type:** GSAL A - tuition/fees/housing \*

**Assign Workflow Template:**  GSAL Form A Preview Workflow 

**Initial Workflow Stage:** Budget Review

**Contract Description:**

**Owner:** Devon Manfredo \*

**Responsible Parties:** Select Budget Ma \* Select Secondary Select Tertiary Ap

**Folder Name:** -----Select----- \*

Relate to an Existing Contract

#### Workflow Template Name: GSAL Form A

Stage	Individual Users
Budget Review	Devon Manfredo, Tina Alberston
Secondary Approver Review	Jane O'Brien, Joan M Pageau
Tertiary Approver Review	Rayanne Conyers-Tiwari, Scott Sferra
Accountant Review	James Diaz, Justin Friedberg, Tina Alberston
Active	


Close

### GSAL B

Contract Attributes

**Contract Name:** GSAL A: Fall 2023 - Devon Manfredo 9/21/2023 TEST \*

**Contract Type:** GSAL B - stipends \*

**Assign Workflow Template:**  GSAL Form B Preview Workflow 

**Initial Workflow Stage:** Budget Review

**Contract Description:**

**Owner:** Devon Manfredo \*

**Responsible Parties:** Select Budget Ma \* Select Secondary Select Tertiary Ap

**Folder Name:** -----Select----- \*

Relate to an Existing Contract

#### Workflow Template Name: GSAL Form B

Stage	Individual Users
Budget Review	Devon Manfredo, Tina Alberston
Secondary Approver Review	Jane O'Brien, Joan M Pageau
Tertiary Approver Review	Devon Manfredo
Active	

Close

4

Click **Continue to Date Entry**

Contract Attributes

**Contract Name:**  \*

**Contract Type:**  \*

**Assign Workflow Template:**   [Preview Workflow](#)

**Initial Workflow Stage:**

**Contract Description:**

**Owner:**  \*

**Responsible Parties:**  \*

**Folder Name:**  \*

Relate to an Existing Contract

5

**Enter the Terms of the Contract**

**GSAL A:** Enter the Semester start & end dates  
**GSAL B:** Enter the start & end dates of work

Data Entry
Template Creation
Document Upload
Contract Container

Terms

Contract Attributes 2024-0118

**Term Type:**

Start Date:

Duration:

End Date:

Notify By:

Canceled On Date:

**Contract Name:** GSAL A: Fall 2023 - Devon Manfredo 9/21/2023 TEST

**Contract Type:** GSAL A - tuition/fees/housing

**Assign Workflow Template:** GSAL Form A

**Initial Workflow Stage:** Budget Review

**Owner:** Devon Manfredo

**Budget Manager:** Mark A Mehler

**Secondary Approver:**

**Tertiary Approver:**

**Folder Name:** TCNJ\Contract Management System\Institutional Support\Treasurer's Office

**Related Contract:**

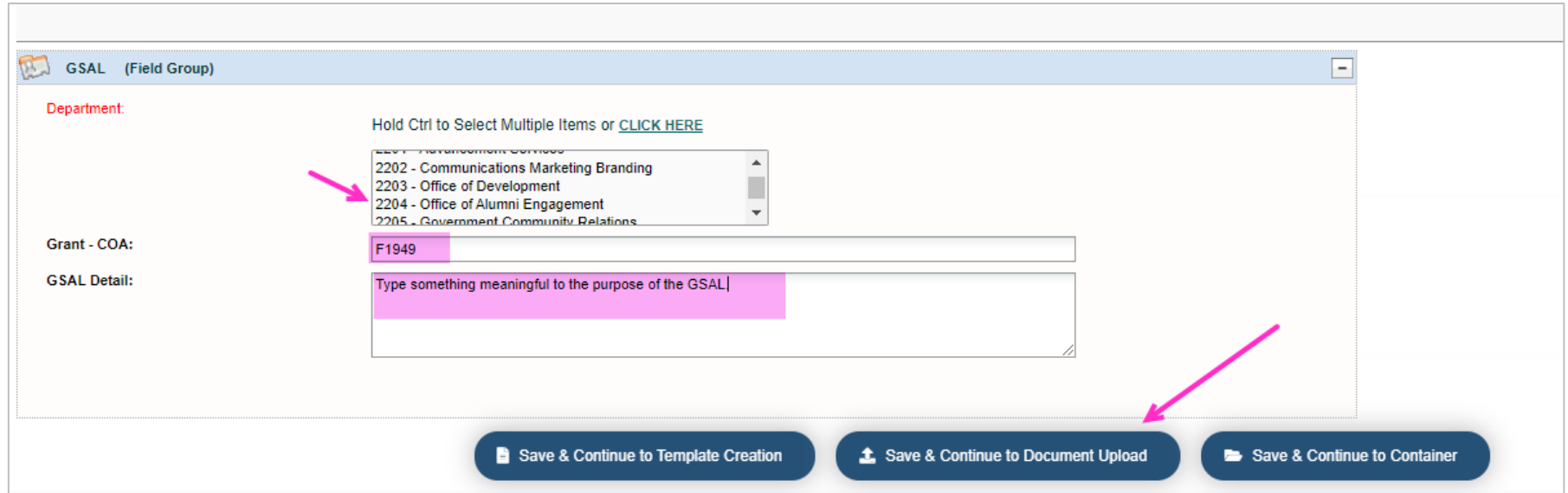
TCNJ Today

3

### **Enter Contract Information**

- Department: Choose the Department or Organization from the POETAF of the Project
- Grant – COA: Enter the Grant ID or the COA string
- Detail: Enter the description from the GSAL form

6



GSAL (Field Group)

Department: Hold Ctrl to Select Multiple Items or [CLICK HERE](#)

2202 - Communications Marketing Branding

2203 - Office of Development

2204 - Office of Alumni Engagement

2205 - Government Community Relations

Grant - COA: F1949

GSAL Detail: Type something meaningful to the purpose of the GSAL|

Save & Continue to Template Creation

Save & Continue to Document Upload

Save & Continue to Container

Click **Save & Continue to Document Upload**

### Save & Continue to Document Upload

Drag and Drop completed GSAL form. GSAL form must be saved as an excel document. Make the GSAL form the Primary Document.

Click **Upload & Continue to Container** – this will put the GSAL into approval workflow.

7

The screenshot shows a navigation bar with four steps: Data Entry, Template Creation, Document Upload, and Contract Container. Below this is the 'Document Upload' section. On the left, a document card for 'GSAL-Form-A-82023' is displayed with the following details: Document Category: Attachment, Document State: Draft, Version Number: 1.00, and File Name: GSAL-Form-A-82023.xlsx. On the right, there is a large blue-bordered box with the text 'Drag & Drop files here -- OR -- Click here to upload'. At the bottom, there are three buttons: 'Save & Return to Data Entry', 'Save & Return to Template Creation', and 'Save & Continue to Container'. A pink arrow points from the document card to the 'Save & Continue to Container' button.

The 'Save Attachment' dialog box contains the following fields and options: File: GSAL-Form-A-82023.xlsx, Document Title: GSAL-Form-A-82023, Version: 1.00 (with an 'Edit Version' button), Document Category: Attachment, Document State: Draft, and Document Description: (empty text area). At the bottom, there is a checked checkbox for 'Make this the Primary Document', a 'Cancel' button, a 'Save' button, and an unchecked checkbox for 'Apply Attributes to all Remaining Documents'. A pink arrow points to the 'Make this the Primary Document' checkbox.