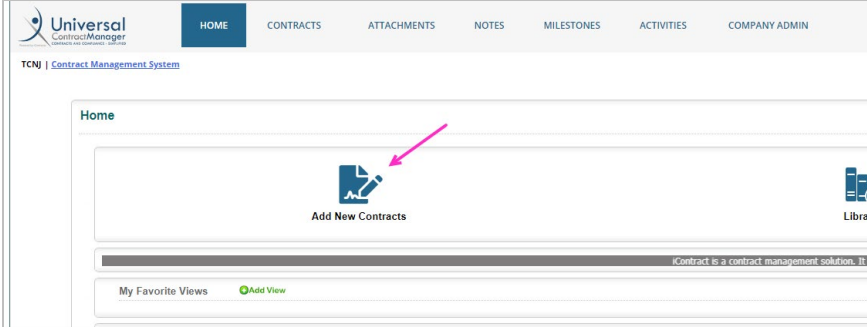


Process Name: Entering GSALs

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

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, Jeanette Vega
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, Jeanette Vega
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: 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: GSAL A Fall 2023 - tuition and fees

Owner: Devon Manfredo *

Responsible Parties: Devon Manfredo *

Folder Name: ..Institutional Support\Treasurer's Office *

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

Term Type: Fixed

Start Date: 08/29/2023

Duration: 113 Day(s)

End Date: 12/19/2023

Notify By:

Canceled On Date:

Contract Attributes 2024-0118

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:

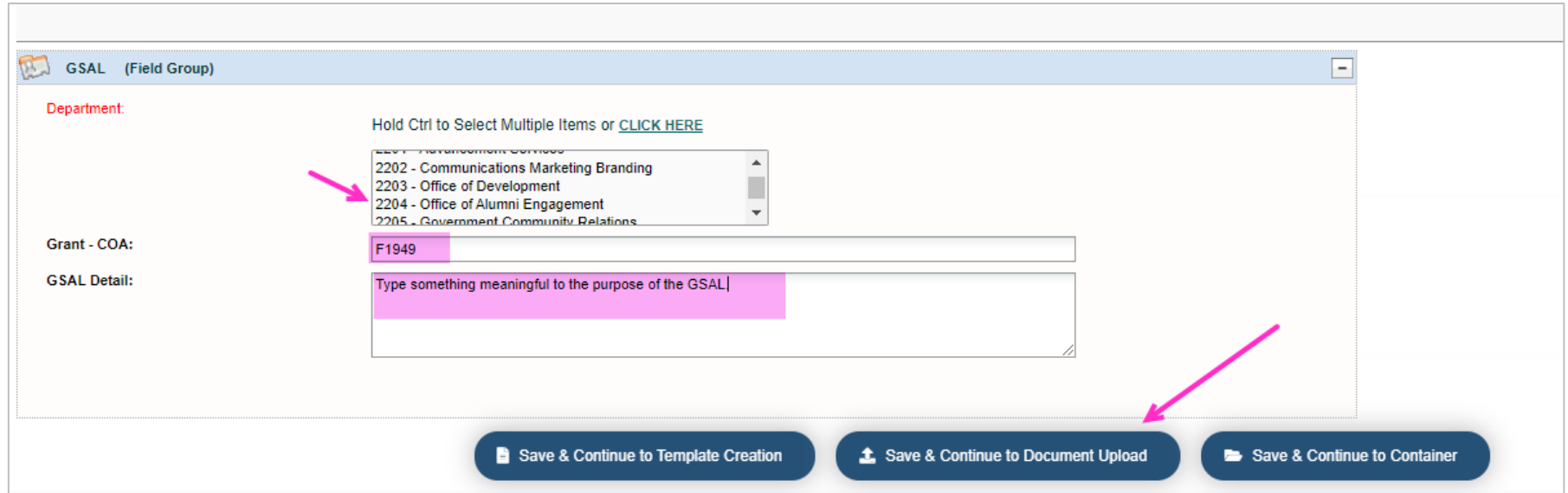
Folder Name: TCNJ\Contract Management System\Institutional Support\Treasurer's Office

Related Contract:

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, and Document State: Draft. There is a 'Document Description' text area. At the bottom, there is a checked checkbox labeled 'Make this the Primary Document' with a pink arrow pointing to it, and an unchecked checkbox labeled 'Apply Attributes to all Remaining Documents'. 'Cancel' and 'Save' buttons are also present.