Smartsheet Faculty Contract Generator

User Group Webinar 11/12/20
Agenda - Smartsheet Updates

→ Main Smartsheet Updates
→ Form and Spreadsheet Updates
→ Approval Updates
→ Daily Report Updates
→ Miscellaneous Reminders
→ Q & A
Sheet Updates

- Added Biweekly Pay Frequency
- Added Approval Dates
- Added Cancellation Amounts
- Archived Spring & Summer 2020 (processed)
Form & Spreadsheet Updates

➔ Removed Cancellation Fee as Earnings Type
➔ Added Pay Frequency
➔ Added Notes field
Approval Updates

➔ Class Description moved to top of Approval request
➔ Approval Dates captured in Main Smartsheet (as of 10/31)
Agreement Updates

⇒ Added pay frequency and link to payroll calendar
Daily Reports

➔ Add HireTouch integration contracts?
➔ Added Approval Dates
➔ Added Notes
➔ Added Cancellation Amounts
➔ Payroll Notes: Union mismatches
  ◆ Fixed by Payroll & Not Fixed by Payroll
Daily Reports, con't

➔ Up-to-date Live Report on **Dashboard** (?)
➔ **Comments: how to copy to main tab/sheet**
➔ Mail Merge for creating PDF copies of Smartsheet Contracts
Miscellaneous Reminders & Updates

➔ Important that Winter 2020 Term is selected as appropriate and Credit/Lab hours are accurate

◆ ESS PATFA Service
◆ Maine Earned Paid Leave (more to shared in December)
Questions?