Electronic Memorandum of Agreement ("eMOA") FAQ

Initiator Questions

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Other Common Questions

I. Initiator Questions

A. I will be initiating electronic MOAs. How do I get access?

B. Can I be both the MOA initiator and an approver?

C. I selected the appointee I needed, but this person’s home organization (shown in the header) is incorrect.

D. I selected the appointee I needed, but this person’s employee class ("e-class" shown in the header) is incorrect.

E. If I enter the same person as an approver more than once on the initiation page, will that person only have to approve this MOA once?

F. What do I do if I need to change an approver while an MOA is in process?

G. I am initiating an MOA that is for instruction only. I entered the CRN, and the course populated. Do I need to enter any additional duties comments?

H. I am initiating an MOA that is for instruction only, but I don’t know the CRN yet.

I. I entered multiple fund and/or account numbers. How do I enter the % allocations to each?

J. If I enter a fund and/or account number, will the amount on the MOA be automatically debited from or charged as an encumbrance to the fund and/or account?

K. AN MOA I viewed contained the error message “This appointee does not have the graduate faculty status needed to teach this/these course(s),” but this statement is incorrect. What should I do?

L. I noticed an error in the MOA I initiated. How can I fix this?

M. I already submitted an MOA, but now I need to attach documents. Do I need to revise the MOA?

N. How do I view or attach documents to an MOA?

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I. Initiator Questions

A. I will be initiating electronic MOAs. How do I get access?
   To request access to the Administrative Memorandum of Agreement menu in Banner Self Service, submit an IT Service Request via the Tools tab in the MySLU portal. Select Accounts and Access, then University Security Access Request, then Request Now. Complete the top portion of the form, then check Human Resources under the “Functional Area.” Click on the “Human Resources” tab. Under the “Banner (Self-Service)” section, check ADJADMIN. At the bottom of the page, in the “Additional Comments for HR Access Request” box, note that you are requesting access to the “Administrative Memorandum of Agreement Menu.”
   For access to reports in Cognos, type in the box in the Cognos section, “Access to eMOA reports folder in Cognos.” In the Additional Comments box, type “Public Folders > Reports > Human Resources > Faculty > Electronic Memorandum of Agreement System (eMOA)”.

B. Can I be both the MOA initiator and an approver?
   Yes. To initiate MOAs, you will need access to the initiators’ “Administrative Memorandum of Agreement Menu.” When initiating an MOA for which you will also be an approver, you would enter your own username in the appropriate approver level box on the Initiation Page 1.

C. I selected the appointee I needed, but this person’s home organization (shown in the header) is incorrect.
   Contact the Office of Faculty Affairs (977-5237) to correct this information. In some cases, you may need to process an EPAF.

D. I selected the appointee I needed, but this person’s employee class (“e-class” shown in the header) is incorrect.
   Contact Human Resources Information Systems (HRIS) to correct this information. In some cases, you may need to process an EPAF.

E. If I enter the same person as an approver more than once on the initiation page, will that person only have to approve this MOA once?
   No. Approvers who have their usernames entered more than once will need to approve in each role (e.g. as business manager and department chair) assigned to them on the initiation page 1. The only exception is when the department chair and dean is the same person, in which case the first approval (as chair) automatically records the next (as dean), provided that there are no approvers (e.g. sponsored programs level) in between.

F. What do I do if I need to change an approver while an MOA is in process?
   If a regular approver will not be available, enter the username of the approver’s backup on the initiation page 1. If an MOA is already in progress and you need to change an approver, you will need to revise the MOA. Go to the “Administrative Memorandum of Agreement Menu” to revise the MOA.

G. I am initiating an MOA that is for instruction only. I entered the CRN, and the course populated. Do I need to enter any additional duties comments?
   This is not necessary. The box will automatically fill with the sentence “None.” However, you may wish to include additional information (e.g. class meeting times, any advising obligations etc). at your department’s discretion.
H. I am initiating an MOA that is for instruction only, but I don’t know the CRN yet.
   Enter the course subject, course number, and section number (as much as is known) on the initiation page 2. This information will appear in the body of the MOA.

I. I entered multiple fund and/or account numbers. How do I enter the % allocations to each?
   You may note this additional information in the “Additional Comments” box on the initiation page 2.

J. If I enter a fund and/or account number, will the amount on the MOA be automatically debited from or charged as an encumbrance to the fund and/or account?
   No. The position, fund, and account information on the MOAs serves an informational purpose only and is for the benefit of the MOA’s approvers.

K. AN MOA I viewed contained the error message “This appointee does not have the graduate faculty status needed to teach this/these course(s),” but this statement is incorrect. What should I do?
   Contact Christine Rogers in the Office of Faculty Affairs (rogerscl@slu.edu or 977-5237). Your college, school, or center should have on file a graduate faculty status approval form, which should be submitted to the Office of Faculty Affairs. Information on this form will be recorded in Internet Native Banner, after which point the error message will no longer display, if appropriate.

L. I noticed an error in the MOA I initiated. How can I fix this?
   If your submitted MOA has the wrong appointee or wrong term, you will need to cancel the MOA and initiate a new one. In all other cases, go to the “Administrative Memorandum of Agreement Menu” and click on the “Revise Memorandum of Agreement” link. Choose the appropriate MOA, make changes as needed, and submit.

M. I already submitted an MOA, but now I need to attach documents. Do I need to revise the MOA?
   No. In the “Administrative Memorandum of Agreement Menu,” click on the “View Memorandum of Agreement” link. To the far right you will see the Documents column. Click on the “N” or “Y” hyperlink on the row of the appropriate MOA. Upload any new attachments here.

N. How do I view or attach documents to an MOA?
   On the View Memorandum of Agreement menu, the Documents column will be displayed on the far right. An “N” means that no documents have been attached; a “Y” means that there are documents attached to the MOA. Click on the hyperlinked “N” or “Y” to view or attach documents by document type.

O. What’s the difference between disapproving, cancelling, or revising an MOA?
   Only a specified approver can disapprove an MOA. An approver has the option to disapprove an MOA should s/he disagree overall with extending the agreement. If an MOA is disapproved, there is no option to revise. The MOA ends with disapproval.

   An MOA may be cancelled as a result of a course cancellation due to low enrollment, if an appointee is no longer available, or if the initiator submitted an MOA and chose the wrong appointee or term. If an MOA is cancelled, there is no longer any option to revise. The MOA ends with the cancellation, and the appointee will also be notified of the cancellation reason selected.
Initiators have the option to revise the content of an MOA, as long as the appointee has not yet accepted the agreement. Common revisions may include a change of part of term, a change of salary, a change of duties, or a change of approver. Consult the “MOA User Guide” for more information.

P. An MOA I initiated is no longer showing in my View menu. Why?
MOAs initiated within your department will only be viewable for up and until 30 days after the contract end date. To gather information from an MOA after this time, you will need to run the applicable report in Cognos.

Q. I received an e-mail notification that an MOA I initiated for someone had been disapproved, but now I can’t find it in the MOA Administrative Menu.
The Revise, Cancel, and View options in the Menu will only display MOAs that have been submitted and are pending approval or have recently been accepted by the faculty member. To view details on any disapproved MOA, you will need to run an eMOA report in Cognos.

R. How do I get access to eMOA reports in Cognos?
To request access to eMOA reports in Cognos, submit an IT Service Request via the Tools tab in the MySLU portal. Select “Accounts and Access”, then “University Security Access Request”, then “Request Now”. Complete the top portion of the form, then check “Human Resources” under the “Functional Area.” For access to reports in Cognos, type in the box in the Cognos section, “Access to eMOA reports folder in Cognos.” In the Additional Comments box, type “Public Folders > Reports > Human Resources > Faculty > Electronic Memorandum of Agreement System (eMOA)”.

S. Can I check how many MOAs I have committed to a position, fund, or account?
Yes. The “MOA Financial Activity Report” will have this information. Remember that the financial information serves an informational purpose only and is for the benefit of the MOA’s approvers. (See above.)

T. I need to initiate an MOA for someone new to my department. How do I get a Banner ID created?
First, double-check that a Banner ID does not already exist for the person by searching in Internet Native Banner.

All new hires to the University and those who have not been paid by the University the previous 12 months will need to complete new hire, tax, payroll, and I-9 verification paperwork. (International employees should contact the Office of International Services with any questions related to visa requirements.)

NOTE: Per federal regulations, the I-9 verification cannot be completed more than 30 days before an employee's first work date (the begin date on the MOA), and no later than 3 days after the first work date (begin date on the MOA).

The tax and payroll (apart from the I-9 verification) may be completed at any time prior to the start date at Human Resources. The Human Resources Information Form (Faculty Information Form, “FIF”) may be completed any time prior to the start date and returned to the Office of Faculty Affairs. To obtain this form, please contact Christine Rogers in the Office of Faculty Affairs (rogerscl@slu.edu). Once the FIF is completed and returned to the Office of Faculty Affairs, a Banner ID will be created, and the new employee will receive a welcome e-mail (sent to their newly created SLU e-mail as well as their personal e-mail address) providing the employee with his or her Banner ID and instructions on accessing the Banner system for the first time.

Once the Banner ID is created, you may initiate the MOA.
Please visit the Employee Onboarding page on the Human Resources website for more information regarding the new hire process for faculty. Please note that only full-time faculty and post doctoral fellows are eligible for benefits.
II. Approver Questions

A. Where do I request access to be an electronic MOA approver?

No special access is required. To approve an MOA in your queue, you would click on the “Approve Memorandum of Agreement” link under the Employee tab in Self-Service Banner. All active faculty and staff will automatically have access.

B. Can I be both the MOA initiator and an approver?

Yes. To initiate MOAs, you will need initiator access to the “Administrative Memorandum of Agreement Menu.” When initiating an MOA for which you will also be an approver, you would enter your own username in the appropriate approver level box on the Initiation Page 1. After submitting the MOA, you would then go to the “Approve Memorandum of Agreement” link in Self-Service Banner to approve the MOA.

There may be a short delay before the MOA reaches your approval queue.

C. I was entered as an approver more than once on the initiation page; will I only have to approve this MOA once?

No. Approvers who have their usernames entered more than once will need to approve in each role (e.g. as business manager and department chair) assigned to them on the initiation page 1. The only exception is when the department chair and dean is the same person, in which case the first approval (as chair) automatically records the next (as dean).

D. How do I set up a proxy approver?

A formal proxy system does not exist within the MOA system. If you will not be available, please inform the initiators within your department, school, college, or center of your backup approver’s username. If an MOA is already in progress and the initiator needs to change an approver, the MOA will need to be revised.

E. I need to approve an MOA, but when I click on the “Accept Memorandum of Agreement” link, there is nothing in my queue.

The “Accept Memorandum of Agreement” link is where faculty will click to accept or decline their MOAs. To approve an MOA, click on the “Approve Memorandum of Agreement” link.

F. I noticed an error on an MOA in my approval queue. What should I do?

For remediable errors, choose the “Return for Correction” option. Add comments pertaining to the error. The initiator will be notified and will have the opportunity to correct the errors and resubmit. If the errors are not remediable (e.g. the MOA terms pertained to the wrong appointee, or you do not want to approve the course or instructor), choose the “Disapprove” option.

G. How do I view or attach documents to an MOA?

On the approval queue main page, the Documents column will be displayed on the far right. An “N” means that no documents have been attached; a “Y” means that there are documents attached to the MOA. Click on the hyperlinked “N” or “Y” to view or attach documents by document type. Be sure to attach your documents using the appropriate document type upload link.
H. **What’s the difference between disapproving, cancelling, or revising an MOA?**

*Only a specified approver can disapprove an MOA. An approver has the option to disapprove an MOA should s/he disagree overall with extending the agreement. If an MOA is disapproved, there is no option to revise. The MOA ends with disapproval.*

AN MOA may be cancelled as a result of a course cancellation due to low enrollment, if an appointee is no longer available, or if the initiator submitted an MOA and chose the wrong appointee or term. If an MOA is cancelled, there is no longer any option to revise. The MOA ends with the cancellation, and the appointee will also be notified of the cancellation reason selected.

*Initiators have the option to revise the content of an MOA, as long as the appointee has not yet accepted the agreement. Common revisions may include a change of part of term, a change of salary, a change of duties, or a change of approver. Consult the “MOA User Guide” for more information.*

I. **How do I get access to MOA reports in Cognos?**

*To request access to eMOA reports in Cognos, submit an IT Service Request via the Tools tab in the MySLU portal. Select “Accounts and Access”, then “University Security Access Request”, then “Request Now”. Complete the top portion of the form, then check “Human Resources” under the “Functional Area.” For access to reports in Cognos, type in the box in the Cognos section, “Access to eMOA reports folder in Cognos.” In the Additional Comments box, type “Public Folders > Reports > Human Resources > Faculty > Electronic Memorandum of Agreement System (eMOA)”.*
III. Faculty Questions

A. I received an e-mail notification that an MOA has been initiated on my behalf. What do I do next?

On June 20, 2011, the University began using the electronic MOA system campus-wide. This system replaces the paper MOAs that were previously mailed to appointees, chairs, deans, and vice presidents for signature. No further action is required on your part at this time, unless you also received an additional e-mail notification regarding completing a criminal background check (see below). When the MOA is ready for your acceptance, you will receive another e-mail notification.

B. I received an e-mail notification that an MOA is ready for my acceptance. What do I do next?

Log in to Self-Service Banner (http://banner.slu.edu) and click on the Employee tab. Scroll to the bottom and click on the “Accept Memorandum of Agreement” link. A list of MOAs (you may have more than one to accept) pending your acceptance will show. Click on the transaction number of the MOA to view your contract. Review the terms, choose accept or decline, and click submit. You may choose to print your MOA for your records, but you will also be able to view your accepted MOAs at any time by clicking on the “View My Memorandum of Agreement History” link in the Employee tab in Self-Service Banner.

C. I’m a new adjunct at the University. What steps do I need to take before I begin my assignment?

Download a copy of the New Adjunct Faculty Checklist for instructions and steps you need to take. You may also want to visit the Human Resources Employee Onboarding webpage for additional information.

D. I received an e-mail notification with information about completing a criminal background check. What do I do next?

All new hires to Saint Louis University are required to complete a criminal background check. Graduate and research assistants accepting adjunct assignments on an MOA for the first time are also required to complete a criminal background check. Follow the instructions in the e-mail to make an appointment with the Office of Clinical Education Compliance for the fingerprint check.

E. I’m an adjunct and I need to accept an MOA, but when I click on the “Approve Memorandum of Agreement” link, there is nothing there.

Please click on the “Accept Memorandum of Agreement” link. The “Approve Memorandum of Agreement” link is where administrators will click to approve MOAs.

F. I noticed an error in my contract (MOA). What should I do?

If you believe the terms of the contract are correct, but you wish to decline the appointment, choose the “Decline” option and submit. Please contact your department before declining.

If you believe the terms of the contract are incorrect, please contact your department chair or hiring manager. A revision may need to be processed.
G. My MOA contained the error message “This appointee does not have the graduate faculty status needed to teach this/these course(s),” but this statement is incorrect. What should I do?

Contact Christine Rogers in the Office of Faculty Affairs (rogerscl@slu.edu). Your college, school, or center should have on file a graduate faculty status approval form, which should be submitted to the Office of Faculty Affairs. Information on this form will be recorded in Internet Native Banner, after which point the error message will no longer display, if appropriate.

H. Will I receive a copy of my MOA in the mail?

No. You may print the MOA after you have accepted or declined. Any accepted contracts will be viewable at any time in Banner Self-Service. Click on the “View My Memorandum of Agreement History” link in the Employee tab in Self-Service Banner.
IV. Other Common Questions

A. Who is defined as a “New Hire” to the University?

“New Hires” are those who have not previously worked at Saint Louis University and/or those who have not been paid by Saint Louis University in the preceding 12 months or more. In the case of volunteers, a new hire is a person who has not had an active assignment in the preceding 12 months or more. (See above for more information.)

B. Does the MOA negate the need to do an EPAF?

No. EPAFs must be initiated separately. However, for EPAFs that have corresponding MOAs, enter the MOA tracking number in the “Contract Number” field on the EPAF initiation page.

C. Do adjuncts need to fill out a faculty application at jobs.slu.edu?

No. New hires will need to complete new hire paperwork, complete a criminal background check, and accept their MOAs in Banner Self-Service.

D. My colleague has the “Administrative Memorandum of Agreement Menu” link showing in Self-Service Banner. Why don’t I see this?

Only those with MOA initiator access will have this link visible. Please request initiator access if appropriate.

E. What’s the difference between disapproving, cancelling, or revising an MOA?

Only a specified approver can disapprove an MOA. An approver has the option to disapprove an MOA should s/he disagree overall with extending the agreement. If an MOA is disapproved, there is no option to revise. The MOA ends with disapproval.

AN MOA may be cancelled as a result of a course cancellation due to low enrollment, if an appointee is no longer available, or if the initiator submitted an MOA and chose the wrong appointee or term. If an MOA is cancelled, there is no longer any option to revise. The MOA ends with the cancellation, and the appointee will also be notified of the cancellation reason selected.

Initiators have the option to revise the content of an MOA, as long as the appointee has not yet accepted the agreement. Common revisions may include a change of part of term, a change of salary, a change of duties, or a change of approver. Consult the “MOA User Guide” for more information.