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I. Initiator Questions

A. I will be initiating electronic eMOAs. 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 “IT Service Request”, then click “Submit Service Request”, then “Accounts and Access”, then “University Security Access Request”. Complete the top

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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. For access to eMOA reports in Cognos, under “COGNOS (Check COGNOS user groups), check “HR Faculty eMOA”.

Scroll to 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.”

B. Can I be both the eMOA initiator and an approver?
Yes. To initiate eMOAs, you will need access to the initiators’ “Administrative Memorandum of Agreement Menu.” When initiating an eMOA for which you will also be an approver, you would enter your own email 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 the Office of Faculty Affairs (977-5237) 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 eMOA once?
No. Approvers who are 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 eMOA is in process?
If a regular approver will not be available, enter the approver’s backup on the initiation page 1. If an eMOA is already in progress and you need to change an approver, you will need to revise the eMOA. Go to the “Administrative Memorandum of Agreement Menu” to revise the eMOA.

G. I am initiating an eMOA 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. 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 eMOA that is for instruction only, but I don’t know the CRN yet.
The CRN is required in order to populate the Subject, Course, Section and Course Title. The recommendation is to wait until the CRN is created. If there is no CRN, enter the course information in the Duties section on the initiation page 2. This information will appear in the body of the eMOA.

I. I entered multiple fund and/or account numbers. How do I enter the % allocations to each?
You have the ability to enter multiple fund codes on the initiation page 2. You will need to manually adjust the percent so all funds equal 100%. The salary amount will automatically adjust once the percent is updated.
J. If I enter a fund and/or account number, will the amount on the eMOA be automatically debited from or charged as an encumbrance to the fund and/or account?

No. The position, fund, and account information on the eMOAs serves an informational purpose only and is for the benefit of the eMOA’s approvers.

K. AN eMOA 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 the 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 eMOA I initiated. How can I fix this?

If your submitted eMOA has the wrong appointee or wrong term, you will need to cancel the eMOA 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 eMOA, make changes as needed, and submit.

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

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 eMOA. Upload any new attachments here.

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

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 eMOA. 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 eMOA?

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

An eMOA 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 eMOA and chose the wrong appointee or term. If an eMOA is cancelled, there is no longer any option to revise. The eMOA ends with the cancellation.

Initiators have the option to revise the content of an eMOA, 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 “eMOA User Guide” for more information.

P. An eMOA I initiated is no longer showing in my View menu. Why?

eMOAs initiated within your department will only be viewable for up and until 30 days after the contract end date. To gather information from an eMOA after this time, you will need to run the applicable report in Cognos.
Q. I received an e-mail notification that an eMOA I initiated for someone had been disapproved, but now I can’t find it in the eMOA Administrative Menu. The Revise, Cancel, and View options in the Menu will only display eMOAs that have been submitted and are pending approval or have recently been accepted by the faculty member. To view details on any disapproved eMOA, 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 “IT Service Request”, then click “Submit Service Request”, then “Accounts and Access”, then “University Security Access Request”. Complete the top portion of the form, then check “Human Resources” under the “Functional Area.” Click on the “Human Resources” tab. Under “COGNOS (Check COGNOS user groups), check the “HR Faculty eMOA” box.

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

T. I need to initiate an eMOA 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 18 months will need to complete new hire, tax, payroll, I-9 verification paperwork and a criminal background check. (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 later than 3 days after the first work date (begin date on the eMOA).

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 forwarded to the Office of Faculty Affairs. To obtain this form, please visit the Faculty Affairs for Business Managers Google Site or contact the Office of Faculty Affairs (facultyaffairs@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 listed on the FIF) 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 eMOA.

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 eMOA approver?
No special access is required. To approve an eMOA 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 eMOA initiator and an approver?
Yes. To initiate eMOAs, you will need initiator access to the “Administrative Memorandum of Agreement Menu.” When initiating an eMOA for which you will also be an approver, you would enter your own email in the appropriate approver level box on the Initiation Page 1. After submitting the eMOA, you would then go to the “Approve Memorandum of Agreement” link in Self-Service Banner to approve the eMOA.

There may be a short delay before the eMOA 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 eMOA once?
No. Approvers who are 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 eMOA system. If you will not be available, please inform the initiators within your department, school, college, or center of your backup approver. If an eMOA is already in progress and the initiator needs to change an approver, the eMOA will need to be revised.

E. I need to approve an eMOA, 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 eMOAs. To approve an eMOA, click on the “Approve Memorandum of Agreement” link.

F. I noticed an error on an eMOA 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 eMOA 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 eMOA?
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 eMOA. 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 eMOA?

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

AN eMOA 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 eMOA and chose the wrong appointee or term. If an eMOA is cancelled, there is no longer any option to revise. The eMOA 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 eMOA, 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 “eMOA User Guide” for more information.

I. 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 “IT Service Request”, then click “Submit Service Request”, then “Accounts and Access”, then “University Security Access Request”. Complete the top portion of the form, then check “Human Resources” under the “Functional Area.” Click on the “Human Resources” tab. Under “COGNOS (Check COGNOS user groups), check the “HR Faculty eMOA” box.
III. Faculty Questions

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

On June 20, 2011, the University began using the electronic eMOA system campus-wide. This system replaces the paper eMOAs 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 eMOA is ready for your acceptance, you will receive another e-mail notification.

B. I received an e-mail notification that an eMOA 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 eMOAs (you may have more than one to accept) pending your acceptance will show. Click on the transaction number of the eMOA to view your contract. Review the terms, choose accept or decline, and click submit. You may choose to print your eMOA for your records, but you will also be able to view your accepted eMOAs 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 eMOA for the first time are also required to complete a criminal background check. An email will be sent to your personal email address listed on the Faculty Information Form you completed for your department. Within this email, there is a link to a questionnaire. The questionnaire is on secure website. Complete the questionnaire as soon as possible.

E. I’m an adjunct and I need to accept an eMOA, 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 eMOAs.

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

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.

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.
G. My eMOA 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 eMOA in the mail?

No. You may print the eMOA 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 18 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 eMOA negate the need to do an EPAF?
   No. EPAFs must be initiated separately. However, for EPAFs that have corresponding eMOAs, enter the eMOA 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 Adjunct hires will need to complete new hire paperwork, a criminal background check, and accept their eMOAs 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 eMOA initiator access will have this link visible. Please request initiator access if appropriate.

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

   AN eMOA 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 eMOA and chose the wrong appointee or term. If an eMOA is cancelled, there is no longer any option to revise. The eMOA 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 eMOA, 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 “eMOA User Guide” for more information.