



Offer of Work Casual Academic Employment Contract Generator (ECG)

This guide provides information about the **Employment Contract Generator (ECG)**, which is a web-based application used to:

- Generate and email Offers of Work, previously called Timetables, for Casual Academic staff.
- Generate and email Letters of Offer to fixed term staff and Terms of Engagement to Casual Professional staff.

This guide focuses on using the ECG to generate and send an Offer of Work to multiple Casual Academic staff in one upload file.

Contents

Overview	3
Terms of Engagement overview	3
Getting Started	4
Open the Excel Upload file	4
Add data to the Excel upload file	4
Save As a .csv file	4
Request ECG Access	5
Log into ECG	6
The ECG main form details	6
Search function	7
Save & Upload Offer of Work (Timetable) Data	8
Email attachments	10
Generate email attachments	10
Generate Attachment process fails	11
Send email attachments	11
Employee Email addresses	11
No Email Address	11
Printing letters	12
Create an Offer of Work (Timetable) Manually	12
Edit or Delete an Offer of Work (Timetable)	13
Logout	14
Saving the Offers of Work (timetable) file	14
Setting up the ECG File Directory	15
On a WINDOWS computer	15

On a MAC computer	18
Further Help	22

Overview

The Employment Contract Generator (ECG) is used to generate and email the Terms of Engagement and Offer of Work for Casual Academic appointments processed.

The process involves 3 steps:

1. Terms of Engagement

- HR Client Services generates and sends **Terms of Engagement** to casual academic staff daily.

2. Offer of Work (timetables)

- Once the Terms of Engagement are generated, **the Offer of Work** can be generated by each School.

3. Email Offer of Work

- ECG is then able to **bulk email** the Offer of Work to Academic staff.

Terms of Engagement overview

Issuing **Terms of Engagements** to casual staff commenced 26 August 2024, with the introduction of the [*Closing the Loopholes*](#) casual legislation. Terms of Engagement have **replaced Letters of Offer** for casual staff.

Each working day, after New Hire requests have been processed in MyHR, HR Information Services (HRIS) **creates a data extract to be loaded into ECG**.

HR Client Services will action for processing the Terms of Engagement from this data extract and will **send via email to the staff member**.

For Noting:

Re-appointments (extensions): staff records are available in ECG the next business day after processing in MyHR.

New appointments (new hire): staff records are available in ECG 2 working days following processing in MyHR.

Getting Started

To start the process of generating and sending bulk Offers of Work (timetables), open, edit, and save the School/Unit's excel "timetableupload" file.

Open the Excel Upload file

1. Open the **ECG File Directory** (explanation on mapping this directory is in the **Setting up the ECG file directory** section).
2. Locate and **open the School/Unit's folder**.
3. Open the existing **TimetableUpload.xlsx** Excel file.

Add data to the Excel upload file

1. Enter the Offer of Work (timetable) data into each column of the Excel file.
NOTE: The system will print everything you type, so *type carefully* and *check your input*.
2. The Offer of Work (timetable) data must match the MyHR appointment data exactly:
 - Employee#
 - Job#
 - Commence Date

ECG searches for **exact matches** for the **Employee#**, **Job#** and **Commence date** columns in this spreadsheet.

If the data is not correct, ECG will **ignore** it, and the process will **not run** for that staff member.

An error message will display on the screen if a row is invalid.

3. If the **Employee Number** begins with a **zero**, make sure you type a preceding apostrophe e.g. '012345.

The Excel **template headings must not be changed** however, additional columns can be added to the Timetable Upload file *at the beginning or end of the template* to record your working notes. This additional information will not appear in the Offer or Work.

After the .xlsx file is updated, it **must be saved as a ".csv"**.

Save As a .csv file

1. Once you have entered all data, click on **File > Save As**.
2. Choose the **correct location** to save your file:
WINDOWS:
`\\uncle.newcastle.edu.au\entities\corporate\ECG\prd\hrupload\timetableupload\<school/>`

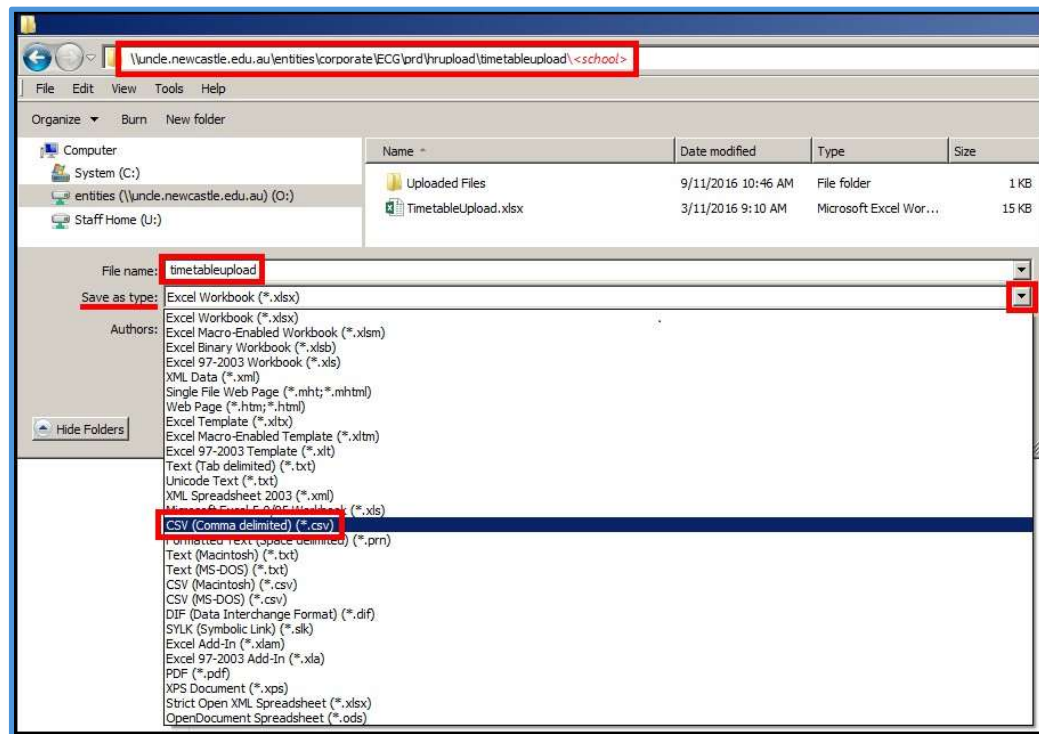
MAC:

<smb://macuncle.newcastle.edu.au/entities/corporate/ECG/prd/hrupload/timetableupload/<school>>

Usually, this will be the file's **current** location.

3. Make sure the **file name** is ***timetableupload***.

Change the file type to be **.csv**.



5. Click **Save**.

Request ECG Access

If you need access to the ECG system, log a request via [ServiceNow – Add or change Access to an HR System](#).

Log into ECG

Once you have a **Username** and **Password**:

1. Go to <https://dotnet.newcastle.edu.au/ECG>.
2. Login with:

- Username = your **Number Plate** (your Uni ID e.g. ABC123)
- Password = your **main password**

3. Click **Login**.

4. The **Employee Contract Generator main form** will be displayed.

Id	School/Unit	Contract Type	Commence Date	Job#	Status	Name	Email	UON Email	Location	Status	Review Reason	Timetable	Contract Date	Upload/Generate On	Last Update By	Last Updated
1	QWAC_WYUKAI	ACADEMIC CASUAL	11/01/2016 08:30	1	SENT				Callaghan	SENT		SENT	20/10/2016 00:00	20/10/2016 13:15		20/10/2016 13:15
2	QWAC_WYUKAI	ACADEMIC CASUAL	11/01/2016 08:30	1	SENT				Callaghan	SENT		SENT	20/10/2016 00:00	20/10/2016 13:15		20/10/2016 13:15

The ECG main form details

This screen displays all casual Terms of Engagement / Offer of Work that have been *uploaded, generated, and sent* in the *last 2 days* for *your School*.

The screen displays the following column headings:

School / Unit	The School or Unit the contract is for
Contract Type	Type of employment e.g. ACADEMIC CASUAL
Commence Date	The date the employee is due to commence at UON
Job#	The job number
Staff#	The employee's Employee Number
Name	The employee's or applicant's name
Email	The personal email address of the employee
UON Email	The UON email address of the employee
Location	The campus location
Status	The status of the Term of engagement
	Statuses: <i>Uploaded, Generated, Sent, Has Attachments, Generate Attachment Failed, Review</i>

Review Reason	The reason a Terms of Engagement is placed on hold
Timetable	The status of the Offer of Work (timetable) associated with the Term of Engagement Statuses: <i>No Timetable, Uploaded, Generated, Sent</i>
Extract Date	The date the engagement data was extracted from Ascender
Upload/Create Date	The date the engagement data was uploaded into or created in the ECG
Last Update by	The login ID of the user who updated the engagement data
Last Updated	The date and time the last update occurred

Search function

You can search for existing contracts and employees for your School.

1. Click on **Expand Search Options**.
2. The search criteria form will be displayed.

SELECT GENERATE ATTACHMENT SEND UPLOAD TIMETABLES GENERATE TIMETABLES ONLY SEND TIMETABLES ONLY

Collapse Search Options

Faculty/Division: [All] State: [] Contract Status: [All] Extract Date: []
School/Unit: [All] Job: [] Review Reason: [Any] Upload Date: [] Updated within: [Last 2 Days]
Appointment Type: [All] Applicant Name: [] UoI Email Address: [] Commence Date: [] Last Updated By: []
Employee Status: [All] Location: [All] Personal Email Address: [] Last Updated Date: []

Search

#	School/Unit	Contract Type	Commence Date	Job	Staff	Name	Email	UoI Email	Location	Status	Review Reason	Timetable	Extract Date	Upload/Create On	Last Update By	Last Updated
1	OWAC_WYO	ACADEMIC CASH	1/1/2016 00:00	1					Celestine	SENT		SENT	20/10/2016 09:00	20/10/2016 13:15		20/10/2016 13:15
2	OWAC_WYO	ACADEMIC CASH	1/1/2016 00:00	1					Celestine	SENT		SENT	20/10/2016 09:00	20/10/2016 13:15		20/10/2016 13:15

NOTE: You can search by single or multiple criteria.

3. Enter the **search criteria** into the valid fields.
4. Click **Search**:

Collapse Search Options

Faculty/Division: [All] State: [] Contract Status: [All] Extract Date: []
School/Unit: [All] Job: [] Review Reason: [Any] Upload Date: [] Updated within: [Last 2 Days]
Appointment Type: [All] Applicant Name: [] UoI Email Address: [] Commence Date: [] Last Updated By: []
Employee Status: [All] Location: [All] Personal Email Address: [] Last Updated Date: []

Search

5. In the Summary screen, click on a *column heading* to **sort** letters in alphabetical or alphanumeric order.

Save & Upload Offer of Work (Timetable) Data

1. The timetableupload.csv file **must be created and saved in a specific School/Unit folder** and named correctly.

Timetableupload.csv file requirements:

File name: timetableupload.csv

File type: *.csv

Location:

WINDOWS: \\uncle.newcastle.edu.au\entities\corporate\ECG\prd\hrupload
\\timetableupload\<school>

MAC: smb://macuncle.newcastle.edu.au/entities/corporate/ECG/prd/
hrupload/timetableupload/<school>

NOTE: It is *not* possible to load timetable records for an employee and job number, where a **Terms of Engagement has not been generated prior**.

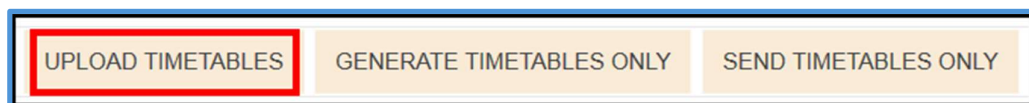
If this is attempted, an error will display, listing the employee and job number that does not have a matching Terms of Engagement.

Additional columns do not need to be deleted prior to uploading the file in ECG.

Below is an example where the 'Name' column has been inserted at the beginning of the template.

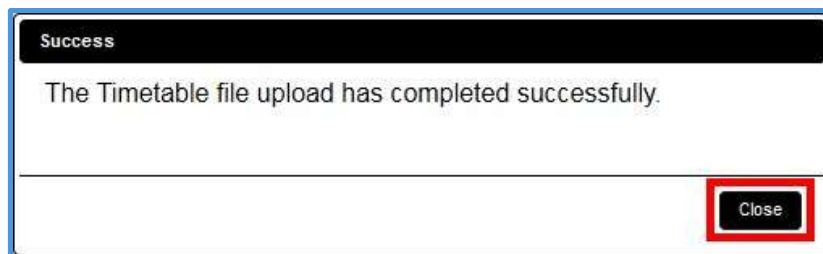
	A	B	C	D	E	F	G	H	I	J	
1	Name	Employee#	Job#	Commencedate	Course Code	Teaching Term	Duty	Day	Start Time	End Time	Hoi
2	Test		02	01/01/2018	SEEC101	Semester 1	Lecture	Monday	10:00	11:00	
3	Test		02	01/01/2018	SEEC102	Semester 1	Lecture	Tuesday	11:00	12:00	

2. To upload the Offer of Work details (timetable), click **Upload Timetables**.



- If a **Timetable record** has been loaded for a *Terms of Engagement*, the Timetable status for that Terms of Engagement will change to "UPLOADED".
- If the **Terms of Engagement** does not have a corresponding *Timetable record*, the Timetable status will remain as "NO TIMETABLE".

3. If **successful**, the following message will display.



- Click **Close**.
- After the Offer of Work data (timetable) is loaded successfully, **move and store the timetableupload.csv file in the Loaded Files folder**.

Email attachments

Generate email attachments

Once the timetable data has been **uploaded**, the timetables (Offers of Work) for the selected employees can be **generated**.

NOTE: The Timetable can only be generated when the status is either "UPLOADED" or "GENERATE FAILED".

- Select** the employee(s) from the grid >
To **Select All** employees, tick the checkbox in the Heading.

☒	School/Unit	Contract Type	Commence Date	Job#	Staff#	Nan
☒	(DIVAC_WTUKA)	ACADEMIC CASU	01/01/2016 00:00	1		
☒	(DIVAC_WTUKA)	ACADEMIC CASU	01/01/2016 00:00	1		

- Click **Generate Timetables Only**.

SELECT GENERATE ATTACHMENT SEND **UPLOAD TIMETABLES** **GENERATE TIMETABLES ONLY** SEND TIMETABLES ONLY

Collapse Search Options

Faculty/Division [All] State [] Contract Status [All] Extract Date []
 School/Unit [All] Job# [] Review Reason [Any] Upload Date [] Updated within [Last 2 Days]
 Appointment Type [All] Applicant Name [] UoN Email Address [] Commence Date [] Last Updated By []
 Employee Status [All] Location [All] Personal Email [] Last Updated Date []

1 **2**

School/Unit	Contract Type	Commence Date	Job#	Staff#	Name	Email	UoN Email	Location	Status	Review Reason	Timetable	Extract Date	Upload/Create On	Last Update By	Last Updated
(DIVAC_WTUKA)	ACADEMIC CASU	01/01/2016 00:00	1						SENT		UPLOADED	2016/02/16 00:00	2016/02/16 13:15		03/11/2016 11:00
(DIVAC_WTUKA)	ACADEMIC CASU	01/01/2016 00:00	1						SENT		UPLOADED	2016/02/16 00:00	2016/02/16 13:15		03/11/2016 11:00

- If **successful**, the following message will display.

Error

Creation of Timetables successful. The Timetables are available in the output location provided by UoN HR.

Close

- After the Offer of Work (Timetable) email and attachments have been generated, the **status of the Timetable will change to "GENERATED"**.

5. The generated Offer of Work (Timetable) are **saved in a specific attachment output folder for each School**.
6. View each Offer of Work by accessing the relevant school folder, located here: `\\divisions\usd_hrs\hroutput\prod\ecg\attachmentoutput\<school>`

Generate Attachment process fails

A timetable may fail to generate for the following reasons:

1. The OFFER_Timetable.doc upload file **is open on your desktop**.
If this is the case, close this document and try generating again.
2. Another error in the system has occurred.
Log a request via [Service Now](#) for advice from the HR Information System Team by selecting **Using a HR online system** in the drop down menu at Request Details, and include a screenshot of the error message.

Send email attachments

Once the Offer of Work (Timetable letters) have been generated, they **can be emailed to selected employees**.

NOTE: Emails can only be sent when the status is “GENERATED”.

1. **Tick the box(es)** to select the employee(s) from the screen.
2. Click **Send Timetables Only**.

The screenshot shows the MyHR system interface. At the top, there are tabs: SELECT, GENERATE ATTACHMENT, SEND, UPLOAD TIMETABLES, GENERATE TIMETABLES ONLY, and SEND TIMETABLES ONLY. The 'SEND TIMETABLES ONLY' tab is highlighted in red. Below the tabs, there are search filters for Faculty/Division, School/Unit, Appointment Type, Employee Status, Staff, Job, Applicant Name, Location, Contract Status, Review Reason, Unit Email Address, Personal Email Address, Extract Date, Upload Date, Commence Date, Last Updated Date, and Updated within. A table of employees is displayed below the filters, with columns for School/Unit, Contract Type, Commence Date, Job, Staff, Name, Email, Unit Email, Location, Status, Review Reason, Timetable, Extract Date, Upload/Create On, Last Updated By, and Last Updated. The first row of the table is highlighted in red, and the 'Timetable' column for this row is also highlighted in red.

3. The employees selected will receive an email **with the generated Offer of Work (timetable) letter** attached.

Employee Email addresses

An employee can have both a University and private email address recorded in MyHR. Emails generated from ECG are **sent to both email addresses** stored on the system.

No Email Address

In some instances, a new employee **may not have provided a private email address** or may not yet have a work email address.

If an employee does not have an email address, **letters can be printed from the School output folder and posted** or handed to the employee.

Printing letters

If a letter **cannot be emailed** via ECG and is printed and posted or handed to the employee, it is important to **record this action and set the status in ECG to "PRINTED"**.

This will ensure that an **accurate record of the date** the Offer of Work was sent to the staff member is retained.

1. Select the letter on the **Summary** by ticking the appropriate box.
2. Click **SEND > Set Status to Printed**:

The screenshot shows the ECG system interface. At the top, there are buttons: 'SELECT', 'GENERATE ATTACHMENT', 'SEND' (highlighted with a red box), and 'UPLOAD TIME'. Below these is a 'Collapse Search Options' section with dropdown menus for 'Faculty/Division', 'School/Unit', 'Appointment Type', and 'Employee Status', all set to 'All'. To the right of these is a section for 'Emails' with a dropdown menu (highlighted with a red box) showing 'Set Status to Printed'. Below this is a table with columns: 'School/Unit', 'Contract Type', 'Commence Date', 'Job#', 'Staff#', and 'Name'. The first row of the table has a checkbox checked.

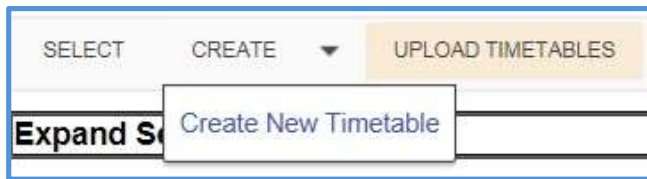
Create an Offer of Work (Timetable) Manually

School/Unit users can create an Offer of Work (Timetable) directly in ECG, without the need to upload a file.

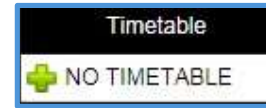
1. Search and select the **employee record in ECG**.

	School/Unit	Contract T	Commence	Job#	Staff#	Name	Email	UoN Email	Location	Status	Review Reason	Timetable
☒	DIWAC_EL TEACHER	01/01/2018	21	295808	Doctor Mirella Athert	Coralie.Hayer			Callaghan Campus	UPLOADED		NO TIMETABLE

2. Select **Create New Timetable** option from the menu bar or select the icon in the Timetable column.



OR



3. Enter the Offer of Work (timetable) details.

A new dialog box will appear on screen.

Select **+ NEW ROW**.

Start entering the Offer of Work details.

More than one row can be created.

Note: just like the upload file template, not all fields need to be completed.

4. Click **Save**.

The Offer of Work (Timetable) status will change to 'Uploaded'.

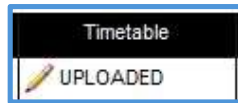
- The Offer of Work (Timetable) can then be generated and emailed.
- Select the record, click on Generate Timetables Only.
- The status of the row will change to 'Generated' and a copy of the attachment will be saved to the School/Unit output directory.
- Select a staff member's record and click "Send Timetables Only".
- The Offer of Work is then emailed to the staff member and the status will change to 'Sent'.

☒	School/Uni	Contract T	Commenc	Job#	Staff#	Name	Email	UoN Email	Location	Status	Review Reason	Timetable	Extract
☒	(DIVAC_EL TEACHER	01/01/2018							Callaghan Campus	UPLOADED		SENT	30/04/2

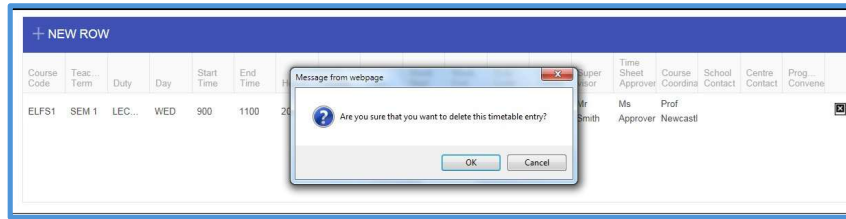
Edit or Delete an Offer of Work (Timetable)

Offer of Work (timetable) details can be edited in the 'Uploaded' status.

Click on the "pencil" icon to open the Offer of Work data and edit.

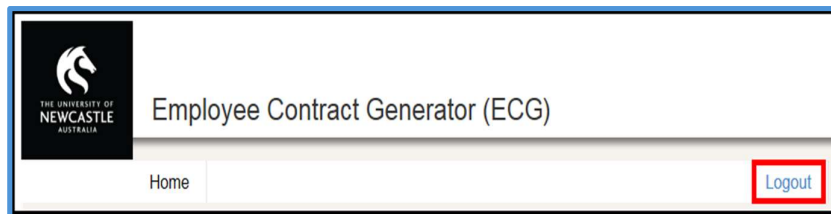


A row can be deleted by clicking on the 'X', confirm deletion message appears.



Logout

1. Click **Logout** to exit the ECG.



Saving the Offers of Work (timetable) file

After processing the timetable.csv file in ECG, save the csv file to a different location.

1. **Go to:**

WINDOWS:

`\\uncle.newcastle.edu.au\entities\corporate\ECG\prd\hrupload\timetableupload d\<school> >`

MAC:

`smb://macuncle.newcastle.edu.au/entities/corporate/ECG/prd/hrupload/timetetableupload/<school> >`

2. **If not already there, create a new folder** called **Loaded Files** > i.e.

WINDOWS:

`\\uncle.newcastle.edu.au\entities\corporate\ECG\prd\hrupload\timetableupload d\<school>\Loaded Files`

MAC:

`smb://macuncle.newcastle.edu.au/entities/corporate/ECG/prd/hrupload/timetetableupload/<school>/Loaded Files >`

3. After a timetable file has been processed successfully in ECG, **move it to the Loaded Files folder**.

This will ensure the file isn't accidentally re-loaded into ECG.

Setting up the ECG File Directory

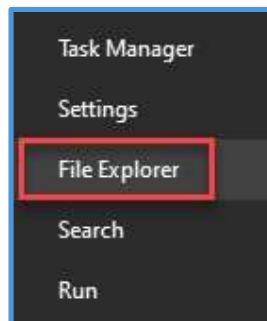
ECG searches for specific files and templates to create the Terms of Engagement and Offer of Work (timetable letters) for each School.

ECG also searches specific file directories to upload and download files.

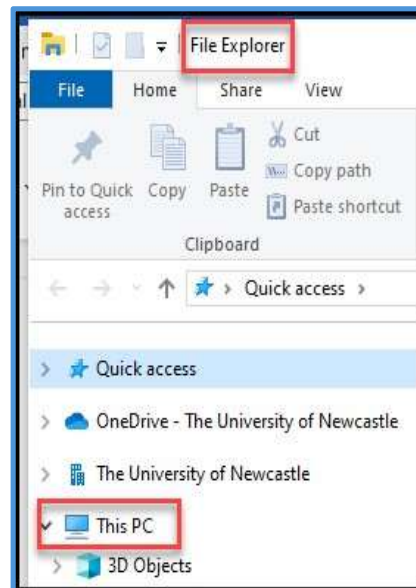
On a WINDOWS computer

Mapping the Upload Drive

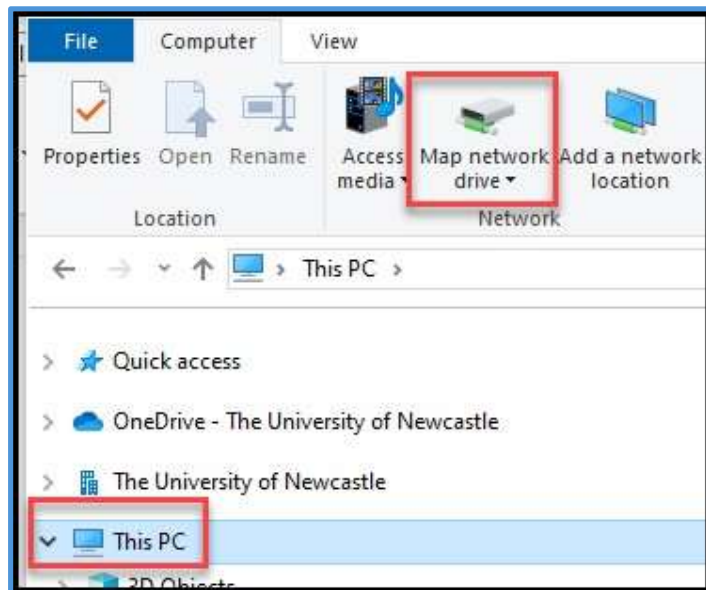
1. *Right-click* (not the usual left-click) on the **Start button** >
2. Click **File Explorer**:



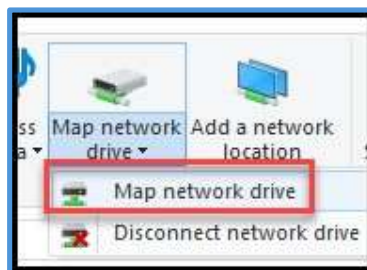
3. The **File Explorer** screen will open.



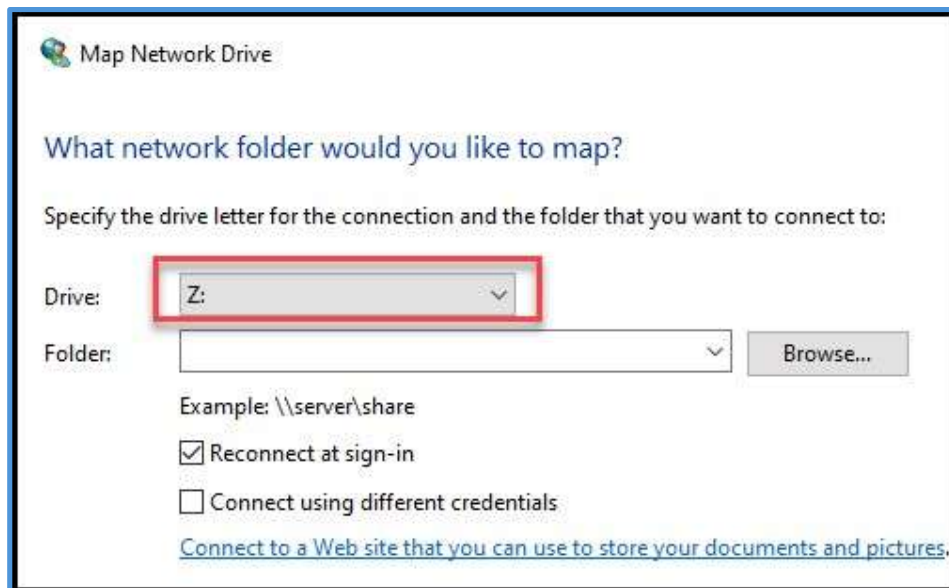
4. Left click on **This PC** > Select **Map network drive**.



5. Click on the drop-down arrow and select **Map Network Drive**.



6. Choose an available drive letter.



7. **Copy** this **red** text.

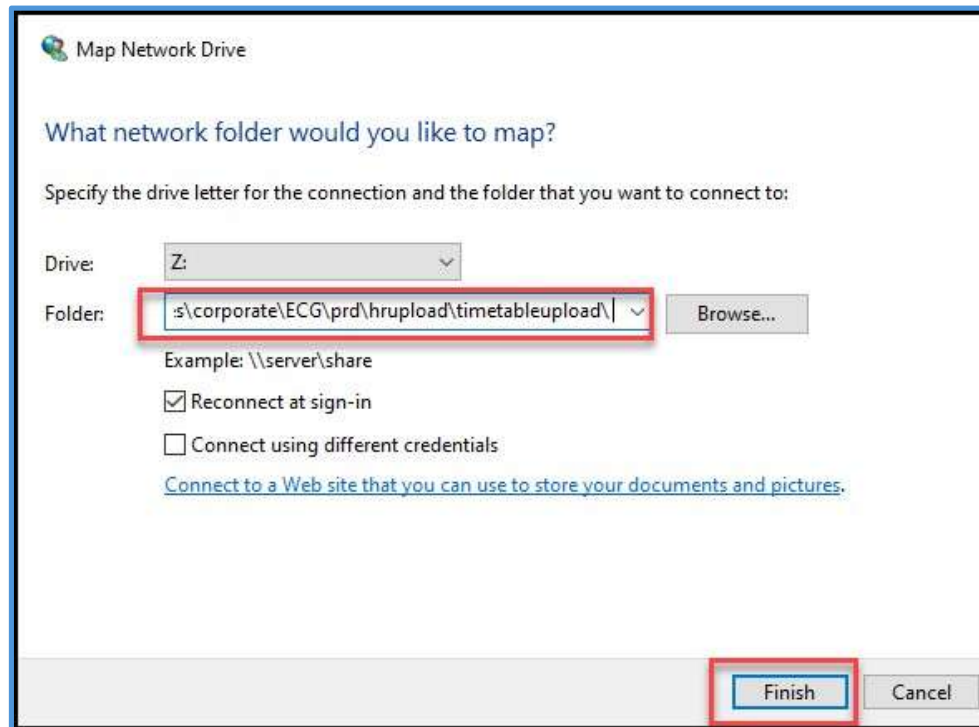
\\uncle.newcastle.edu.au\entities\corporate\ECG\prd\hrupload\timetableupload\ >

NOTE – The file path will have the School or Unit at the end. This information will be provided by the HRIS Team when ECG access is granted. These may refer to older Faculty names but are still active.

8. Paste the text into the **Folder name** area.

- **Check** there aren't any **spaces** in the text or after the text.
- **Check** the slashes are all **backslashes** i.e. \, not /.
- **Add** the School details at the end, e.g. fos_pvc or febe_sabe.

9. Tick the *Reconnect at sign-in* box > 10. Click on **Finish**.



Mapping the Output Drive

1. **Follow steps 1-6** above.
2. At Step 7 enter the red text (below) into the Folder field.

\\uncle.newcastle.edu.au\entities\corporate\ECG\prd\hroutput\attachmentoutput/

NOTE – The file path will have the School or Unit at the end. This information will be provided by the HRIS Team when ECG access is granted. The file path may refer to older Faculty names but is still active.

3. Follow steps 8-10 above.

On a MAC computer

Mapping the upload drive

1. In the top Finder menu, select **Go > Connect to Server**.



2. Copy this red text.

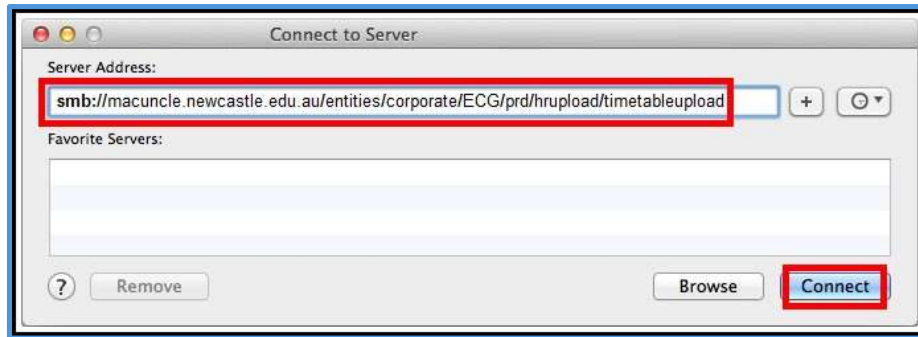
<smb://macuncle.newcastle.edu.au/entities/corporate/ECG/prd/hrupload/timetableupload/> >

3. Paste the text into the **Server Address** area.

- Check there aren't any **spaces** in the text or after the text.
- Check the slashes are all **forward** slashes i.e. /, not \.

NOTE – The file path will have the School or Unit at the end. This information will be provided by the HRIS Team when ECG access is granted. The file path may refer to older Faculty names but is still active.

4. Click **Connect**:



5. If prompted, enter your Username and Password.
 - Username = your **Number Plate** (your Uni ID e.g. ABC123)
 - Password = your **main password** >
6. Click **Connect** again.



7. The mapped network drive will now appear on your Desktop and is ready to use.

Mapping the upload drive

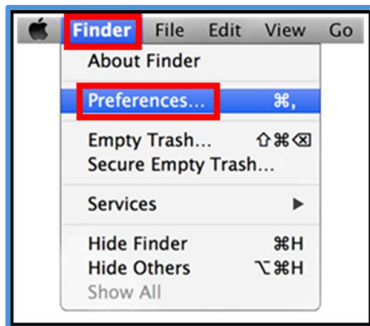
1. **Follow the steps 1-3** above.
2. Enter the **red** text.
`smb://macuncle.newcastle.edu.au/entities/corporate/ECG/prd/hroutput/attach mentoutput/ >`

NOTE – The file path will have the School or Unit at the end. This information will be provided by the HRIS Team when ECG access is granted. These may refer to older Faculty names but are still active

3. Follow Steps 4-7 above.

If the mapped drive is not showing on your Desktop

1. Go to **Finder > Finder Preferences**.



2. Ensure **Connected Servers** is ticked.



3. The drive should now be displayed on your **Desktop**.

Further Help

AREA	CONTACT
To request a copy of a sent Terms of Engagement or a copy of an old Timetable	HR Client Services Telephone: (02) 4033 9999 > Option 6 Email: hrrsupport@newcastle.edu.au
For assistance with the Offer of Work upload file	HR Information Systems ServiceNow https://uonau.service-now.com/esc
For ECG technical assistance, including trouble logging on	HR Information Systems ServiceNow https://uonau.service-now.com/esc
Ascender Pay System access	HR Information Systems ServiceNow https://uonau.service-now.com/esc
ECG System access	HR Information Systems ServiceNow https://uonau.service-now.com/esc