

Employment Contract Acknowledgement

An employment contract has been released for your review and acknowledgement.
In order to electronically review and sign this memo, please use this url:

<http://go.ocean.edu/efile>

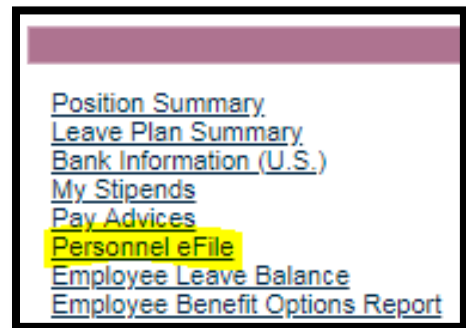
Instructions for Internet Explorer or Google Chrome:

1. Copy and paste this link: <http://go.ocean.edu/efile>
2. Sign in when prompted. (Your login and password are the same as your windows login and password).
3. Click the link for the PDF under Documents Pending to view the notice.
4. Check the box under Sign/Approve to acknowledge the notice. This is your electronic signature.
5. Select submit.

The link above does not work for all employees (depending on their default browser or if they are using a Mac or Apple product), so if anyone is having trouble I send them the following to manually access:

Instructions for Google Chrome or Microsoft Edge:

1. Log on to [OceanConnect](#)
2. Click WebAdvisor for Employees
3. Main page of WebAdvisor, select "Employees"
4. Under "Employee Profile" select "Personnel eFile".
5. Documents will appear under Pending
 - o To view the PDF click the link under PDF Link
 - o To sign/approve check off the box
 - o Select submit at the bottom.



A screenshot of the Personnel eFile interface. The page title is "EMPLOYEES" and "Personnel eFile". There are navigation tabs: Show All, Employee Contracts, Leave Plans, Health Memo, and Mac. A welcome message reads "Welcome Ms. Cara L. Dubitsky". Under "Documents Pending Signature/Acknowledgement", there is a table with columns: Sign / Approve, Reject, PDF Link, Avail. From, and Until. The first row shows a document titled "Series 2020 Adjunct Contract" with a date range from 12/20/19 to 01/19/20. The Sign / Approve and Reject columns have checkboxes, and the PDF Link column has a link. Below this is a "Completed Documents" section with a table of PDF links and add dates. A "SUBMIT" button is highlighted in yellow at the bottom right.

Sign / Approve	Reject	PDF Link	Avail. From	Until
<input type="checkbox"/>	<input type="checkbox"/>	Series 2020 Adjunct Contract	12/20/19	01/19/20

PDF Link	Add Date
Leave Accrual FY20	07/18/19
Leave Balances June 30, 2019	07/18/19
Leave Balances June 30, 2019	07/18/19

If you have any trouble submitting please do not hesitate to contact Cara Dubitsky, HRIS Manager at cdubitsky@ocean.edu for assistance.