

NSU PAYTRAX+ Quick Guide
 Creating Adjunct Payments & Contracts

These are steps to creating a payment for adjunct contracts and payments in Paytrax+.

1. Using your internet browser, go to <https://paytrax.nova.edu/ptx-main.cgi> to log in to Paytrax+. Login using your NSU e-mail/Sharklink User Name and Password. You may wish to add this address to your Favorites in your browser for future reference.
2. Choose the **Academic Term** from the drop down menu, and/or **Payment Type**.

3. Actions are listed under **Contract Maintenance**. To start a payment, click on Process/Edit Contracts under **Contract Maintenance**.

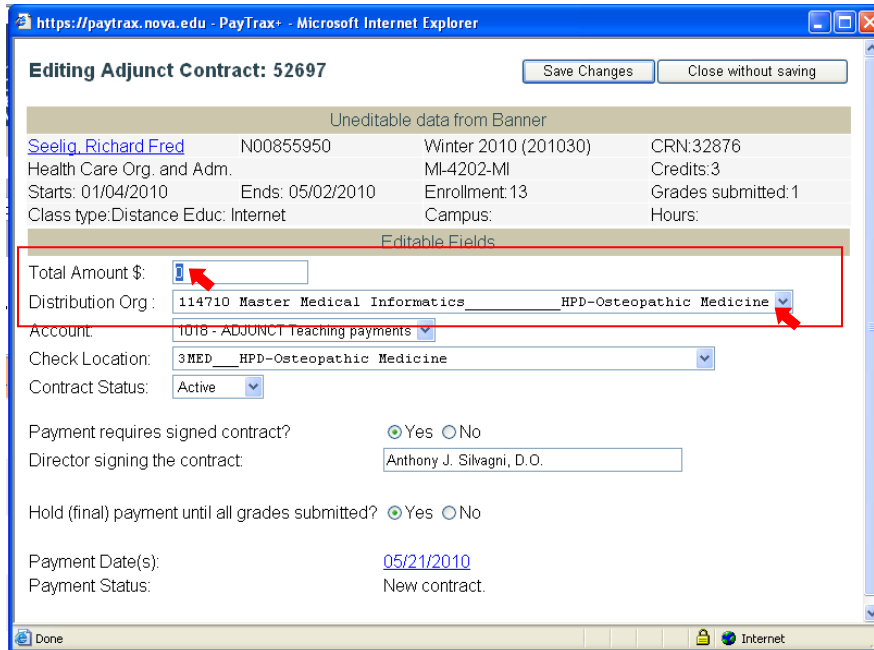
- a. A list of course reference numbers and assigned instructors will display. You can click on the column label in the orange color row to sort by any of the labels, such as Adjunct Name.
- b. Click the blue underlined Edit link to open the payment window.

Line No.	CRN	Status	Course Code	Course Title	Adjunct Name (mailto)	Enroll. Grades	Amount	Course Ending (mm/dd/yyyy)	Payment Schedule
1	32876 Edit		MI-4202-MI	Health Care Org. and Adm.	Seelig, Richard Fred	13.1	\$0	05/02/2010	05/21/2010
2	32877 Edit		MI-4203-MI	Intro. Info. Com. Tech. in HC	Astte, Manuel	8.0	\$0	05/02/2010	05/21/2010
3	32868 Edit		MI-5121-MI	Info. Sys. Pro. Man. in H.C.	Revels, Mark Allen	9.0	\$0	05/02/2010	05/21/2010
4	32878 Edit		MI-5130-MI	Data. Sys. in H.C.	Wang, Shuangbao	19.0	\$0	05/02/2010	05/21/2010
5	32879 Edit		MI-5153-MI	Telecommunication/Computer Net	Astte, Manuel	17.0	\$0	05/02/2010	05/21/2010

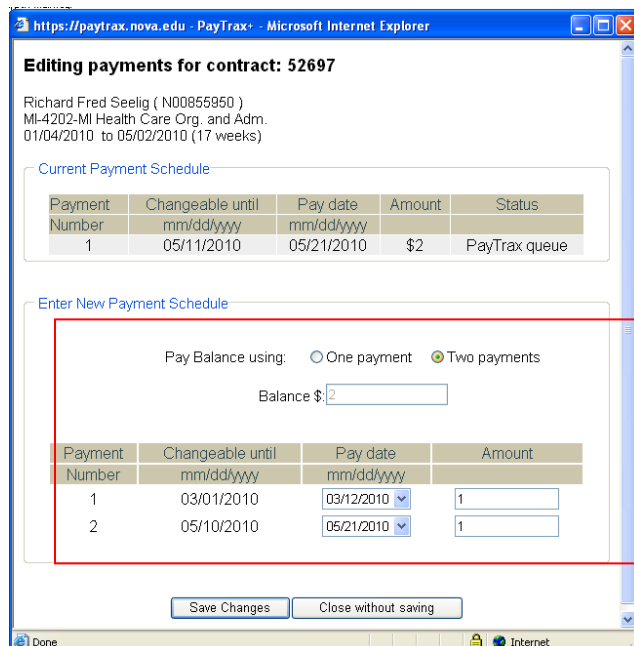
- c. Enter the total dollar amount in the **Total Amount \$** box.

If the defaulted **Distribution Org** should be different, choose the correct org # from the drop down menu below the payment amount.

Click on the blue, underlined date near the bottom to choose one or two payments and pay dates.



- d. A new window will display allowing you to choose one or two payments and to enter the associated date(s) of payment. Remember to click the **Save Changes** button to save your entry.



4. Saving Changes will initiate the approver process. Upon final approval, the system will e-mail the contract to the instructor's NSU e-mail address. When the instructor receives the contract, they are to read and electronically "sign" by following the instructions. Clicking on the **Submit** button returns the contract to Paytrax+.

Please indicate your acceptance of the terms listed above in this contract and the addenda by checking the box below and submitting the document to the Center/College.

Signatures

	11/19/2009
Type name here exactly as shown at top of contract (will serve as electronic signature)	Date
Anthony J. Silvagni, D.O.	11/19/2009
Director/Dean for center/program	Date

NOTICE: I have read the terms and conditions of the contract/addenda and agree to honor them by typing in my name in the Signature box above.

5. To view the contract, on the Home page under **Reports** click on View/Print employee contract.
 - a. You can search by *Last Name* or *NSU ID*, or click **GO** and all current contracts will display.

Line No.	College	Period	NSU Id	Adjunct Last Name	Course Code	Course Title	Amount	View Adjunct Contract
1	Center for Psychological Studies	Fall 2009	N00903835	Anderson, Erin M	PSY-0782-ST3	Assesmt: Intell Test I & Lab	\$2,500	n.a.
2	Center for Psychological Studies	Fall 2009	N00048248	Badger, Betty Ann	PYCL-0570-	Eth., Legal, and Prof. Issues	\$2,500	view

- b. To view a contract, click on the view link in the last column. A new browser window will open and display the contract if it has been electronically signed by the Adjunct.

https://paytrax.nova.edu/ptx-display-contract.cg?cid=48103 - Microsoft Internet Explorer

19. A single payment, in full, will be issued based upon the pay scale provided by the FSEHS Office of Academic Affairs, at which point this contract will be deemed successfully executed and subsequently retired.

Please indicate your acceptance of the terms listed above in this contract and the addenda by checking the box below and submitting the document to the Center/College.

Signatures

Juliet E Hart Adjunct Faculty	12/04/2009 Date
Candy Fish Director/Dean for center/program	12/04/2009 Date

NOTICE: I have read the terms and conditions of the contract/addenda and agree to honor them by typing in my name in the Signature box above.