

NSU PAYTRAX+ Quick Guide  
Viewing Contracts and Contract History

When not using the embedded approval links in e-mail notifications, the following are steps to view contracts and history in Paytrax+.

1. In your internet browser, go to <https://paytrax.nova.edu/ptx-main.cgi> to log in to Paytrax+ 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 and reports are listed under **Contract Maintenance** and **Reports**. To view contract history, click on Process/Edit Contracts.
  - a. A list of current contracts displays. You can click on the column label to sort by any of the labels, such as Adjunct Name.
  - b. Using your mouse, place your cursor over the plus sign (+) in the first column labeled **Line No.** This will open a small window that displays choices such as Contract History, View Employee’s Contract, etc.

NOTE: If the Edit link is clicked to review details, be sure to use the **Close without saving** button in the new window.

Line No.	CRN	Status	Course Code	Course Title	Adjunct Name (mailto)	Enroll. Grades	Amount	Course Ending (mm/dd/yyyy)	Payment Schedule
7	50089		NUR-3031-R1	Pathophysiology	Wucher, Willis, Robin	15.15	\$0	06/19/2009	09/25/2009
14 +	52938	Active	PAJ-5001-JA1	Pharmacodynamics	Wassil, Sarah Katherine Pace	40.40	\$1,500	08/21/2009	09/25/2009
15			PAO-5300-0	Physcial Diagnosis I	Tran, Tri Tu	64.64	\$0	08/21/2009	09/25/2009
18 +			PHYT-5400-0	Physiology	Morris, Kendall D	27.26	\$4,000	08/21/2009	09/25/2009
1 +			ANAT-5420-0	Anatomy	Morris, Kendall D	27.26	\$6,000	08/21/2009	09/25/2009
13			OCT-7103-1	Occupation-Centered Practice	Ludwig, Feroi	7.7	\$0	08/21/2009	09/25/2009

- c. Click on **Contract History** and another window will open displaying history of date and time stamped actions, including which user took action.

Order	Date	Activity	Done by	Remarks
1	09/03/2009 10:35:37	Contract initiated	richnise	\$1,500.00
2	09/04/2009 07:53:33	Contract approval	ipatrick	Department approval
3	09/08/2009 08:35:47	Contract approval	mm211g	Department approval
4	09/10/2009 03:59:39	Rescheduling warning x Missing center approval	system	Will wait until 09/15/2009
5	09/10/2009 07:29:11	Contract approval	redavis	Center approval
6	09/10/2009 07:29:12	Signature request email	system	1 Email

4. 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.

Academic Unit: College of Allied Health and Nursing | Division/Department: All | Academic Term: 200950: Summer I 2009 | Payment Type: Adjunct Contract

Reports => View/Print employee contract

Search by Last Name:  or by NSU ID:  **GO**

Hint: To list all contracts in your center leave Name and ID blank and click GO. (latest term only)

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	<a href="#">view</a>

- 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.

NOVA SOUTHEASTERN UNIVERSITY  
Center for Psychological Studies  
ADJUNCT FACULTY CONTRACT

Faculty Member Name: <b>Betty Ann Badger</b>	NSU ID No: N00048248	Amount: \$2,500.00
Course: Eth., Legal, and Prof. Issues	CRN: 25397	Number: PYCL-0570-MC2
Start Date: 10/09/2009	End Date: 11/15/2009	Payment Date(s): (See Addenda)
Charge to: 120850	Account: 1018	Term: Fall 2009
Class type: Lecture	Campus: Main Campus, Maltz Psychology Center	Hours: sun sat 08:30 18:00

It is hereby agreed, subject to the terms and conditions below, Center for Psychological Studies enters into a single academic term contract with **Betty Ann Badger**, for the instruction of the above stated course, starting on 10/09/2009 and ending on 11/15/2009.

1. This contract is only for teaching/lecturing/supervising the course and term designated above. Any contract of future instructional assignments will be made at the sole discretion of Nova Southeastern University.