

How to renew your contract in GullNet

This guide covers the steps to renew your Contract in GullNet.

Log into Gullnet

The first step to renewing your contract is to log into GullNet.

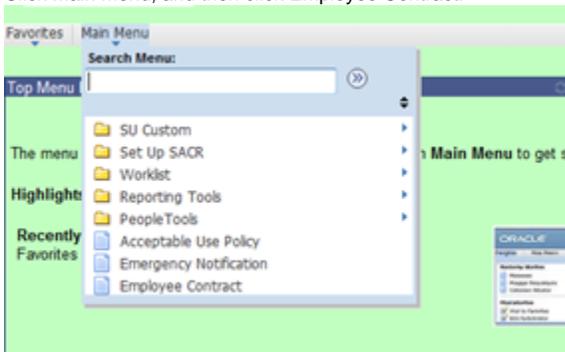
1. Go <http://www.salisbury.edu/gullnet-login.aspx> and click GullNet for Employees.
2. Click Login with SU username.
3. Enter your SU Username in the User ID: field, and your current SU password in the Password: field, and click Go!

- a. If your password is not working, click Trouble logging in? and then see the [Using the SU Password Reset System to change or reset your password](#) page for instructions on resetting your SU password.
- b. If you do not know your username or you are unable to change your password using the SU Password reset system, call 410-677-5454 for assistance.

Accepting Your Contract in GullNet

Once you have logged into GullNet, you will need to sign your contract.

1. Click Main Menu, and then click Employee Contract:



- a. If you do not see Employee Contract, please see your Supervisor.

- Next, you may be presented with an Employee Contract search screen. Leave all of the options blank, and click Search. Click the contract displayed below the Search area that has the dates that match your contract. This is usually the contract at the bottom of the list.

Find an Existing value

Search Criteria

Empl Rcd Nbr: =

Effective Date: =

Department: begins with

Job Code: begins with

Job Title: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-2 of 2 Last

Empl ID	Department	Job Code	Job Title	Supervisor ID	Start Date	Termination Date
144105	NB0GAW	GENERAL ASSOCIATE	1401804	08/08/2014	12/12/2014	
144105	NB0GAW	GENERAL ASSOCIATE	1401804	08/08/2014	12/12/2014	

- If you do not see your contract, contact your Supervisor.
- Your contract will display.

University

Favorites Main Menu > Employee Contract

Salisbury UNIVERSITY

Personal Services Employment Agreement

CONTINGENT CATEGORY I

Department Account Number 144105

Contingent Category I is defined as any contingent employee whose written agreement (Contract) is for a term of six months or less regardless of the percentage of time worked, one whose contract is Seasonal or Intermittent in nature.

This contract is made by and between Salisbury University (the "University") and _____ the "Employee") whose address is _____

- Scroll through the contract and make sure that all of the details are correct, including the dates of the contract and the pay rate. If everything is correct, you'll need to accept the contract. You'll also want to make sure that you have checked and initialled in the dual employment section.

? Unknown Attachment

- At the very bottom, click to check the box next to the Accept statement.
- Enter your name exactly as it shows in the box. Then save the contract.
- Once you've done that, your contract is accepted.

Related articles

Content by label

There is no content with the specified labels

