



How to accept your contract on VTS

This guidance explains how to accept your contract on VTS, the fractional teacher payment system.

When your hours change or you take on additional work, you will be emailed your revised contract for information; *you will not need to accept the variation on VTS*. If you have any queries about your variation (for example, you wish to decline any additional hours or there is an error on the variation), please contact your employing department as soon as possible.

You cannot reject contracts online using VTS. If you:

- no longer wish to work for SOAS *or*
- think the contract is incorrect and needs revising

please notify your [employing department administrator](#) immediately.

You will not receive any pay for your contract until you have accepted it.

Step 1: You will receive an email telling you that you have contracts ready for authorisation.

vts@soas.ac.uk 14:01 (13 minutes ago) ☆ ↶ ▾
to me

**** THIS IS A TEST MESSAGE - PLEASE IGNORE ****

Dear NICK,

The attached list shows contracts waiting for you to accept.

To accept the contract, you will need to log in to VTS at <https://vtstest.soas.ac.uk>

If the contract is incorrect or you no longer wish to work for SOAS, please contact your departmental administrator (<https://www.soas.ac.uk/hr/fractional-teachers/fractional-key-contacts/>) as soon as possible.

No payments will be made until you've accepted this contract.

Thank you.





Step 2: Open and check your contract attached to the email

vts@soas.ac.uk
to me

14:01 (13 minutes ago)

**** THIS IS A TEST MESSAGE - PLEASE IGNORE ****

Dear NICK,

The attached list shows contracts waiting for you to accept.

To accept the contract, you will need to log in to VTS at <https://vtstest.soas.ac.uk>

If the contract is incorrect or you no longer wish to work for SOAS, please contact your departmental administrator (<https://www.soas.ac.uk/hr/fractional-teachers/fractional-key-contacts/>) as soon as possible.

No payments will be made until you've accepted this contract.

Thank you.



Open and check your contract of employment

Step 3: Click on the link in the email to access VTS.

vts@soas.ac.uk
to me

14:01 (13 minutes ago)

**** THIS IS A TEST MESSAGE - PLEASE IGNORE ****

Dear NICK,

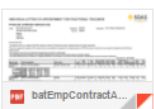
The attached list shows contracts waiting for you to accept.

To accept the contract, you will need to log in to VTS at <https://vtstest.soas.ac.uk>

If the contract is incorrect or you no longer wish to work for SOAS, please contact your departmental administrator (<https://www.soas.ac.uk/hr/fractional-teachers/fractional-key-contacts/>) as soon as possible.

No payments will be made until you've accepted this contract.

Thank you.



Click on the hyperlink to open VTS to accept your contract

If you do not want to accept the contract (e.g. do not want to work for SOAS) or it is incorrect, please contact your departmental administrator immediately.

If your contract needs revising, please notify your administrator at once to minimise any delays to your payments.



Step 4: Enter your normal SOAS user id and password into the login screen, then click "Ok"

*** TEST SOAS, University of London ***

SOAS University of London 100 Years

Please Login

User name

Password

OK Cancel

1. Enter your SOAS user name (without the @soas.ac.uk) and password.

2. Click "Ok"

Note
If you can't login please contact IT Service Desk on itservicedesk@soas.ac.uk

Step 5: Click on "Schedule Accept" in the menu bar

VTS

*** TEST SOAS, University of London ***

SOAS University of London 100 Years

Work Schedule **Schedule Accept** Payment Advice Logout

Please Select the Contract you want to Accept and Click OK.

Contracts awaiting Acceptance

Total Hrs	Value
85.50	4586.43

Click on "Schedule Accept".
Note: "Schedule" is VTS terminology for contract.

OK Close

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Step 6: Select the contract and click on "OK"

*** TEST SOAS, University of London ***

Work Schedule | Schedule Accept | Payment Advice | Logout

Please Select the Contract you want to Accept and Click OK.

Contracts awaiting Acceptance

Contract Ref	Faculty/School	Department	Total Hrs	Value
15/FAH/0013	FAH / Faculty of Arts and Humanities	HIS / History Department	85.50	4586.43

1. Click on the line of text to select the contract.
Once selected, the contract will be highlighted.

2. Click "OK"

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Step 7: Read the terms and conditions, check the details, confirm you are accepting the terms & conditions and then click "OK"

The screenshot shows the 'Schedule Accept' step of a contract acceptance process. It includes a navigation bar with 'Work Schedule', 'Schedule Accept', and 'Payment Advice'. Below this, contract details are shown: Contract Ref 15/FAH/0013, Department HIS / History Department, and Faculty FAH. A blue callout box points to the 'Schedule Accept' button with the instruction: "1. Click on the 'SOAS terms & conditions' to read the terms of the contract".

Below the contract details, a link for 'SOAS terms and conditions' is provided. A section titled 'Contract Sessions' contains a table with the following data:

Course	Day	Dates	Times	Dly Hrs	Weeks	Total Hours	Rate	Total Cost
155901263-A15/16 / History and Culture of Korea to the late 19th Century	Flx	03 Oct 16 24 Apr 17				2.50	19.15	47.88
155901263-A15/16 / History and Culture of Korea to the late 19th Century	Flx	10 Oct 16 24 Apr 17				77.00	57.45	4423.65
155901263-A15/16 / History and Culture of Korea to the late 19th Century	Flx	03 Jan 17 24 Apr 17				6.00	19.15	114.90
Total						85.50		4586.43

A second blue callout box points to the table with the instruction: "2. Check the hours/teaching activity summary information".

Below the table, a confirmation statement is displayed: "I confirm that I have read and understood the letter of appointment and associated terms and conditions under which this work is offered to me and I confirm that I will abide by these terms and conditions." A blue callout box points to the tick box next to this statement with the instruction: "3. Click in the tick box to confirm that you are accepting the terms & conditions of employment." At the bottom, there are 'OK' and 'Cancel' buttons. A blue callout box points to the 'OK' button with the instruction: "4. Click 'OK' to accept your contract."



Step 8: Click "Close" and "Logout"

*** TEST SOAS, University of London ***

Work Schedule | Schedule Accept | Payment Advice | Logout

Please Select the Contract you want to Accept and Click OK.

Contracts awaiting Acceptance

Contract Ref	Faculty/School	Department	Total Hrs	Value
⚠ There are no Contracts awaiting acceptance at this time.				

1. Click "Close" unless there are further contracts for you to accept.

2. Click "Logout"

OK | Close

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