Entering Contract Details

This job aid contains step-by-step information on how to enter contract details for all salaried (Faculty, P&A) employees to satisfy the Notice of Appointment (NOA) requirement. Academic Temp/Casual appointments do not need a contract because they are not regular or full-time positions; they are temporary appointments with fewer hours and do not need an NOA.

BEFORE ENTERING CONTRACT DETAILS

The employee must already be entered in Job Data with criteria that allows a contract to be entered.

- Payroll Tab
  - Employee Type must be S-Salaried.
- Compensation Tab
  - Frequency must be B-Bi-weekly (12 month), B09 (9 month), or B10 (10 month).
  - Pay Component Frequency must be A-Annual.

PROCESS

1. From the main menu in HRMS, navigate to Workforce Administration > Job Information > Contract Administration > Update Contract Pay NA.
   Note: Although the name of the page is Contract Pay, it does not drive pay.
2. Click <Add a New Value> to enter a new contract.
3. Enter the employee ID in the Empl ID field and the correct Empl Record number.
4. Click <Add>.
5. Enter the effective date that matches the appointment’s effective date on the Job Data page.
6. Click the drop-down menu to select “Contract Pay Type” and select the appropriate contract length (e.g., 12 months, 9 months, 9 over 12).
   Note: Based on the Contract Pay Type that was selected, the following fields will default:
   - Payment Term
   - Pay Period Hours
   - Contract Begin Date
   - Payment End Date
   - Monthly Frequency
   - Daily Hours
   - Contract End Date
   - Actual Start Date
   - Calculation Method
   - Assign Hours To
   - Payment Begin Date
   - Termination Date
   Note: Do not change any of these defaulted fields.
   Exception: If the employee began working after the Contract Begin Date – enter the date they began working in the Actual Start Date field. The Actual Start Date and Effective Date fields must always match Job Data, regardless what the Contract Begin Date field displays.
7. If the contract should automatically be renewed, follow the steps below:
   a. Click in the Renew Contract Automatically checkbox. This opens the Nbr of Renewals field.
   b. Enter additional years in the Nbr of Renewals field.
      - If the value is left at “0,” the contract is only valid for one year. Enter the number of additional years the contract should renew automatically.
Entering Contract Details (cont.)

- For example, for someone hired for a 3-year contract, enter “2” in the Nbr of Renewals field. Be sure to enter a date in the Job Expected End Date field in Job Data.
- If the contract is expected to renew automatically each year, enter “99.”

- **Note on automatic renewals:** Contracts will automatically renew when this value is greater than “0” and when faculty are returned from short work break in Job Data. This means there is no need to click the + sign to create a new contract. Automatic contract renewal also inserts the action/reason: “Data Change/Contract” in Job Data.
  
  c. Click <Save>.

**SPECIAL DATE CONTRACTS**

a. Select “Special Dates” from the Contract Pay Type drop-down.

b. Enter the appropriate information:

  - **Contract and Payment Begin Date** fields must be the beginning of a pay period. If the employee’s start date is not the beginning of the pay period, enter their start date in the Actual Start Date field. Example: Employee contract start date is 8/10/15, but the actual start date is 8/12/15. If employee is a new hire, the contract begin date must be the hire date.

  - **Contract and Payment End Date** fields must be the end of a pay period. If the employee’s termination date is not the end of the same pay period, enter the termination date in the Termination Date field. Example: Employee contract end date is 12/27/15 (**Contract and Payment End Date**), but the Termination Date is 12/23/15.

  Note: Special Date contracts are never automatically renewed. They must be manually maintained each year by departments/units.

  c. Click <Save>.

**MULTI-YEAR CONTRACTS**

a. Select “12 months” from the Contract Pay Type drop-down.

b. Check the Renew Contract Automatically checkbox.

c. Enter the desired number of renewals in the Nbr of Renewals field.

  - Example: A 5-year contract would have “4” entered in this field.

  - Important: Only contracts that end on the last day of the payroll fiscal year will automatically renew, otherwise they need to be manually renewed.

d. Enter a date in the Expected Job End Date field in Job Data to be the last day of the contract.

  - This will trigger this contract for review in its final year on the Renewal Report.

e. In the event the contract changes and proceeds the payroll fiscal year end date, manually terminate the contract in the Termination Date field in the Contract Pay page.