Contract Field Names and Definitions

This job aid defines the fields used when entering contract details. After selecting a Contract Pay Type, many fields are populated with defaulted information, most of which should never be changed.

Navigate to: Main Menu > Workforce Administration > Job Information > Update Contract Pay NA

Note: Although the name of the page is Contract Pay, it does not drive pay.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date</td>
<td>Enter the same effective date as the appointment record in Job Data.</td>
</tr>
<tr>
<td>Contract Pay Type</td>
<td>The Contract Pay Type field reflects one of three possible types of contracts: 1) Standard Contracts – which align with the academic year or are 12 months, 2) Special date contracts, or 3) Multi-year contracts. The Contract Pay Type selection will determine the information that goes into these fields:</td>
</tr>
<tr>
<td></td>
<td>• Contract Begin Date</td>
</tr>
<tr>
<td></td>
<td>• Contract End Date</td>
</tr>
<tr>
<td></td>
<td>• Payment Begin Date</td>
</tr>
<tr>
<td></td>
<td>• Payment End Date</td>
</tr>
<tr>
<td></td>
<td>• Termination Date</td>
</tr>
<tr>
<td></td>
<td>• Actual Start Date</td>
</tr>
</tbody>
</table>

Note: If employee’s hire date is after the Contract Begin Date, enter the hire date in the Actual Date field.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Term</td>
<td>Defaults to ‘Pay Over Contract.’ Do not change.</td>
</tr>
<tr>
<td>Monthly Frequency</td>
<td>Defaults to M (Monthly). Do not change.</td>
</tr>
<tr>
<td>Calculation Method</td>
<td>Defaults to Prorate. Do not Change.</td>
</tr>
<tr>
<td>Pay Period Hours</td>
<td>Leave at default.</td>
</tr>
<tr>
<td>Daily Hours</td>
<td>Defaults to 8.0. Do not change.</td>
</tr>
<tr>
<td>Assign Hours To</td>
<td>Defaults all earnings (Contract + PNE + ENP). Do not change. Note: PNE = Pay not earned, ENP = Earned not paid.</td>
</tr>
<tr>
<td>Contract Begin Date</td>
<td>Dates will default when Contract Pay Type is selected. Do not change.</td>
</tr>
</tbody>
</table>
Contract Field Names and Definitions (cont.)

Contract End Date  Dates will default when Contract Pay Type is selected. Do not change.

Payment Begin Date  Dates will default when Contract Pay Type is selected. Do not change.

Payment End Date  Dates will default when Contract Pay Type is selected. Do not change.

Actual Start Date  This must always match the value entered in the Effective Date field. This field captures the actual date the employee began working if the employee started after the Contract Begin Date. Change, if needed.

Termination Date  Dates will default when Contract Pay Type is selected. Only change this date if the contract should end early. Enter the last date worked in this case.

If the employee terminates in Job Data, you will still need to terminate the contract.

Last Payment Date  Field not used. Do not change.

School Schedule  Field not used. Do not change.

Exclude Holiday Schedule  Field not used. Do not change.

Prorate Hrs in Partial Period  Default as checked. Do not change.

Renew Contract Automatically  If the contract is to automatically renew, check this box. This opens the Nbr of Renewals field.

Nbr of Renewals  The contract is always set up for one year. Enter additional years the contract is to renew or enter ‘99’ to automatically renew the contract each year.

Recalculate Contract Button  Button not used.

Contract Pay Options Tab  This tab is not used.
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.

BEFORE ENTERING CONTRACT DETAILS

The employee must already be entered in Job Data with specific 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, etc.).
   Note: Based on the Contract Pay Type that was selected, the following fields will default:
   - Payment Term
   - Monthly Frequency
   - Calculation Method
   - Pay Period Hours
   - Daily Hours
   - Assign Hours To
   - Contract Begin Date
   - Contract End Date
   - Payment Begin Date
   - Payment End Date
   - Actual Start 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.
      Note: Contracts are automatically set up for one year.
   b. Enter additional years in the Nbr of Renewals field.
      • For example, someone hired for a 3 year contract, enter 2 in the Nbr of Renewals field. As a best practice, make 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.’
   c. Click <Save>.

8. For Special Date Contracts, follow the steps below:
   a. Select “Special Dates” from the Contract Pay Type drop-down.
   b. Manually enter the appropriate change dates to information.
      Note: Special Date contracts are never automatically renewed. They must be manually maintained each year by departments/units.
   c. Click <Save>.

9. For Multi-Year Contracts, follow the steps below:
   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.