eForm Action Types

Contract Additions and Changes

• Update an existing contract
What does this form do?

<table>
<thead>
<tr>
<th>Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Make a changes mid-contract</td>
</tr>
<tr>
<td>• Make fte changes as well as salary changes</td>
</tr>
</tbody>
</table>
Initiate New eForm Request

On the Initiate New eForm Request page, click on Contract Additions and Changes from the dropdown box.
In the **Justification** box, explain the purpose of the request.
Type in the **Empl ID** for an existing employee.
Select the checkbox of the position associated with the contract.
This information auto-populates and can’t be changed.
FTE, Salary, and End Date can be changed.
### Current Job Information
- **Empl Class**: Non-Standard Semester Faculty
- **Pay Group**: UTSA Monthly
- **Comp Frqncy**: Contract
- **FTE**: 0.740000
- **Current 9 Mo Academic Rate @ 100%**: 34459.459
- **Current 9 Mo Academic Rate @ FTE**: 25500.000
- **Current Monthly@FTE**: 2833.333
- **Expected Job End Date**: 08/31/2018
- **Contract Information**
  - **Contract**: Update Existing Contract
  - **Pay Type**: Pay Over Contract
  - **Payment Term**: Pay Over ‘X’ Dates
  - **Contract Start Date**: 06/01/2018
  - **Contract End Date**: 08/31/2018
  - **Payment End Date**: 08/31/2018
  - **Contract Worth**: 8500.000

### Proposed Job Information
- **Empl Class**: Non-Standard Semester Faculty
- **Pay Group**: UTSA Monthly
- **Comp Frqncy**: Contract
- **FTE**: 0.740000
- **Proposed 9 Mo Academic Rate @ 100%**: 36486.486
- **Proposed 9 Mo Academic Rate @ FTE**: 27000.000
- **Proposed Monthly@FTE**: 3000.000
- **Expected Job End Date**: 08/31/2018
- **Contract Information**
  - **Contract Actn**: Update Existing Contract
  - **Pay Type**: Pay Over Contract
  - **Payment Term**: Pay Over ‘X’ Dates
  - **Contract Start Date**: 06/01/2018
  - **Contract End Date**: 08/31/2018
  - **Contract Worth**: 9000.000

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**Do not update the payment type or term.**
Change funding if necessary
Click the **Save** button

*This has to be done prior to adding attachments or comments*
Click the **Add/Edit** button to add form **Comments**.

*All comments will be visible to everyone in the approval chain*
Click the **Submit** button.