eForm Action Types

Contract Additions and Changes
What does this form do?

<table>
<thead>
<tr>
<th>Add Contracts</th>
<th>Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Add Contracts</td>
<td>• Make a changes mid-contract</td>
</tr>
<tr>
<td>• Used for NTTS semester to semester (same empl record)</td>
<td>• Make fte changes as well as salary changes</td>
</tr>
<tr>
<td>• 2\textsuperscript{nd} or 3\textsuperscript{rd} summer contract (same empl record)</td>
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Contract Additions and Changes

• Add a contract on the same empl record
  • Ex. NTTs semester to semester
  • 2\textsuperscript{nd} / 3\textsuperscript{rd} contract for Summer
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 next to the Empl Record used for the new contract.
<table>
<thead>
<tr>
<th>Position Title</th>
<th>Job Code</th>
<th>Job Title</th>
<th>FTE</th>
<th>Stnd Hrs</th>
<th>FLSA Status</th>
<th>Empl Class</th>
<th>Paygroup Description</th>
<th>Ben Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 PROFESSOR IN PRACTICE</td>
<td>10037</td>
<td>Professor In Practice</td>
<td>1.000000</td>
<td>40.00</td>
<td>Exempt</td>
<td>FA2</td>
<td>UTSA Monthly</td>
<td>Active</td>
</tr>
<tr>
<td>2 PROFESSOR IN PRACTICE</td>
<td>10037</td>
<td>Professor In Practice</td>
<td>0.440000</td>
<td>17.60</td>
<td>Exempt</td>
<td>FA3</td>
<td>UTSA Monthly</td>
<td>Active</td>
</tr>
</tbody>
</table>
The Effective Date will default to the current date, change it to match the contract Start Date.
The eForm will display all of the **Current** position attributes.
Proposed Job Information can be modified, including **FTE**, **9 Mo Academic Rate**, and **Expected End Date** (if necessary).
Choose the **Contract Action**: Create New Contract
Pay Type:
Faculty 9/12
Faulty 9/9
Pay Over Contract
Faculty Pay Types

• Faculty 9/12
  • Salary paid in 12 equal monthly payments

• Faculty 9/9
  • Salary is paid over a 9 month period
  • Default pay type for new faculty hires

• Pay Over Contract
  • Paid over a specific time period
  • Used mostly during the Summer semester
The **Pay Type** selected will auto populate the **Payment Term**.
Enter the **Contract Start Date** and **Contract End Date**
Enter **Contract Worth** in lieu of entering 9 Mo Academic Rate (optional)
If the employee’s contract will continue year after year and should be renewed automatically, select the **Renewal Indic** checkbox and use the **Renewal Count** text box to enter the number of renewals. (e.g. 99)
Update the **Proposed Funding** section, 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** form to forward the request for approval.