

Contract Additions & Changes Job Aid

The **Contract Additions & Changes** eForm is used to create a brand new contract, or update an existing contract for existing faculty members.

Contracts are used to pay an employee's salary, or contracted amount, within a specified date range. Once the contracted amount is paid by the end date indicated, payroll is stopped but the employee remains "active." The salary or dollar amount to be paid is considered the "Contract Worth." For faculty, the 9-month Academic Rate is the agreed salary for working a full academic year (Fall and Spring semesters). To calculate Contract Worth or see Contract Worth calculate the 9-month Academic Rate, provide the FTE, Contract Start Date and the Contract End Date.

Create a New Contract

Navigation: Main Menu > HRMS > UTZ Customizations > eForms for HR/Payroll Actions > Action Request

- 1. Navigate to the eForms Action Request page and click on the Add a New Value tab.
- 2. The **Initiate New eForms Request** page is displayed. Select the **Contract Additions and Changes** option from the "Action" drop down menu.



- 3. The **Contract Additions and Changes** eForm is displayed. Use the **Justification** text box to explain or "justify" the reason for the new eForm action requested.
- 4. From the **Employee Information** section:
 - a) Enter or look up the employee ID number in the **Empl ID** field.

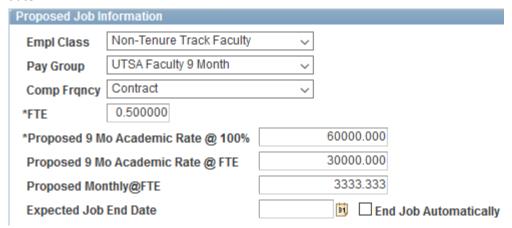


b) Select the checkbox next to the Empl Record used for the new contract.

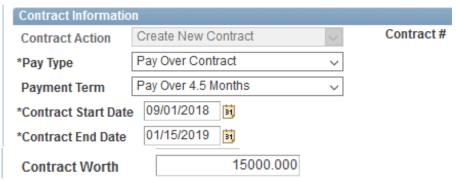


c) The **Effective Date** will default with the current date but may be changed to match the contract **Start Date**.

- 5. The **Proposed Job Information** section defaults the Empl Class, Pay Group, Comp Frequency and FTE based on the Faculty member's existing position (for the selected Empl Record); make any necessary changes and complete the additional fields:
 - a. **Proposed 9 MO Academic Rate @ 100%:** Use this field to provide the proposed salary based on a 100% appointment.
 - b. **Proposed 9 MO Academic Rate @ FTE:** Based on the position's FTE, this field will reflect what the faculty member will be paid (using the 100% 9-month academic rate and FTE).
 - c. **Proposed Monthly @ FTE:** Based on the position's FTE, this field will reflect what the faculty member will be paid on a monthly basis (using the 100% 9-month academic rate and FTE).
 - d. Enter the **Expected Job End Date**, if applicable. Benefits-Eligible faculty will not have an end date.



- 6. Enter the **Contract Information**:
 - a. From the **Contract Actn** drop down menu, select the "Create New Contract" option (The system will automatically assign the appropriate Contract number once the eForm has been fully processed.)
 - b. The Contract **Pay Type** determines if the employee is paid over a contract (specified time), 9 months, or 12 months:
 - o Faculty 9/12 salary spread, paid in 12 equal monthly payments
 - o Faculty 9/9 paid over 9 months
 - Pay Over Contract paid over a specific period of time
 - a. Select the **Payment Term** of the contract:
 - Pay over 'X' Dates 9 month payment; ends on Contract End Date
 - Pay Over 1.5 Months Payment will end 1.5 months later
 - o Pay Over 12 months Salary Spread Option
 - Pay Over 4.5 Months- NTTs working semester to semester
 - Pay Over Contract- Payment will end on the Contract End Date
 - b. Provide the Contract Start Date and Contract End Date.
 - c. *Optional:* enter the **Contract Worth** in lieu of the 9-month Academic Rate (9 mos. Rate will populate based on the FTE, Contract Start/End Dates, and Contract Worth amount entered.)
 - d. 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)

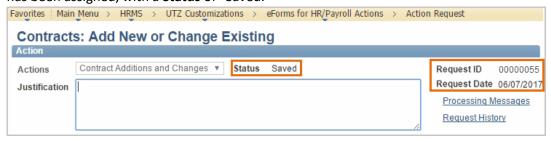


7. The **Current Funding** for the position is displayed; use the **Proposed Funding** section to make any changes to the existing funding source(s) or distribution(s).

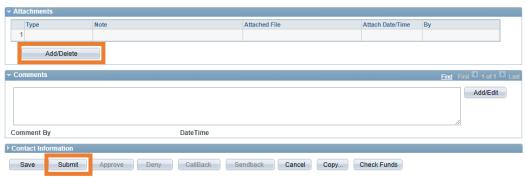
Note: Funding may be split between different Cost Centers or Projects but the total distribution percentage must equal 100%. Use the plus or minus sign to add/remove an additional funding source.



8. Once all the required fields have been completed, click the **Save** button. Notice a **Request ID** number has been assigned, with a **Status** of "Saved."



9. Expand the **Attachments** or **Comments** section to attach required documentation and include any special comments.



- 10. After you've added your attachments and comments, click the **Submit** button.
- 11. The eForm **Status** shows "Pending Approvals" and the current approval routing is displayed at the bottom of the page.

