

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.

Favorites Main Menu > UTZ Customizations > eForms for HR/Payroll Actions > Action Request

Contracts: Add New or Change Existing

Action

Actions **Contract Additions and Changes** Status

*Justification Add Fall Contract. Worth= \$15,000.

Request ID
Request Date
[Processing Messages](#)
[Request History](#)

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.

Select Emplid and Position Below

Employee Information

Empl ID [Show Current Additional Pay](#)

Select	Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason	Dept ID
1 <input checked="" type="checkbox"/>		3 Primary	SAN	Active	Active	01/16/2018	Data Change	Contract	AEN003
2 <input type="checkbox"/>		2 Secondary	SAN	Active	Active	07/01/2018	Rehire	Rehire - Same Institution	AEN003


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

Select	Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason	Dept ID
1 <input checked="" type="checkbox"/>		3 Primary	SAN	Active	Active	01/16/2018	Data Change	Contract	AEN003
2 <input type="checkbox"/>		2 Secondary	SAN	Active	Active	07/01/2018	Rehire	Rehire - Same Institution	AEN003

Effective Date

- 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:
- Proposed 9 MO Academic Rate @ 100%:** Use this field to provide the proposed salary based on a 100% appointment.
 - 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).
 - 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).
 - Enter the **Expected Job End Date**, if applicable. Benefits-Eligible faculty will not have an end date.

Proposed Job Information	
Empl Class	Non-Tenure Track Faculty
Pay Group	UTSA Faculty 9 Month
Comp Frqncy	Contract
*FTE	0.500000
*Proposed 9 Mo Academic Rate @ 100%	60000.000
Proposed 9 Mo Academic Rate @ FTE	30000.000
Proposed Monthly@FTE	3333.333
Expected Job End Date	<input type="text"/>  <input type="checkbox"/> End Job Automatically

6. Enter the **Contract Information**:
- 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.)
 - The Contract **Pay Type** determines if the employee is paid over a contract (specified time), 9 months, or 12 months:
 - **Faculty 9/12** – salary spread, paid in 12 equal monthly payments
 - **Faculty 9/9** – paid over 9 months
 - **Pay Over Contract** – paid over a specific period of time
- 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**
 - **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**
 - Provide the **Contract Start Date** and **Contract End Date**.
 - 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.)
 - 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)

Contract Information

Contract Action: Create New Contract Contract #

*Pay Type: Pay Over Contract

Payment Term: Pay Over 4.5 Months

*Contract Start Date: 09/01/2018

*Contract End Date: 01/15/2019

Contract Worth: 15000.000

- 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.

Current Funding Find First 1 of 1 Last

Start Date: 09/01/2018

Ern Cd	Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense
	G02055	EE ECEVARIOUS DONORS BHALLA				19.370	
	EGP020	DEPT OF ECE-SALARIES				31.010	
			1000000426	ENG-4482		34.110	
			1000001548	ENG-6737		15.510	

Proposed Funding Find First 1 of 1 Last

*Start Date: 09/01/2018

Ern Cd	Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense
	EGX010	BUDGET PLANNING & DEVELOPMENT				100.000	15,000.00

- 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."

Favorites | Main Menu > HRMS > UTZ Customizations > eForms for HR/Payroll Actions > Action Request

Contracts: Add New or Change Existing

Action

Actions: Contract Additions and Changes Status Saved

Justification:

Request ID: 00000055
Request Date: 06/07/2017

[Processing Messages](#)
[Request History](#)

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

▼ Attachments

Type	Note	Attached File	Attach Date/Time	By
1				

Add/Delete

▼ Comments Find First 1 of 1 Last

Add/Edit

Comment By DateTime

▶ Contact Information

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.

[Favorites](#) | [Main Menu](#) > [HRMS](#) > [UTZ Customizations](#) > [eForms for HR/Payroll Actions](#) > [Action Request](#)

Contracts: Add New or Change Existing

Action

Actions Contract Additions and Changes Status Pending Approvals Request ID 00000055

Justification Request Date 06/07/2017

[Processing Messages](#)
[Request History](#)

Department Approval

REQUEST_ID=00000055:Pending

1

Pending

Multiple Approvers

🕒

Business Office Approval

REQUEST_ID=00000055:Awaiting Further Approvals

Appointments

Not Routed

Multiple Approvers
Provost

→

Not Routed

Multiple Approvers
Budget Office

→

Not Routed

Multiple Approvers
Human Resources