eForm Action Types Contract Additions and Changes

• Update an existing contract







What does this form do?

Changes

- Make a changes midcontract
 - Make fte changes as well as salary changes

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Initiate New eForm Request

Initiate New eForms Request



Human Resources

eForms

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Contracts: Add New or Change Existing

Action		request	
Actions	Contract Additions and Changes V Status	 Request to	
*Justification	change contract amount eff July	Request Date	
		Processing Messages	
		Request History	

In the **Justification** box,

explain the purpose of the

Select Emplid and Position Below

Employee Information										
Empl ID 6001213465 Current Additional F										
	Select	Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason	Dept ID
1		0	Primary	SAN	Active	Active	09/01/2017	Data Change	Contract	AEH007
2		1	Secondary	SAN	Active	Active	06/01/2018	Hire	Hire	AEH007
										×.

Effective Date 07/01/2018

Col Actio Actio	ntracts: A n ons Co ification Cha	Add Ne Intract Additi	w or Changes ons and Changes t amount eff July	ge Existii	ng		Type in exis	the Emp sting emp	ol ID for an ployee	equest ID equest Date rocessing Mest	sages
Select Empl	t Emplid and over Information npl ID 600121	Position Bention	elow 🖌							Request History Show Current Ad	dditional Pay
	Select	Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason		Dept ID
1		0	Primary	SAN	Active	Active	09/01/2017	Data Change	Contract		AEH007
2		1	Secondary	SAN	Active	Active	06/01/2018	Hire	Hire		AEH007
	4										►.

Effective Date 07/01/2018

Contracts: Add New or Change Existing

Actio	n									_			
Actions Contract Additions and Changes V Status							Select the checkbox of the position associated with the contract				Request ID	st ID	
*Justification change contract amount eff July					k	Request Date Processing Mes Request History					sages		
Selec	Select Emplid and Position Below												
Empl	loyee Info	rmation											
Er	npl ID 600)1213465	Q	Hernandez, Sam	1						Show Current A	dditional Pay	
	Select	Empl	RCD	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason		Dept ID	
1			0	Primary	SAN	Active	Active	09/01/2017	Data Change	Contract		AEH007	
2			1	Secondary	SAN	Active	Active	06/01/2018	Hire	Hire		AEH007	
	•											۱.	

Effective Date 07/01/2018

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This	information auto-populates
	and can't be changed.

Current Job Information	Proposed Job Information
Empl Class Non-Standard Semester Faculty V	Empl Class Non-Standard Semester Faculty
Pay Group UTSA Monthly 🔻	Pay Group UTSA Monthly
Comp Frqncy Contract	Comp Frqucy Contract
FTE 0.740000	*FTE 0.740000
Current 9 Mo Academic Rate @ 100% 34459.459	*Proposed 9 Mo Academic Rate @ 100% 36486.486
Current 9 Mo Academic Rate @ FTE 25500.000	Proposed 9 Mo Academic Rate @ FTE 27000.000
Current Monthly@FTE 2833.333	Proposed Monthly@FTE 3000.000
Expected Job End Date 08/31/2018 Auto End Job	Expected Job End Date 08/31/2018 🗊 🗆 Auto End Job
Contract Information	Contract Information
Contract # 4	Contract Actn Update Existing Contract Contract Contract
Pay Type Pay Over Contract 🔻	*Pay Type Pay Over Contract 🔻
Payment Term Pay over 'X' months v	Payment Term Pay Over 'X' Dates
Contract Start Date 06/01/2018	*Contract Start Date 06/01/2018
Contract End Date 08/31/2018	*Contract End Date 08/31/2018
Payment End Date 08/31/2018	Contract Worth 9000.000
Contract Worth 8500.000	Contract Options
Contract Options	Renewal Indic Renewal Count
Renewal Indic Renewal Count	

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FTE, Salary, and End Date can be changed.

Current Job Information	Proposed Job Information
Empl Class Non-Standard Semester Faculty V	Empl Class Non-Standard Semester Faculty
Pay Group UTSA Monthly	Pay Group UTSA Monthly
Comp Frqncy Contract v	Comp Frqucy Contract
FTE 0.740000	*FTE 0.740000
Current 9 Mo Academic Rate @ 100% 34459.459	*Proposed 9 Mo Academic Rate @ 100% 36486.486
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Contract Information	Contract Information
Contract # 4	Contract Actn Update Existing Contract Contra
Pay Type Pay Over Contract 🔻	*Pay Type Pay Over Contract 🔻
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Contract Start Date 06/01/2018	*Contract Start Date 06/01/2018
Contract End Date 08/31/2018	*Contract End Date 08/31/2018
Payment End Date 08/31/2018	Contract Worth 9000.000
Contract Worth 8500.000	Contract Options
Contract Options	Renewal Indic Renewal Count
Renewal Indic Renewal Count	

Human Resources

Auto End Job

4

Contract #

Current Job Information		Proposed Job Information
Empl Class Non-Standard Semester Fa	aculty 🔻	Empl Class Non-Standard Semester Faculty V
Pay Group UTSA Monthly	Ŧ	Pay Group UTSA Monthly V
Comp Frqncy Contract	Ŧ	Comp Frqucy Contract
FTE 0.740000		*FTE 0.740000
Current 9 Mo Academic Rate @ 100%	34459.459	*Proposed 9 Mo Academic Rate @ 100% 36486.486
Current 9 Mo Academic Rate @ FTE	25500.000	Proposed 9 Mo Academic Rate @ FTE 27000.000
Current Monthly@FTE	2833.333	Proposed Monthly@FTE 3000.000
Expected Job End Date	08/31/2018 Auto End Job	Expected Job End Date 08/31/2018 🛐 🗌 Auto End Job
Contract Information		Contract Information
Contra Pay Ty Do not update	the payment	Contract Actn Update Existing Contract Contract Contract Contract 4 *Pay Type Pay Over Contract
Contra		*Contract Start Date 06/01/2018
Contract End Date 08/31/2018		*Contract End Date 08/31/2018
Payment End Date 08/31/2018		Contract Worth 9000.000
Contract Worth 8500.0	000	Contract Options
Contract Options		Renewal Indic Renewal Count
Renewal Indic	Renewal Count	



C	Eurrent Funding									
Start Date 09/01/2017 Distribution Chartfields Project Info										
	Ern Cd	Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense		
		EGD034	DEPT OF EDUC LEADERSHIP				100.000			
P	roposed	Funding						Find First K	1 of 1 🕨 Last	
*Start Date 09/01/2017 3 Click the Save button								+ -		
	Ern Cd	Cost Center	Cost Centor Dt scr	This has to be	done prior to	nding End Date	Distrb %	Est. Expense		
		EGD034	Q DEPT OF EDUC LEADERSHIP	adding attac	chments or	B	100.000		+ -	
Þ	Attachm	ents		comm	ents					
Þ	Commer	its								
Þ	Contact	Information								
	Save	Submit	Approve Deny	CallBack Sendt	oack Cancel Copy.	Check Fur	ds			



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