



eForm Action Types

Contract Additions and Changes

- Update an existing contract



What does this form do?

Changes

- Make a changes mid-contract
 - Make fte changes as well as salary changes

Contracts: Add New or Change Existing

Action

Actions Status

*Justification

In the **Justification** box, explain the purpose of the request

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

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 type="checkbox"/>	0	Primary	SAN	Active	Active	09/01/2017	Data Change	Contract	AEH007
2	<input checked="" type="checkbox"/>	1	Secondary	SAN	Active	Active	06/01/2018	Hire	Hire	AEH007

Effective Date

Contracts: Add New or Change Existing

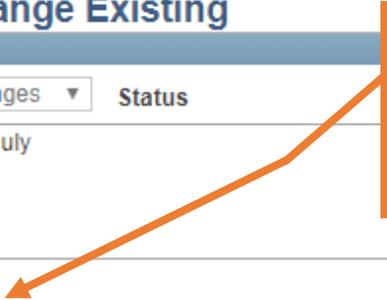
Action

Actions Contract Additions and Changes Status

*Justification

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

Type in the **Empl ID** for an existing employee



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 type="checkbox"/>		0 Primary	SAN	Active	Active	09/01/2017	Data Change	Contract	AEH007
2	<input checked="" type="checkbox"/>		1 Secondary	SAN	Active	Active	06/01/2018	Hire	Hire	AEH007

Effective Date

Contracts: Add New or Change Existing

Action

Actions: Status:

*Justification:

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

Select the checkbox of the position associated with the contract

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 type="checkbox"/>	0	Primary	SAN	Active	Active	09/01/2017	Data Change	Contract	AEH007
2	<input checked="" type="checkbox"/>	1	Secondary	SAN	Active	Active	06/01/2018	Hire	Hire	AEH007

Effective Date:

This information auto-populates and can't 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 <input type="checkbox"/> Auto End Job
Contract Information	
Contract #	4
Pay Type	Pay Over Contract
Payment Term	Pay over 'X' months
Contract Start Date	06/01/2018
Contract End Date	08/31/2018
Payment End Date	08/31/2018
Contract Worth	8500.000
Contract Options	
<input type="checkbox"/> Renewal Indic	Renewal Count

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 <input type="checkbox"/> Auto End Job
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
Contract Options	
<input type="checkbox"/> Renewal Indic	Renewal Count

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 Auto End Job

Contract Information

Contract #: 4
Pay Type: Pay Over Contract
Payment Term: Pay over 'X' months
Contract Start Date: 06/01/2018
Contract End Date: 08/31/2018
Payment End Date: 08/31/2018
Contract Worth: 8500.000

Contract Options

Renewal Indic Renewal Count:

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 Auto End Job

Contract Information

Contract Actn: Update Existing Contract Contract #: 4
*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

Contract Options

Renewal Indic Renewal Count:

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 Auto End Job

Contract Information

Contract Actn: [Redacted]
Pay Type: [Redacted]
Payment Term: [Redacted]
Contract End Date: 08/31/2018
Payment End Date: 08/31/2018
Contract Worth: 8500.000

Contract Options

Renewal Indic Renewal Count: [Redacted]

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 Auto End Job

Contract Information

Contract Actn: Update Existing Contract Contract #: 4
*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

Contract Options

Renewal Indic Renewal Count: [Redacted]

Do not update the payment type or term.



Change funding if necessary

Current Funding Find First 1 of 1 Last

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	

Proposed Funding Find First 1 of 1 Last

*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	

Attachments

Comments

Contact Information

- Save
- Submit
- Approve
- Deny
- CallBack
- Sendback
- Cancel
- Copy...
- Check Funds

Current Funding Find First 1 of 1 Last

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	

Proposed Funding Find First 1 of 1 Last

*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	

Click the **Save** button

This has to be done prior to adding attachments or comments

- ▶ Attachments
- ▶ Comments
- ▶ Contact Information

Save Submit Approve Deny CallBack Sendback Cancel Copy... Check Funds

Current Funding Find First 1 of 1 Last

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	

Proposed Funding Find First 1 of 1 Last

*Start Date 09/01/2017

Distribution Chartfields Project Info

Ern Cd	Cost Center	Cost Center Descr	Pro	Date	Distrb %	Est. Expense		
	EGD034	DEPT OF EDUC LEADERSHIP			100.000	35,671.50	+	-

Click the **Submit** button

Attachments

Comments

Contact Information

Save **Submit** Approve Deny CallBack Sendback Cancel Copy... Check Funds