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.

Change an Existing 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.
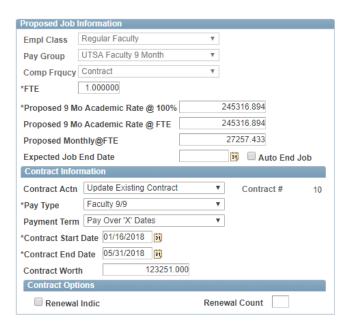

3. The **Contract Additions and Changes** eForm is displayed. Use the **Justification** text box to explain or "justify" the reason for the new eForm action requested.
4. From the **Employee Information** section:
   a) Enter or look up the employee ID in the **Empl ID** field.

   b) Select the checkbox next to the Empl Record used for the contract change.
   c) The **Effective Date** will default with the current date; update this field with the effective date of the change(s) for the contract.
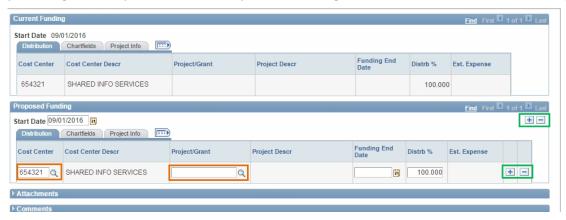

5. The **Current Job Information** section displays the current contract in place. Use the **Proposed Job Information** section to update the existing contract:
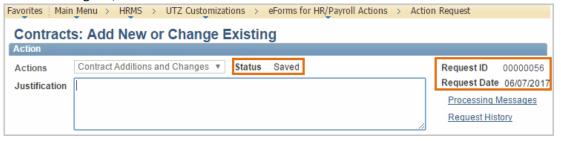
a) The Empl Class, Pay Group, and Comp Frqucy
b) Select the appropriate option from the **FICA Status** drop down menu:
   - **Exempt** – individual is exempt from FICA payments, Social Security and Medicare taxes. (Applies to full time students or Non-Resident employees with F-1 or J-1 visas.)
   - **Subject** – individual does not qualify for FICA exemption and must make FICA payments (Social Security and Medicare taxes).
c) **Proposed 9 MO Academic Rate @ 100%:** Use this field to update the proposed salary based on a 100% appointment.
   - **Proposed 9 MO Academic Rate @ FTE:** Based on the 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 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) The **Contract Information** section will default with the current Contract Number, Pay Type, Term, Start and End Dates, etc. Use this section to make changes to the existing Contract Information:
   - From the **Contract Actn** drop down menu, select the "Update Existing Contract" option (The system displays the current contract number.)
   - The **Contract Pay Type** if the employee is paid over a contract, 9 months, or 12 months**:**
     - **Faculty 9/12 –** paid in 12 equal monthly payments
     - **Faculty 9/9** – paid over 9 months
     - **Pay Over Contract** – paid over a contract (specific period of time)
   - Based on the "Contact Pay Type" selected, the **Payment Term** will default to the appropriate value:
     - **Pay Over 12 months**
     - **Pay Over Contract**

- o **Pay over 'X' months**
- o **Pay with Lump Sum**
- Provide the **Contract Start Date, Contract End Date**, and **Payment End Date**.
- The **Contract Worth** will display what will be earned during that time period
- 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)

6. 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).
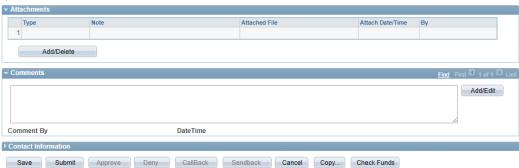
   Note: Funding may be split between different Cost Centers or Projects but the total funding percentage must equal 100%. Use the plus or minus sign to add/remove an additional funding source.

7. 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."

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

9. After you've added your attachments and comments, click the **Submit** button.

10. The eForm **Status** shows "Pending Approvals" and the current approval routing is displayed at the bottom of the page.