UTSA.
The University of Texas at San Antonio
Office of Human Resources

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. For faculty, the 9-month Academic Rate is the agreed salary for working a full academic year (Fall and Spring semesters).

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) Enter the **Effective Date of 9/1,** caution: the date will default to the current day. This needs 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.

Proposed Job Information	
Empl Class	Regular Faculty
Pay Group	UTSA Faculty 9 Month
Comp Frqucy	Contract
*FTE	1.000000
*Proposed 9 Mo Academic Rate @ 100%	90000.000
Proposed 9 Mo Academic Rate @ FTE	90000.000
Proposed Monthly@FTE	10000.000
Expected Job End Date	🗓 ☐ Auto End Job

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
      o **Pay Over Contract** – paid over a specific period of time
   a. Based on the "Contact Pay Type" selected, the **Payment Term** will default to the appropriate value:
      o **Pay Over 12 months**
      o **Pay Over Contract**
      o **Pay over 'X' months**
   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) This will ensure their contract is renewed year after year.

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.