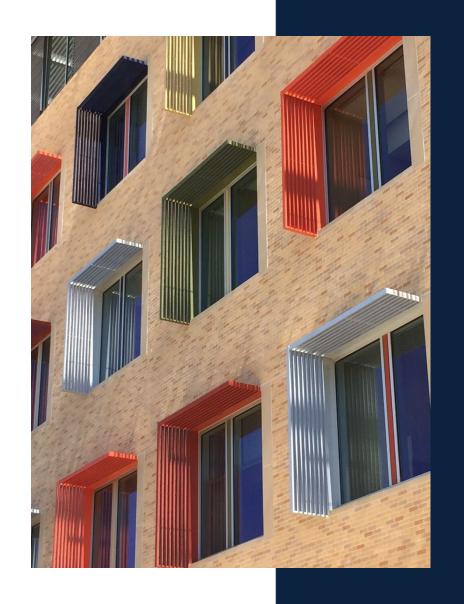
Thank you for joining our

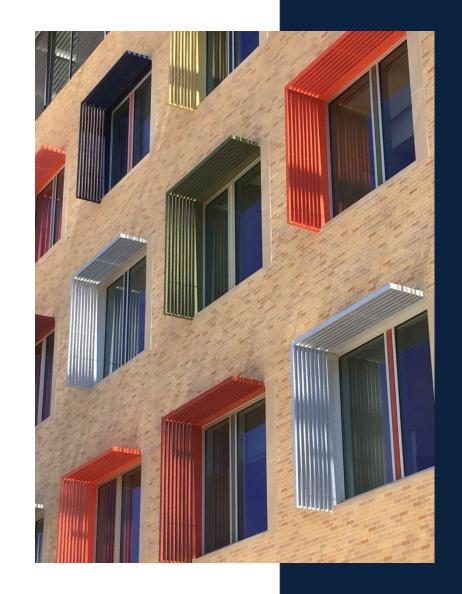
Contract eForm Refresher.

We are giving everyone a

We are giving everyone a few more minutes to join and will get started soon!



# **Contract eForm Refresher**



# **Virtual Meeting Best Practices**

#### Mics:

Please keep your mics muted during the call to avoid background noise.

#### Chat:

 If you have any questions, share them in the chat. We will also have pauses for live questions. Please raise your "virtual" hand and we will call on you.
 We would love to hear from you!

#### Moderators:

 We have designated moderators who will monitor the chat and answer questions.



## **Introductions**

- Employee Services Team
  - People Excellence
- Ginger Hernandez
  - Asst. Vice Provost Grad Studies: Graduate School
- HRBP team
  - People Excellence
- Payroll and Budget teams
  - Financial Affairs



## **Purpose**

Contracts can be confusing!! We want to provide you additional information to streamline the eForm process and clarify any questions regarding dates, etc.



# **Important Reminders**

- All new employees require a Criminal Background Check.
- Federal Form I-9 must be completed within 3 days of hire date.
  - Please review with candidates ahead of time.
  - Original documents are required.
- Start dates will be updated as necessary for compliance.
- Students cannot work more than 19 hrs. total.
- Hires and changes cannot be made retroactively.



### **Contract Dates**

- Summer Only: 06/01/2025 08/31/2025
  - for existing students enrolled in courses
- Fall: 08/16/2025 08/31/2025
  - for NEW students only.
  - Once the 08/16 eForm is in Completed status, please route 09/01 Contract Addition.
- Fiscal Year: 09/01/2025 08/31/2026
- Academic Year: 09/01/2025 05/31/2026
- Spring Only: 01/16/2026 05/31/2026

\*Please remind the student their first check will be a proration of the monthly amount if they start mid-month. This is also true if the date is adjusted for compliance. They will still receive the total contract value.



## **eForm Functions**

#### **Appointments**

- A new candidate who has never been employed at UTSA.
  - Don't forget Search Match!
- A former employee who has been terminated and needs to be rehired.
- An additional appointment for a current employee
  - o GRA/GTA splits

### **Contract Additions & Changes**

- Extend a current employee and create a new contract.
  - Start of semesters
- Make a change to a current contract.
  - Pay rates and hours
  - Remember not to change dates
- No retroactive funding changes
  - Submit Funding Change eForm after Contract eForm is Complete



### **eForm Functions**

#### **PACs**

- Should only be used to change a supervisor.
- Can be used as an exception to reclassify a position title.
- JACs and Transfers should not be used for employees on contract pay.

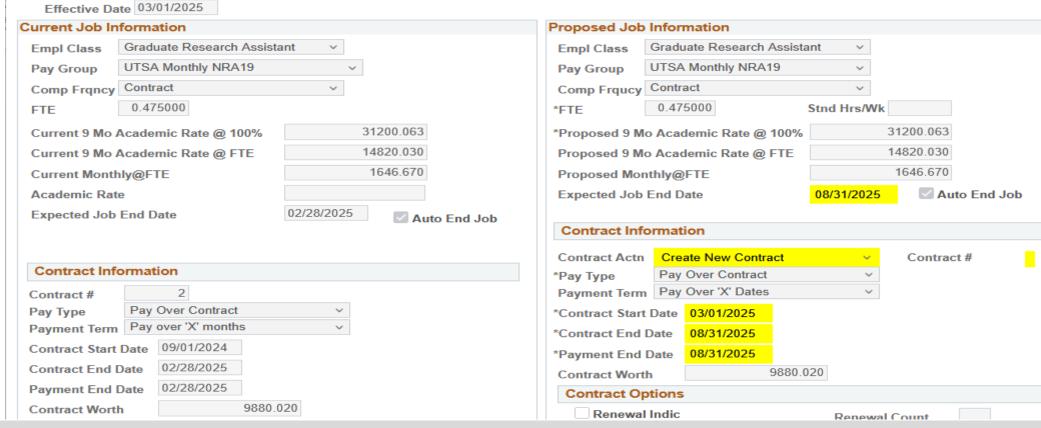
### **End Appointment**

- Should be used only when an employee is separating from the university.
- Please do not use \*HR Only\*
  Reason code. That will be
  updated by final approver as
  necessary.
- If an employee is termed midmonth, they will typically be paid for the whole month.



### **Contract Dos**

- Submit one eform per position number/employee at a time.
- Submit eForms 30 days ahead of effective date for routing and approval.
- Attach an ECR to eForms submitted after the 10<sup>th</sup> of the payroll month.
- Hire semester to semester.





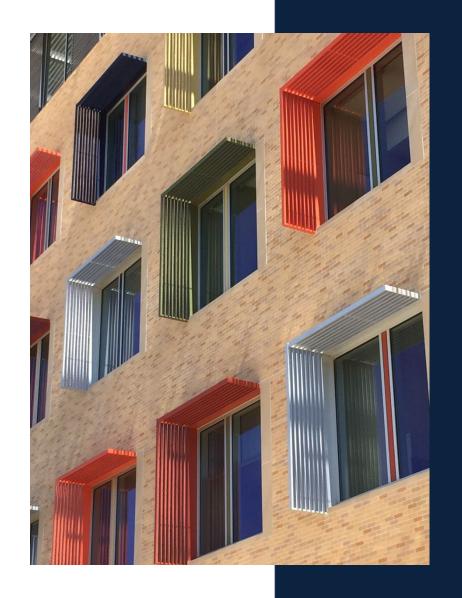
### **Contract Don'ts**

- Route more than 1 eForm per position number/employee at a time.
- Submit contract Transfers or JACs.
- Use start dates outside of guidelines provided.

Effective Date 03/01/2025	
Current Job Information	Proposed Job Information
Empl Class Graduate Teaching Assistant	Empl Class Graduate Teaching Assistant
Pay Group UTSA Monthly NRA19	Pay Group UTSA Monthly NRA19
Comp Frqncy Contract	Comp Frqucy Contract
FTE 0.475000	*FTE 0.475000 Stnd Hrs/Wk
Current 9 Mo Academic Rate @ 100% 31921.693	*Proposed 9 Mo Academic Rate @ 100% 53202.821
Current 9 Mo Academic Rate @ FTE 15162.804	Proposed 9 Mo Academic Rate @ FTE 25271.340
Current Monthly@FTE 1684.756	Proposed Monthly@FTE 2807.927
Academic Rate	Expected Job End Date 08/31/2025 🛐 🗹 Auto End Job
Expected Job End Date 05/31/2025 🔰 🗸 Auto End	d Job
	Contract Information
	Contract Actn
Contract Information	*Pay Type Pay Over Contract
Contract # 13	Payment Term Pay Over 'X' Dates
Pay Type Pay Over Contract	*Contract Start Date 03/01/2025
Payment Term Pay over 'X' months	*Contract End Date 05/31/2025 3
Contract Start Date 01/01/2025	*Payment End Date 08/31/2025
Contract End Date 05/31/2025	Contract Worth 8423.780
Payment End Date 05/31/2025 31	Contract Options
Contract Worth 8423.780	Renewal Indic Renewal Count
Contract Options	Recalculate Flag:
Denowal India	



# What questions do you have?



## **Contact Info**

- Employee Services
  - hr@utsa.edu
  - 210/458-4250
  - eForm Job Aids
- Graduate School graduate.school@utsa.edu
- Human Resource Business Partners hrbp@utsa.edu
- Budget budget@utsa.edu
- Payroll payroll@utsa.edu





