

Thank you for joining our
Contract eForm Refresher.

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
 - 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 mid-month, 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 10th of the payroll month.
- Hire semester to semester.

Effective Date 03/01/2025

Current Job Information		Proposed Job Information	
Empl Class	Graduate Research Assistant	Empl Class	Graduate Research Assistant
Pay Group	UTSA Monthly NRA19	Pay Group	UTSA Monthly NRA19
Comp Frqncy	Contract	Comp Frqncy	Contract
FTE	0.475000	*FTE	0.475000
Current 9 Mo Academic Rate @ 100%	31200.063	*Proposed 9 Mo Academic Rate @ 100%	31200.063
Current 9 Mo Academic Rate @ FTE	14820.030	Proposed 9 Mo Academic Rate @ FTE	14820.030
Current Monthly@FTE	1646.670	Proposed Monthly@FTE	1646.670
Academic Rate		Expected Job End Date	08/31/2025
Expected Job End Date	02/28/2025		<input checked="" type="checkbox"/> Auto End Job

Contract Information	
Contract #	2
Pay Type	Pay Over Contract
Payment Term	Pay over 'X' months
Contract Start Date	09/01/2024
Contract End Date	02/28/2025
Payment End Date	02/28/2025
Contract Worth	9880.020

Contract Information	
Contract Actn	Create New Contract
*Pay Type	Pay Over Contract
Payment Term	Pay Over 'X' Dates
*Contract Start Date	03/01/2025
*Contract End Date	08/31/2025
*Payment End Date	08/31/2025
Contract Worth	9880.020

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

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

Empl Class Graduate Teaching Assistant
Pay Group UTSA Monthly NRA19
Comp Frqncy Contract
FTE 0.475000

Current 9 Mo Academic Rate @ 100% 31921.693
Current 9 Mo Academic Rate @ FTE 15162.804
Current Monthly@FTE 1684.756
Academic Rate
Expected Job End Date 05/31/2025 ☒ Auto End Job

Contract Information

Contract # 13
Pay Type Pay Over Contract
Payment Term Pay over 'X' months
Contract Start Date 01/01/2025
Contract End Date 05/31/2025
Payment End Date 05/31/2025
Contract Worth 8423.780

Contract Options

☐ Renewal Indic Renewal Count
☒ Recalculate Flag

Proposed Job Information

Empl Class Graduate Teaching Assistant
Pay Group UTSA Monthly NRA19
Comp Frqncy Contract
*FTE 0.475000 Std Hrs/Wk
*Proposed 9 Mo Academic Rate @ 100% 53202.821
Proposed 9 Mo Academic Rate @ FTE 25271.340
Proposed Monthly@FTE 2807.927
Expected Job End Date 08/31/2025 ☒ Auto End Job

Contract Information

Contract Actn Create New Contract Contract #
*Pay Type Pay Over Contract
Payment Term Pay Over 'X' Dates
*Contract Start Date 03/01/2025
*Contract End Date 05/31/2025
*Payment End Date 08/31/2025
Contract Worth 8423.780

Contract Options

☐ Renewal Indic Renewal Count
☒ Recalculate Flag

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

THANK

YOU!

