

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.

Select	Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason	Dept ID	De
1 <input type="checkbox"/>	0									

Effective Date: 01/17/2018

- 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.

Select	Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason	Dept ID	Dep
1 <input checked="" type="checkbox"/>	0	Primary	ARL	Active	Active	09/01/2017	Data Change	Contract	640105	Phy

Effective Date: 01/17/2018

5. The **Current Job Information** section displays the current contract in place. Use the **Proposed Job Information** section to update the existing contract:

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%	245316.894
Proposed 9 Mo Academic Rate @ FTE	245316.894
Proposed Monthly@FTE	27257.433
Expected Job End Date	<input type="text"/> <input type="button" value="BT"/> <input type="checkbox"/> Auto End Job
Contract Information	
Contract Actn	Update Existing Contract
Contract #	10
*Pay Type	Faculty 9/9
Payment Term	Pay Over 'X' Dates
*Contract Start Date	01/16/2018 <input type="button" value="BT"/>
*Contract End Date	05/31/2018 <input type="button" value="BT"/>
Contract Worth	123251.000
Contract Options	
<input type="checkbox"/> Renewal Indic	Renewal Count <input type="text"/>

- 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 “Contract Pay Type” selected, the **Payment Term** will default to the appropriate value:
 - **Pay Over 12 months**
 - **Pay Over Contract**

- Pay over 'X' months
 - 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.

The screenshot displays the HRMS interface for 'Contracts: Add New or Change Existing'. The breadcrumb trail is: Favorites > Main Menu > HRMS > UTZ Customizations > eForms for HR/Payroll Actions > Action Request. The page title is 'Contracts: Add New or Change Existing'. Under the 'Action' section, the 'Actions' dropdown is set to 'Contract Additions and Changes', and the 'Status' is 'Pending Approvals'. The 'Request ID' is 00000056 and the 'Request Date' is 06/07/2017. There are links for 'Processing Messages' and 'Request History'. A 'Justification' text area is present. Below this, the 'Department Approval' section shows a 'Pending' status with 'Multiple Approvers'. The 'Business Office Approval' section shows a flowchart with three 'Not Routed' boxes: 'Multiple Approvers Provost' → 'Multiple Approvers Budget Office' → 'Multiple Approvers Human Resources'. At the bottom, there are buttons for 'Save', 'Submit', 'Approve', 'Deny', 'Sendback', 'Cancel', and 'Copy...'.