

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.

Contracts: Add New or Change Existing

Action

Actions Contract Additions and Changes **Status**

***Justification** Add 9/1 to 5/31 Contract

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.

Select Emplid and Position Below

Employee Information

Empl ID 6001283406 **Devil, Tasmanian** [Show Current Additional Pay](#)

Select	Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason	Dept ID
1 <input checked="" type="checkbox"/>		0 Primary	SAN	Active	Active	08/13/2018	Hire	Hire	AEH007

Effective Date 09/01/2018

- b) Select the checkbox next to the Empl Record used for the new contract.

Select Emplid and Position Below

Employee Information

Empl ID 6001283406 **Devil, Tasmanian**

Select	Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Eff Date
1 <input checked="" type="checkbox"/>		0 Primary	SAN	Active	Active	08/13/2018

Effective Date 09/01/2018

- 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:
- Proposed 9 MO Academic Rate @ 100%:** Use this field to provide the proposed salary based on a 100% appointment.
 - 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).
 - 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).
 - 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	<input type="text"/> <input type="checkbox"/> Auto End Job

6. Enter the **Contract Information**:
- 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.)
 - The Contract **Pay Type** determines if the employee is paid over a contract (specified time), 9 months, or 12 months:
 - **Faculty 9/12** – salary spread, paid in 12 equal monthly payments
 - **Faculty 9/9** – paid over 9 months
 - **Pay Over Contract** – paid over a specific period of time
- a. 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**
- 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.

Contract Information

Contract Action: Create New Contract Contract #

*Pay Type: Faculty 9/9

Payment Term: Pay Over 'X' Dates

*Contract Start Date: 09/01/2018

*Contract End Date: 05/31/2019

Contract Worth: 90000.000

Contract Options

Renewal Indic Renewal Count: 99

- 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.

Current Funding

Start Date: 09/01/2016

Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense
654321	SHARED INFO SERVICES				100.000	

Proposed Funding

Start Date: 09/01/2016

Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense
654321	SHARED INFO SERVICES				100.000	

Attachments

Comments

- 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."

Favorites | Main Menu > HRMS > UTZ Customizations > eForms for HR/Payroll Actions > Action Request

Contracts: Add New or Change Existing

Action

Actions: Contract Additions and Changes Status: Saved Request ID: 00000055

Justification: Request Date: 06/07/2017

[Processing Messages](#)
[Request History](#)

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

▼ Attachments

Type	Note	Attached File	Attach Date/Time	By
1				

▼ Comments Find First 1 of 1 Last

Comment By DateTime

▶ Contact Information

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.

[Favorites](#) | [Main Menu](#) > [HRMS](#) > [UTZ Customizations](#) > [eForms for HR/Payroll Actions](#) > [Action Request](#)

Contracts: Add New or Change Existing

Action

Actions: Contract Additions and Changes **Status** Pending Approvals

Justification:

Request ID 00000055
Request Date 06/07/2017

[Processing Messages](#)
[Request History](#)

Department Approval

REQUEST_ID=00000055:Pending

1

Pending

Multiple Approvers

⌚

Business Office Approval

REQUEST_ID=00000055:Awaiting Further Approvals

Appointments

Not Routed

Multiple Approvers
Provost

→

Not Routed

Multiple Approvers
Budget Office

→

Not Routed

Multiple Approvers
Human Resources

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