

3) The following page will appear:

- ▶ Enter Emplid (Employee ID)
- ▶ Contract Number will appear as **“New”** – do not change.
- ▶ Select **“Add”**

Update Contracts

Find an Existing Value Add a New Value

EmpID: W0000012336

Contract Number: NEW

Add

Enter Employee ID

Contract Number appears as NEW... do not change.

4) Contract Status/Content page will appear.

- ▶ New Contract Number automatically appears.
- ▶ Enter Contract Begin Date.
- ▶ For TERM contracts, enter Contract End Date.
- ▶ Turn on Additional Contract check box.
- ▶ If applicable, enter Contract Content data.

Person ID: W0000012336

Contract Data Find | View All First 1 of 14 Last

Contract Number: 0014

*Contract Status: Active

Contract Begin Date:

Contract End Date:

Additional Contract More than one year expected

Contract Expected End Date:

*Regulatory Region: USA

Comment:

Contract Template ID:

Provider ID:

Contract Content:

Initialize Contract

Additional information may be added here.

Waive Working Time Compliance

5) Select the **Contract Type/Clauses** page tab.

▶ Select **Contract Type**:

AJ – Adjunct (HR updates contract data for adjunct appointments. Send copy to HR.

PB - Probationary

RG - Regular

TE - Term

TN - Tenured

Favorites | Main Menu > Workforce Administration > Job Information > Contract Administration > Update Contracts

Contract Status/Content | **Contract Type/Clauses**

Person ID: W0000010867

Contract Data Find | View All First 1 of 16 Last

Contract Number: 0016 Begin Date: MM/DD/YYYY Contract Status: Active

Contract Type Find | View All First 1 of 1 Last

Effective Date: MM/DD/YYYY + -

Contract Type: TN Tenured

Extend Contract

Contract Clauses Find | View All First 1 of 1 Last

Seq Nbr: 1 Clause: [search] + -

Clause Status: [dropdown]

Long Descr: [text area]

Comment: [text area]

No on-line data entry required on Signature Date/Probation Info page.

6) Check data entry carefully ... select **“Save”** and run the **Unclassified Data Report** again to review updates.

Report Instructions:

<http://www.k-state.edu/hcs/docs/UnclassifiedData rpt.pdf>