

At the beginning of each fiscal year, contract data is automatically loaded for active unclassified employees who had a previous contract. Updates to this data may be necessary. If a contract changes at some point later in the year due to a change (i.e., job title, FTE, salary change, etc.), and the effective date does not correspond to the fiscal or academic begin/end dates, **Add a New Value** ... add an additional contract. In this case, Human Capital Services require a copy of the contract for the employee's personnel file. In addition, if the employee's job title, compensation rate, etc. is changing, a paper transaction form is required ... normally the Change or Separation Form (PER-39).

If a contract has been reissued/renewed, it is important to add new contract data on-line within 20 days from the contract begin date.

<u>Note</u>: Human Capital Services will continue to enter contract data for <u>new</u> KSU employees. Please attach a copy of the contract to the personnel transaction form.

1) Access and run <u>Unclassified Data Report</u> to view current/ existing contract data.

Workforce Administration > Workforce Reports > Unclassified Data

Report Instructions:

http://www.k-state.edu/hcs/docs/UnclassifiedDatarpt.pdf

- 2) Go to . . .
 - Workforce Administration > Job Information > Contract Administration > Update Contracts
 - Select "Add a New Value" page tab

Update Contracts
Enter any information you have and click Search. Leave fields blank for a list of all values
/ Find an Existing Value Add a New Value
EmpliD: begins with 🗾
Contract Number: begins with 💌
Name: begins with 🔽
Last Name: begins with 💌
🗆 Include History 🛛 Correct History
Search Clear Basic Search Save Search Criteria
Find an Existing Value Add a New Value

3) The following page will appear:

- Enter Emplid (Employee ID)
- Contract Number will appear as "New" <u>do not change</u>.
- Select "Add"

Ent	er Employee ID	
Update Contracts		Contract Number appears as NEW do not change.
	Add a New Va	lue
EmpliD:	010000	
2mpilo. 70000	012330 4	
Contract Number: NEW		
Add		

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.

\wedge		Person ID: W000	0012336	
Contract Data	\backslash		Find View All	First 🚺 1 of 14 🕨 Last
Contract Number: Contract Begin Date: Contract End Date: I Additional Contract Comment: Provider ID:	00 4 More than one year expected	*Contract Status: Contract Expected End Date: *Regulatory Region: Contract Template ID:	Active	t
Contract Content:	Additional information may	be added here.		
🗆 Waive Working Time C	ompliance			

5) Select the Contract Type/Clauses page tab.

Select Contract Type:

AJ – Adjunct (HR updates contract data for <u>adjunct appointments</u>. Send copy to HR. PB - Probationary RG - Regular TE - Term TN - Tenured

rites Main Menu >	Workforce Administr	ation > Job Inform	nation > Contract	Administration > Upda	te Contrad	ts
ontract <u>S</u> tatus/Content	Contract Type/C	lauses				
			Person ID:	W0000010867		
Contract Data				<u>Find</u>	View All	First 🚺 1 of 16 🕨 <u>La</u>
Contract Number:	0016	Begin Date:	MM/DD/YYYY	Contract Status:	Active	
Contract Type				<u>Find</u>	View All	First 🚺 1 of 1 🕨 Las
Effective Date: Contract Type:	MM/DD/YYYY TN Q - Extend Contract	Tenured				(±)[-
Contract Clauses				Find	View All	First 🗹 1 of 1 🕨 Last
Seq Nbr: Clause Status:		Clause:	٩			+ -
Long Descr: Comment:						<u>رج</u>

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/UnclassifiedDatarpt.pdf

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