

HUMAN CAPITAL SERVICES Resource Center & Operations

Verifying & Updating Contract Data

Please verify/update all contract information in HRIS by September 1 each year.

The contract data pages in HRIS are automatically updated in June of each year by Human Capital Services (HCS) for active unclassified employees who have a contract. A new row is inserted for the new fiscal year for probationary, regular, term and tenured contracts based on the employee's month basis.

- For 12-month employees, the contract begin date is the beginning of the fiscal year – 6/13/2021.
- For 9-month employees, the contract begin date displays the beginning of the academic year – 8/8/2021.

In addition, for those with TERM contracts, the contract END DATE displays as follows:

- For 12-month, the end of the fiscal year – 6/11/2022
- For 9-month, the end of the academic year – 5/14/2022

If any of these dates are inaccurate, please use correct history mode to update this information. The only on-line entry required by department HCS liaisons is correction to the existing data (i.e., contract type or dates).

Any time throughout the year, when a contract is renewed or changed, on-line entry is required within 20 days from the contract begin date.

In addition to the Change or Separation Form (PER-39), Human Capital Services (HCS) requires a copy of the contract for the employee's personnel file when an employee's job title, compensation rate, FTE, etc. changes. Note: Human Capital Services will continue to enter contract data for **new** K-State employees. Please attach a copy of the contract to the personnel transaction form.

Steps: Updating Existing Contract Data

- 1) Run Unclassified Data Report to view current contract data. Path: Workforce Administration>Workforce Reports>Unclassified Data Report
 - a. Instructions: <http://www.k-state.edu/hcs/docs/UnclassifiedData rpt.pdf2>.

- 2) To update existing data, access the Contract Data pages in “Correct History” mode. Path: Workforce Administration > Job Information>Contract Administration>Update Contracts.

The screenshot shows the 'Contract Data' form in 'Correct History' mode. The form includes fields for Contract Number (0004), Contract Begin Date (06/13/2021), Contract End Date, Contract Template ID, Provider ID, Contract Status (Active), Contract Expected End Date, and Regulatory Region (USA). There are also checkboxes for 'Additional Contract', 'More than one year expected', and 'Waive Working Time Compliance'. A red circle highlights the 'Correct History' button in the bottom right corner of the form.

- 3) Modify Contract Data (i.e., Contract Begin Date, Contract End Date, Contract Type and Contract Content if additional information needs to be recorded). Other information on this page will either automatically populate or be left blank.

The screenshot shows the 'Contract Data' form with an example comment. The form includes fields for Contract Number (0019), Contract Begin Date (06/16/2019), Contract End Date (06/13/2020), Contract Template ID, Provider ID, Contract Status (Active), Contract Expected End Date, and Regulatory Region (USA). There are also checkboxes for 'Additional Contract', 'More than one year expected', and 'Waive Working Time Compliance'. A blue arrow points from a text box labeled 'Example: Adding comments' to the 'Contract Content' field, which contains the text: 'THIS APPOINTMENT IS CONTINGENT UPON CONTINUING AVAILABILITY OF FUNDING AND NEED FOR THESE SERVICES.'

The Contract Type may also be modified, if necessary. Access the Contract Type/ Clauses page tab and update Contract Type.

Contract Status/Content | **Contract Type/Clauses** | Task Order Information | Signature Date/Probation Info

Contract Data

Contract Number 0019

Contract Type

Effective Date 06/16/2019

Contract Type TE Term

Extend Contract

Contract Status Active

Find | View All | First 1 of 1 Last

Contract Clauses

Seq Nbr 1 Clause

Clause Status

Long Descr

Comment

Save Return to Search Notify Add Update/Display Include History Correct History

Contract Status/Content | Contract Type/Clauses | Task Order Information | Signature Date/Probation Info

Example: Change from RG to TE

- 4) Each time you update an entry, check the data entry carefully and select "Save".
- 5) Run/Print the Unclassified Data Report to review updates.
 - a. Report Instructions: <http://www.k-state.edu/hcs/docs/UnclassifiedData rpt.pdf> .