

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:

Contract Number:

[Find an Existing Value](#) | [Add a New Value](#)

4) Contract Status/Content page will appear.

New Contract Number automatically appears

Enter Contract Begin Date

For TERM contracts, enter Contract End Date

Enter Contract Content, if applicable

[New Window](#)

Contract Status/Content | [Contract Type/Clauses](#) | [Task Order Information](#) | [Signature Date/Probation Info](#)

Deutsch,Alma Person ID: W0000012129

Contract Data

Contract Number: 0006 *Contract Status: Active

Contract Begin Date: 06/14/2009 Contract Expected End Date:

Contract End Date:

Additional Contract More than one year expected *Regulatory Region: USA

Comment: Contract Template ID:

Provider ID:

Contract Content:

Waive Working Time Compliance

[Contract Status/Content](#) | [Contract Type/Clauses](#) | [Task Order Information](#) | [Signature Date/Probation Info](#)

5) Select the Contract Type/Clauses page tab and enter contract type.

Enter Contract Type: TE (Term)

Deuts,Alma Person ID: W0000012129

Contract Number: 0006 Begin Date: 06/14/2009 Contract Status: Active

Contract Type: TE Effective Date: 06/14/2009

Seq#	Clause	Clause Status
1		

Long Descr:
Comment:

Save Notify Previous tab Next tab Add Update/Display Include History Correct History

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

6) Check data entry carefully and select “Save.”

7) Print the Unclassified Data Report to review updates.

Instructions: http://www.k-state.edu/hr/hris/Unclassified_Data_rpt.pdf