

# Updating Existing Contract Data

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

Again this year, the contract data pages in HRIS have been **automatically updated for active unclassified employees who had a previous contract**. A new row has been inserted for fiscal year 2012 for **probationary, regular, term and tenured** contracts based on the employee's month basis.

For 12-month employees, the contract begin date displays 06/12/11.

For 9-month employees, the contract begin date displays 08/07/11.

In addition, for those with TERM contracts, the contract END DATE displays either 05/12/12 or 06/09/12. If any of these dates are inaccurate, please use **correct history mode** to update this information.

The only on-line entry required by department personnel specialists are corrections to the existing data (i.e., contract type or dates). **And, 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), the Division of Human Resources (HR) requires a copy of the contract for the employee's personnel file when an employee's job title, compensation rate, FTE, etc. changes.

Note: The Division of Human Resources 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.**

**Workforce Administration > Workforce Reports > Unclassified Data**

Report Instructions: [http://www.k-state.edu/hr/hris/Unclassified\\_Data\\_rpt.pdf](http://www.k-state.edu/hr/hris/Unclassified_Data_rpt.pdf)

- 2) To update existing data, access the Contract Data pages in **“Correct History”** mode.

**Workforce Administration > Job Information >  
Contract Administration > Update Contracts**

- **Enter search information to view current contract data.**

|  |             |             |
|--|-------------|-------------|
| EmplID:  | begins with | W0000012336 |
| Contract Number:   | begins with |             |
| Name:  | begins with |             |
| Last Name:   | begins with |             |
| Second Name:   | begins with |             |
| Alternate Character Name:  | begins with |             |
| <input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History |             |             |

- 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.

| Contract Data   |  | Find   View All   | First 1 of 11 Last |
|---|--|---|--------------------|
| Contract Number:  | 0011   | *Contract Status:   | Active             |
| Contract Begin Date:                                    | 06/12/2011   | Contract Expected End Date:                               |                    |
| Contract End Date:                                      |  | *Regulatory Region:                                       | USA                |
| <input checked="" type="checkbox"/> Additional Contract | <input type="checkbox"/> More than one year expected | Contract Template ID:                                     |                    |
| Comment:  |  | <input type="button" value="Initialize Contract"/>        |                    |
| Provider ID:  |  | <b>Contract End Date is only used for TERM contracts.</b> |                    |
| Contract Content:                                       | <b>Additional information may be entered here.</b>   |   |                    |
| <input type="checkbox"/> Waive Working Time Compliance  |  |   |                    |

- **Modify Contract Type, if necessary. Access the **Contract Type/Clauses** page tab.**

### Contract Types:

**AJ** = Adjunct; **PB** = Probationary; **RG** = Regular; **TE** = TERM; **TN** = Tenured

Please send a copy of the Adjunct contract to HR. HR will continue to enter Adjunct contract information.

The screenshot shows a web application interface with several tabs: 'Contract Status/Content', 'Contract Type/Clauses' (highlighted with a red box), 'Task Order Information', and 'Signature Date/Probation Info'. Below the tabs, there is a header section with 'Lame, Fname M' and 'Person ID: W0000047049'. The main content area is divided into sections: 'Contract Data' (with 'Find | View All' and 'First 1 of 1 Last' controls) and 'Contract Type' (with 'Find | View All' and 'First 1 of 1 Last' controls). In the 'Contract Data' section, 'Contract Number: 0011', 'Begin Date: 06/12/2011', and 'Contract Status: Active' are displayed. In the 'Contract Type' section, 'Effective Date: 06/12/2011' is shown in a text box, and 'Contract Type: TN' is selected in a dropdown menu, with 'Tenured' written next to it. There is also an 'Extend Contract' checkbox.

No on-line data entry required on  
Task Order Info or Signature Date/Probation Info pages.

- 4) **Check data entry carefully and select Save.**
- 5) **Run/Print the Unclassified Data Report to review updates.**

Report Instructions:

[http://www.k-state.edu/hr/hris/Unclassified\\_Data\\_rpt.pdf](http://www.k-state.edu/hr/hris/Unclassified_Data_rpt.pdf)