

Updating Existing Contract Data

IMPORTANT DEADLINE FOR CORRECTING FY 2010 CONTRACT DATA IN HRIS

Deadline: August 28, 2009

Fiscal Year Contracts (12-Month) & Academic Contracts (9-Month)

**Contract data is used in various university reports
and needs to be verified each year by September 1.**

This year, the contract data pages in HRIS were automatically updated for all active unclassified employees who had a previous contract. All types of contracts, including TERM contracts have been automatically updated for FY 2010 based on the employee's month basis. For 12-month employees, the contract begin date displays 06/14/09. For 9-month employees, the contract begin date displays 08/09/09. In addition, for those with TERM contracts, the contract END DATE displays and is based on the employee's month basis (i.e., fiscal year end date (06/12/10) or academic year end date (05/15/10). If any of these dates are not accurate, please use correct history mode to update this information.

Department personnel specialist no longer need to add a TERM contract for the new fiscal year. This year they have been included in the contract data load.

Throughout the year, when a contract is renewed or changed, it is the department's responsibility to update this information within 20 days from the contract begin date.

The Division of Human Resources requires a copy of the contract for the employee's personnel file. In addition, if the employee's job title or compensation rate is changing, a Change or Separation Form (PER-39) is also required.

Note: The Division of Human Resources will continue to enter contract data for new KSU employees. Please attach a copy of the contract to the Appointment Form (PER-38) when completing new hire transactions.

Update/Correct Existing Contract Data

- 1) Access and run **Unclassified Data Report** to view existing contract data.

Workforce Administration>Workforce Reports>Unclassified Data

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

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

Workforce Administration > Job Information > Contract Administration > Update Contracts

- 3) The search page appears, enter search information (i.e., **EmplID** or **Name** or **Last Name**) to view list of existing contracts.

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 | W0000012102

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

Mode Definitions

Include History: Use to view a selected contract row.

Correct History: Use to make corrections/updates to the current fiscal year contract data.

Update/Correct Existing Contract Data

Each contract listed has a four digit assigned number. The highest contract number is the most recent contract. To view or update, click on the most recent contract.

Search Results
View All First 1-13 of 13 Last

EmplID	Empl Rcd Nbr	Contract Number	Name	Contract Begin Date	Contract End Date	Contract Status
W0000012102 0		0001	Lname,Fname M	06/14/1998	(blank)	Active
W0000012102 0		0002	Lname,Fname M	06/13/1999	(blank)	Active
W0000012102 0		0003	Lname,Fname M	06/11/2000	(blank)	Active
W0000012102 0		0004	Lname,Fname M	06/10/2001	(blank)	Active
W0000012102 (blank)		0005	Lname,Fname M	06/09/2002	(blank)	Active
W0000012102 (blank)		0006	Lname,Fname M	06/08/2003	(blank)	Active
W0000012102 (blank)		0007	Lname,Fname M	06/06/2004	(blank)	Active
W0000012102 (blank)		0008	Lname,Fname M	06/05/2005	(blank)	Active
W0000012102 (blank)		0009	Lname,Fname M	06/18/2006	(blank)	Active
W0000012102 (blank)		0010	Lname,Fname M	06/17/2007	(blank)	Active
W0000012102 (blank)		0011	Lname,Fname M	06/15/2008	(blank)	Active
W0000012102 (blank)		0012	Lname,Fname M	06/14/2009	(blank)	Active

Contract Data page will appear:

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

Lname,Fname M Person ID: W0000012102

Contract Data

Contract Number:	0013	*Contract Status:	Active
Contract Begin Date:	06/14/2009	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="text"/>		
Provider ID:	<input type="text"/>	Contract End Date is only used for TERM contracts.	
Contract Content:	<input type="text"/>		

Waive Working Time Compliance

Initialize Contract

► Update Contract Status/Content page

- Update Contract Begin Date
- Update Contract End Date for only TERM contracts
- Update Contract Content if additional information needs to be recorded.

Other information on this page will automatically populate or be left blank.

Update/Correct Existing Contract Data

- 4) Select the Contract Type/Clauses page tab to update Contract Type.
Update contract type, if applicable.

Contract Type:

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

The screenshot shows a web application interface with the following elements:

- Navigation tabs: **Contract Status/Content**, **Contract Type/Clauses** (highlighted with a red box), **Task Order Information**, and **Signature Date/Probation Info**.
- Person Information: Lname, Fname M; Person ID: W0000012102.
- Contract Data** section:
 - Contract Number: 0013
 - Begin Date: 06/14/2009
 - Contract Status: Active
- Contract Type** section:
 - Effective Date: 06/14/2009
 - Contract Type: **RG** (Regular)
 - Extend Contract
- Contract Clauses** section:
 - Table with columns: Seq#, Clause, Clause Status.
 - Seq# 1, Clause (empty), Clause Status (dropdown).
 - Long Descr: (text area)
 - Comment: (text area)

- 5) Check data entry carefully and select Save.
- 6) Print the Unclassified Data Report to review updates.

Report Instructions:

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