CU 8.9 HRMS Step by Step Guide Academic Year, Fall or Spring Semester Contracts - Workforce Administration

Overview: This guide provides instruction on establishing contract information for new hires. Most regular faculty will have new academic year appointments automatically entered into the system through the annual merit salary upload process.

When hiring a new regular contract faculty, begin in Workforce Administration, Personal Information, Add a Person.

Once new person is entered & <u>saved as an employee</u>, system will automatically transfer to Job Data component, Work Location page to add job data to academic year, fall semester, or spring semester contracts.

Once new person is entered & saved as a person of interest (POI) (example POI Type – Pre-Employment) *and now ready to hire*, begin navigation in Workforce Administration, Add Employment Instance component using POI's ID# for the search. Starting with the Work Location page, add job data to academic year, fall semester, or spring semester contracts.

Note: The screen shots used in this guide may not be representative of your access.

Steps 1. and 2. are for Employee (contract faculty hire) – Add a Person Step 3. is for POI (ex: pre-employment contract faculty hire) – Add Employment Instance All: continue @ Step 4.

1. Add a Person	University _{of} Colorado <u>HR89FRAC PRAC146 Home</u> <u>Workist</u> <u>Add to Favorites</u> <u>Sign out</u>
(Employee)	New Window Customize Page Rep
Navigation: Workforce Administration Personal Information Click 	Add Person Person ID: NEW Search for Matching Persons Add the Person
2. The Biographical Details page displays	Biographical Details Contact Information Identity/Diversity Organizational Relationships Person ID: NEW
 Enter all required data on each page: Biographical Details Contact Information 	Choose Org Relationship to Add Choose Org Relationship to Add Add JOB/Relationship Data Person of Interest
 Identity/Diversity On the Organizational Relationships page, click the 	Save Image: Notify Previous tab Image: Next tab Image: Refresh Image: Next tab Image: Next tab </th
Employee checkbox Click Save or Add JOB/Relationship Data	

3. Add Employment Instance (POI)

Navigation:

- Workforce
 Administration
- Job Information
 Add Employment Instance
- □ Enter employee ID
- Enter effective date (start date) for the job
 Add

- 4. The Work Location page in Job Data displays
- For Employee, enter date of hire; Action defaults to Hire
- For POI, date defaults from the Add
 Employment Instance search page; Action defaults to Hire,
 Rehire or Additional
 Job
- Enter Reason from Look Up list
- Enter position number*
- Job Notes may be added on any page

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by clicking icon
Click on
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Add Employment Instance	
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Work Location | Job Information | Payroll | Compensation | Employment Information

Note: * If the hire date is <u>prior</u> to the effective date of the position **or** if the position has not been approved, you will not be able to save the hire. A position in Proposed status will have to be approved before proceeding. Once position has been approved, navigate to Add Employment Instance to complete the hire. (Workforce Administration / Job Information / Add Employment Instance). Refer to Add Employment Instance step-by-step guide for more information.

5. Job Information page displays

Universityof

- Reports To defaults from position data
- Employee Class will default from Job
 Code upon saving
- Percent of Time and Standard Hours default from position and can be updated.
 A change to either one updates the other

Click Payroll

6. Payroll page displays

- □ All fields default
- Tax Location Code and FICA Status default from job code & location. Update if needed, but system sets final FICA status
 Olicity Compensation

Click



7. Compensation page displays

 Frequency: Verify that C (contract) has defaulted Universityof

- In Pay Components section:

 a) Enter contract Rate Code of BASEC
 b) Enter contract
 Comp Rate (full contract amount)
- Click Calculate Compensation

Click Contract Pay

8. Contract Pay page displays

- Enter Effective Date that is equal to the begin date of the contract period:
- □ For *academic year* appointments, this is always 9/1.
- For *fall semester* appointments, this is usually 9/1.
- □ For *spring semester* appointments, this will be 12/31/XX. The effective date of the contract must be in the previous year for spring semester appointments, or Contract Begin & End Dates must be changed
- Enter Contract Pay Type
- Payment terms & pay begin and end dates will populate
- □ Click ^{OK}



9. Compensation page re-displays

Employment Information

University

10. Employment Information page displays

- Appointment End
 Date & Contract
 Length fields are not
 required
- □ Review and **■**sa
- For new hires, system automatically transfers to
 Emergency Contact page. Enter
 emergency contact
 information and save

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Academic Year, Fall or Spring Semester Contracts complete