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 & saved as an employee,** 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 (Employee)**

   **Navigation:**
   - Workforce Administration
   - Personal Information
   - Click Add the Person

2. **The Biographical Details page displays**
   - Enter all required data on each page:
   - Biographical Details
   - Contact Information
   - Identity/Diversity
   - On the Organizational Relationships page, click the 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
- Click

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 by clicking icon
- Click on

Note: * If the hire date is prior 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

- 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

- Click Compensation
7. Compensation page displays

- Frequency: Verify that C (contract) has defaulted
- 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

- Click Employment Information

10. Employment Information page displays

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

Note: If the hire date is prior 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 the position has been approved, navigate to Add Employment Instance to complete the hire. (Workforce Administration / Job Information / Add Employment Instance). Refer to the Add Employment Instance step-by-step guide for more information.

Academic Year, Fall or Spring Semester Contracts complete