Overview: This guide provides instruction for hiring Fiscal Year or Other Contract employees. Faculty members may accept additional positions above and beyond their regular academic year appointments: for example, a two-month administrative contract or short-term course. These contracts should be set up on a separate employee record number other than the faculty member’s primary appointment (which is usually the zero record).

In version 8.9, Oracle/PeopleSoft has changed the name of Administer Workforce to Workforce Administration.

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

1. Navigate to Add Employment Instance
- Workforce Administration
- Job Information
- Add Employment Instance
2. Add Employment Instance page displays

- Enter EmplID and Effective Date
- Effective date must equal **Contract Begin Date**
- Using an effective date **later** than the Contract Begin Date will cause employee to be paid incorrectly
- Click

3. Work Location page displays

- Action defaults to Additional Job
- Choose appropriate Reason from look-up list
- Enter Position Number of additional job
- Click to enter notes about the additional job
- Click
4. Compensation page displays
- Verify Frequency equals “C” for Contract
- Enter Rate Code and Comp Rate
- Click
  Calculate Compensation
  Continue to
  Contract Pay page by clicking
  Contract Pay

5. Contract Pay page displays
- Effective date must equal Begin Date of the contract
- Enter Contract Pay Type of Other – Pay Over Contract
- Enter Contract Begin and End Dates
- Payment Begin and End Dates will default
- Verify and click OK to return to Compensation page
6. Compensation page redisplays

☐ Review and

☐ Additional jobs must be approved

Hire Fiscal Year/Other Contract Employees Complete