8.9 HRMS Step by Step Guide

Summer Session Teaching Contract - Workforce Administration Module

Overview: This guide provides instruction for setting up Summer Session Teaching Contract appointments for regular, student, and other faculty. Existing terminated employee records should be used. Always use employee records from previous summer appointments if available.

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

1. Typical Examples of when to use Add Employee Instance

- Hiring a student with more than one job
- Hiring a student for a summer position as well as academic year position
- Hiring a faculty as chair in addition to academic year position
- Hiring a faculty for a summer position as well as academic year position
- Hiring a classified or professional exempt as an instructor as well
- Hiring a retired employee

2. Begin Add Employment Instance by reviewing Job List

Navigation
- Reports and Reviews
- Job Information
- Job List

3. Job List Search page displays

- Enter one or more of the search fields
- Click Search

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4. **Job List page displays**
- Review basic information for all of employee’s records
- Determine if there is terminated record (T) that will likely be reused for Add Employment Instance

5. **Continue to Add Employment Instance**

**Navigation:**
- Workforce Administration
- Job Information
- Add Employment Instance

6. **Add Employment Instance page displays**
- Enter employee ID
- Enter effective date (start date) for the Summer Session Teaching Contract
- Click **Add**
7. If system finds a terminated job record available for reuse, Add Job Srch Cu page displays

- Click [OK] to reuse this employee record number
- If suggested employee record is not to be used, proceed to Step 14.

8. Work Location page displays

- Action of Rehire defaults
- Choose Reason SUM for summer teaching
- Enter position number for Summer Session Contract *
- Click [ ] to enter notes about the additional job
- Click [Job Information]

Note: * If the rehire 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 rehire. 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 rehire. (Workforce Administration / Job Information / Add Employment Instance). Refer to Add Employment Instance step-by-step guide for more information.
9. Job Information page displays
- Employee Class defaults for all but student faculty (1500 series) job codes; enter appropriate Empl Class, if applicable
- Percent of Time and Standard Hours default from position data and can be updated. A change to either one updates the other
- Click Payroll; all fields default
- Click Compensation

10. Compensation page displays
- Frequency: Verify that C (contract) has defaulted
- In Pay Components section:
  a) Enter contract Rate Code of BASEC
  b) Enter summer contract Comp Rate
- Click Calculate Compensation
- Click Contract Pay
11. **Contract Pay page displays**

- Enter Effective Date that is equal to the begin date of the contract period
- Enter Contract Pay Type
- Enter Payment Term
- Enter Contract Begin and End Dates
- Enter Payment Begin and End Dates
- Click **OK**

12. **Compensation page re-displays**

- Click **Employment Information**
13. Employment Information page displays

- Appointment End Date & Contract Length fields are not required

- Review and Save

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**Note:** *If the rehire 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 rehire. 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 rehire. (Workforce Administration / Job Information / Add Employment Instance). Refer to Add Employment Instance step-by-step guide for more information.*

14. If suggested employee record number is not to be used:

- Click Cancel
15. Add Employment Instance page re-displays with this message

- Click OK

16. Summer contract must be done by:

- Accessing employee record directly in Workforce Administration, Job Data

OR

- Workforce Administration, Transfer/Rehire

Summary Session Teaching Contract complete