

## 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** Hiring a student with more than one job of when to use Add Hiring a student for a summer position as well as academic year position **Employee Instance** 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 University<sub>of</sub> 2. Begin Add Colorado HR89TEST T PPL Home | Worklist | Add to Favorites | Employment Menu Search: Main Menu Instance by 3 **Reports and Reviews** reviewing Job List My Favorites Reports and Reviews Reports and F Auditing Auditing Funding and Suspense Funding and Suspense Job Information Job Information > Auditing Funding and Suspense Job Information Navigation EPersonnel Actions Audit Employee Job Data - Fund Dist Benefits with No Earnings Funding Distribution - DeptID Funding Distribution - PosNo Contract Pay
 Employees on Leave of Absence
 12 More... Payroll and Time E Time Entry Audit Collection Personal Information Reports and 7 More ... Position Payroll and Time Collection Personal Information Position Reviews Recruiting
 Training Payroll and Time Collection Personal Information Position Employee Compensation Campus Box Table Active/Inactive Positions □ Job Information Recruiting Leave Balance - Termed EE Workforce Administration Compensation Emergency Contacts Active Position History Overtime Employee Birthdays Incumbent History Job List 7 More .... 5 More ... 8 More ... **Time Collection** Workforce Development Organizational Development Recruiting Training Recruiting Enterprise Learning Candidate Listing E Admin Training Reporting Tools Student Training History Review Training Summary Job Requisition Information My Dictionary University<sub>of</sub> 3. Job List Search Colorado page displays New Window | □ Enter one or more of Job List Enter any information you have and click Search. Leave fields blank for a list of all values the search fields Find an Existing Value Search Click EmpliD: begins with 🗸 0 begins with 🗸 Name: Last Name: begins with 🐱 National ID: begins with 🗸 Search Clear Basic Search 🗐 Save Search Criteria

## 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 –

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Job List													
Chang,Lei ID: 137234													
Customize   Find   View All   🔠 First 🗹 1.6 or 5 🗈								1-5 of 5 🕑 Las					
<u>Rcd</u> #	<u>Eff Date</u>	<u>Job</u> Code	Description	<u>Reg/</u> Temp	<u>%Time</u>	Pay Group	<u>FTE</u>	Pay Status	<u>Appoint</u> End Dt	<u>DeptID</u>	<u>Description</u>	<u>Comp</u> Freq	Position
0	09/01/2006	1103	Asst Professor	R	100.00	MON	1.000000	A		10261	School of Education	С	00640858
1	05/01/2004	1103	Asst Professor	R	5.00	MON		Т		10261	School of Education	С	00602099
2	06/25/2005	1103	Asst Professor	R	10.08	MON		т	06/24/2005	10261	School of Education	С	00630236
3	08/01/2006	1103	Asst Professor	R	100.00	MON		т		10261	School of Education	С	00632403
4	08/06/2005	1103	Asst Professor	R	100.00	MON		т		10261	School of Education	С	00667679

### 🔍 Return to Search 🔚 Notify

University<sub>of</sub>

Colorado



New Mindow | Customize Page | 🥮

<ul> <li>7. If system finds a terminated job record available for reuse, Add Job Srch Cu page displays</li> <li>Click OK to reuse this employee record number</li> <li>If suggested employee record is not to be used, proceed to Step 14.</li> </ul>	University Colorado	forne Worklist Add to Favorites Sign out New Window   Customize Page   🐘
8. Work Location page displays	University <sub>of</sub> Colorado	Home   Worklist   Add to Favorites   Sign aut
Action of Rehire defaults	Work Location         Job Information         Payroll         Compensation         Employment Information           Image: Save         QReturn to Search         Image: Ima	
Choose Reason	Chang,Lei         EMP         ID:         137234         Empl Rcd #:         1	
SUM for summer	Work Location Find   View All First I of 13 D Last	
teaching	YEffective Date: 02/01/2007 Sequence: 0 Job Notes	
Enter position	Action / Reason: Rehire SUM Summer Teaching	
number for Summer	Last Date Worked: 04/30/2004	
Session Contract *	Position Number: 00630236 Q Asst Professor Position Entry Date: 02/01/2007	
	Regulatory Region: USA United States <u>Position Data</u> Company: CU University of Colorado Appointment End Date:	
Click U to enter	Business Unit: UCOLO University of Colorado	
notes about the	Department:         10261         School of Education         Department Entry Date:         02/01/2007           Location:         15010         Education         Department Entry Date:         02/01/2007	
additional job	Establishment ID: CU University of Colorado	
Click	Last Updated by: pay584cu- v05 in HR8 Last Upd DtTm: 05/18/2004 5:36:18PM Date Created: 02/08/2007	
	Save & Return to Search Notify @Previous tab @Next tab @Retresh @Update/Display @Include History @Con	rect History

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

# 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

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Calculate Compensation
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ork Location Job	Information	Payroll <u>C</u> ompensation	Employment Informa	ion	<u>. Ne</u>	<u>w window</u>   <u>Costomize Par</u>
Save) QReturn to S	earch) (∔≣ Next in L	ist) (†≣ Previous in List) (≉ Refresh)	2 Update	e/Display) (@Include Histo	ry)	
hang,Lei		EMP	ID: 13	7234 Empl R	.cd #: 1	
b Information				Find View All	First 🗹 1 of 13 🗈 Last	
ffective Date: I ction / Reason: F	02/01/2007 Rehire	Sequence: 0 Summer Teaching	Job Appr S Notes Appr/R	tatus Proposed eject	Current	
Job Code:	1103	Asst Professor	Entry Date:	02/01/2007		
Reports To:	00150955	Dean-Exmpt Prof	129619	Meston,Debra		
Regular/Temporary:	Regular		Full/Part:	< 50%		
Empl Class:			'Officer Code:	None V		
Regular Shift:	N/A		Percent of Tim	e: 10.08		
Classified Indc: itandard Hours	Reg Fac					
Standard Hours: FTE:	4.03	Combin	ned Std Hours / FTE: Count?	4.03 / 0.100000	(	
USA						
FLSA Status:	Exempt					

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hang,Lei	EMP	ID:	137234	Empl Rcd #: 1	
mpensation			Find   View All	First 💽 1 of 13 🕑 Last	
Effective Date: 02/01/20 Action / Reason: Rehire	07 Sequence: 0 Summer Teaching	Job Notes	Appr Status Propo Appr/Reject	sed Current	
Compensation Summary					
Base Compensation Rate: Total Compensation Rate:	1,000.000000	'Frequency	r Cont	ract Contract Pay	
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#### **Contract Pay** 11. Contract Pay page displays □ Enter Effective Date Contract Information First 🗹 1 of 8 🕩 Last Find View All that is equal to the + -31 \*Effective Date: begin date of the ¥ contract period Contract Pay Type: □ Enter Contract Pay v \*Payment Term: Type □ Enter Payment Term □ Enter Contract Begin and End Dates □ Enter Payment Begin 31 31 \*Contract Begin Date: \*Contract End Date: and End Dates 31 31 0K □ Click Payment Begin Date: Payment End Date: 09/01/2006 Actual Contract End Actual Start Date: Date: Cancel Refresh ΟK Universityof 12. Compensation Colorado page re-displays • New Window | Customize Page | □ Click Work Location Job Information Payroll Compensation Employment Information Q Return to Search) (+≣ Next in List) (†≣ Previous in List) (≉ Refresh) 🖉 Update/Display) (🖉 Include History) Employment Information Chang,Lei EMP ID: 137234 Empl Rcd #: 1 Compensation Find | View All First 1 of 13 D Last 📋 Job Effective Date: 02/01/2007 Sequence: 0 Appr Status Proposed Notes Action / Reason: Summer Teaching Appr/Reject Rehire Current Compensation Summary C Q Contract Contract Pay Base Compensation Rate: 1,000.000000 \*Frequency: Total Compensation Rate: 1.000.000000 Salary Administration Plan: 110 Grade: 000 Standard Hours: 4.03 Job Code: 1103 Asst Professor Percent of Time: 10.08 FTE: Comparative Information Change Amount: 0.000000 USD Contract Change Percent: 0.000 Pay Rates USD Daily USD Annual USD Monthly Hourly USD Customize | Find | 🛗 👘 First 🗹 1 of 1 🕑 Last Pay Components Amounts 1 Q 0 + -Calculate Compensation 🗟 Save 🔍 Return to Search 🔄 Notify 📻 Previous tab 🍙 Next tab 🍫 Refresh 🖉 Update/Display 🖉 Include History 🕼 Correct History

13. Employment Information page displays	University of Colorado     HR89TEST T PPL Home   Worklist   Add to Favorites   Sit New Window   Customize Page      Work Location   Job Information   Payroll   Compensation   Employment Information
<ul> <li>Appointment End</li> <li>Date &amp; Contract</li> <li>Length fields are not</li> <li>required</li> </ul>	Test DH, Name     EMP     ID:     185088     Empl Rcd #:     0       Empl Rcd:     0     Univ Employment Date:     □ Override       Last Start Date:
□ Review and <mark>■ Save</mark>	Empl Record       Years Months Days         Class Staff Seniority Date:       Override       0       0         Benefits Service Date:       Override       0       0       0         Class Staff Save Pay End Date:       Classified Staff LOS:       Classified Staff LOS:       Image: Classified Staff LOS:         Business Title:       Professor       Job Code Entry Date:       Image: Classified Staff LOS:       Image: Classified Staff LOS:
	USA          12 Month Faculty
	Save         Notify         Previous tab         Next tab         Refresh           Work Location   Job Information   Pavroll   Compensation   Employment Information         Employment Information         Employment 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.

14. If suggested employee record number is not to be used:	University <sub>of</sub> Colorado	HR89PRAC PRACT01 Home   Worklist   Addito Favorites   Skin out
Cancel	TERMINATED JOB RECORD FOUND FOR THIS EMPLOYEE: The following job record will be reused for the requested concurrent (additional) job. Please press OK if you wish to continue and allow the system to reuse this employee record number or CANCEL if you dont want to use the terminated employee record the system has selected.	
	EmpilD: 137234 Chang,Lei EmpiRcd Nbr: 1 Pay Terminated Status: OK Cancel	



## Summary Session Teaching Contract complete