8.9 HRMS Step by Step Guide
Termination of 9 Pay 9 Contract - Workforce Administration Module

Overview: This guide provides instruction for terminating Contract Pay Faculty on 9 pay 9 contracts who terminate during the course of their contracts. It is a two-part process. The contract pay must be adjusted since the employee will not be working for the full contract period and should not receive the full contract pay amount. Also, the termination must be recorded.

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.

Termination of 9 Pay 9 Contract Type
1. Navigate to Job Data page
   - Workforce Administration
   - Job Information
   - Job Data

2. Job Data search page displays
   - Enter one or more of the search fields
   - Click Search

Job Data
Enter any information you have and click Search. Leave fields blank for a list of all values.

- Find an Existing Value
- EmpID: begins with 89268
- Emp ID Name: =
- Name (LN/FN): begins with 
- Last Name: begins with 
- Department: begins with 
- Last 4 SSN: begins with 
- HR Status: =
- Employee Status: =
- Include History

Search | Clear | Basic Search | Save Search Criteria
3. Work Location page displays

☐ Click + to insert a row
☐ Effective Date defaults to current date. Change to effective date of the change. Date must be equal to 1st day of pay period for which payroll deadline has not passed
☐ Choose Action “Pay Rate Change” and Reason “CRG”
☐ Click ⌁ to record comments related to the termination

4. Calculate New Compensation Amount based on termination date. See example:

Example: Academic Year salary = $84,000. Employee terminates effective March 19. Calculate new total contract amount owed.

Part I- $84,000/2 = $42,000. Employee worked entire Fall Semester & should receive full pay.

Part II- Calculate amount owed for Spring. First, calculate # of days in the semester to get daily rate. For this example, 90 days in a semester is assumed. $42,000/90 = $466.67 daily rate.

Part III-Calculate # of working days in Spring Semester faculty member has worked & multiply by daily rate. Assume 38 days have been worked. (Note: Official University holidays for your campus are counted as working days.) $466.67 x 38 = $17,733.46

Part IV- Add Fall salary & amount owed for Spring for new total salary. $42,000 (Fall Semester) + $17,733.46 (Spring Semester) = $59,733.46

$59,734.46 = New Total Salary.
5. Click Compensation tab
- Enter new total salary amount in Comp Rate field
- Click Calculate Compensation
- Click Contract Pay

6. Contract Pay page displays
- Click + to insert a new row
7. New Contract Pay row displays
- Effective date is 1st day of pay period for which the payroll deadline has not passed
- Enter Contract Pay Type of Pay Over 9 Months & Pay Terms = Pay Over Contract
- Override Contract Begin & End Dates with new Contract Begin & End Dates
- Check your work & click OK

8. Compensation page re-displays
- Click Save
- The contract has been adjusted to cover the period of time the employee actually worked
9. Employee must still be Terminated

- Termination transaction row cannot be added until payroll has processed for the month the employee is receiving his/her final pay. Employee must be in Active status to receive the final pay.
- Wait until payroll has been processed and then enter termination row.
- Because termination date is 1st day the employee no longer works for the university, in this example, the effective date of the termination is 3/20.

10. Complete Termination

- Click to enter notes relevant to the termination.
- When notes have been added, review and Save.
- Contract has been adjusted to cover period employee actually worked, and employee has been terminated.

Termination of 9 Pay 9 Contract complete