

UNIVERSITY OF COLORADO CONTRACT RENEWAL PROCESS FLOW



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

EMPLOYEE SERVICES

RENEWING CONTRACTS

LOADING AMOUNTS

PAYMENT FORM

DEPARTMENT USERS

Ensure all transactions to update employees' statuses are updated into the system before ES begins Contract Renewal Processing (i.e. EE is returned to active status or put into an inactive status).
DEADLINE: August 12

Validate Report of EE's that will have Renewal Indicator Set

Provide ES Listing of EE's that should not have Renewal Indicator Set
DEADLINE: August 18

Update Provided Template with any Contract Amounts to be Changed
DEADLINE: August 19

Run Contract Payment Details query to validate contract calculations

Update Any Changes to Annual Elections via ePAR Page During Election Update Window: August 29 to September 16

EMPLOYEE SERVICES

Run Query to Identify EE's that will have Renewal Indicator Set

Provide Department Users Report of EE's that will have Renewal Indicator Set - August 15

Validate Actual Indicator Updates to Expected Indicator Updates

Run Job to Set Contract Renewal Indicator (CU_CNTCT_RNW)

Set Renewal Indicator to No for EE's on list from DU's

Run Jobset to Renew contracts (CNTPAYNA)

Validate Audit Report and Renewed Contract Records

Run Job to Load Contract Amount Changes (CU_SAL_UPLD)

Run Contract Payment job for Sept. for first time (CNTPAY01)

Validate Records Created as well as Correct Any Errors

HCM PROCESSING

CU_CNTCT_RNW sets renewal indicator when:
1) Contract Payment End Dates are on or between 5/31 & 8/31
2) Contract Pay Type is: Fac 10/10, Fac 9/12, or Fac 9/9

Report of Contract Renewal Indicator Updates

Identifies Contracts to Renew*:
1) EE Status A (active) or P (paid leave of absence)
2) Renewal Indicator Y (yes)

Creates a new Contract ID - Same parameters of contract that is being renewed but one year is added to contract and payment dates.

Creates a new effective dated Job row with an action/reason of DTA/CNT bringing forward all data from the existing row

Audit Report of Contract and Job Rows Created

Creates a new effective sequenced Job row with an action/reason of PAY/MER bringing forward all data from the existing row, adding changed BASEC amount and recalculating comp

Creates a new effective sequenced Job row with an action/reason of DTA/CPT bringing forward all data from the existing row and recalculating comp

Updates Contract ID with Payment Type and Triggers Contract Recalculation

* Note: If the academic year contract is not the highest numbered contract for the Emplid/EmplRcd, then the contract will not be renewed.