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Academic Year contract renewals to be processed from Aug. 1-3. Please avoid the following HCM transactions during this period. [1]

July 18, 2022 by Employee and Information Services [2]

Process completed: Contract renewals processing is complete, as of 11 a.m. Aug. 3. HCM users may now continue to process contracts.

Between Aug. 1 and Aug. 3, please refrain from any HCM activity that will create or modify a contract.

During this time, Employee Services will undertake academic year contract renewals and maintenance –any data changes could be disruptive to this process.

Avoid these items:

- Do not approve any template transactions or Job Data changes for employees if the employee is currently on a contract or has a future contract created.
- Do not complete transactions that will create a contract, such as a new hire or additional job.

Continue these transactions:

- Transactions for employees without contracts or that would not create a contract can be processed as normal.

Faculty Contracts [3], HCM [4]
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Academic Year contract renewals to be processed from Aug. 1-3. Please avoid the following HCM transactions during this period.
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