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Avoid specific HCM transactions July 31 – Aug. 1 during academic-year contract renewal processing [1]

July 21, 2025 by ES and UIS Communications [2]

Faculty have now submitted their academic-year contract pay schedule, and Employee Services is preparing to process these contracts and conduct related maintenance.

Between July 31 and Aug. 1, please refrain from any HCM activity that will create or modify an academic-year contract. Any data changes made during this window could be disruptive to the contract renewal process.

Avoid these activities:

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

Continue these transactions:

- Transactions for employees without an academic-year contract or that would not create a contract can be processed as normal.
- This includes the following contracts: Fall, spring, student, administrative and all other non-academic year contracts not being renewed through the renewal process.

Contract Election [3], HCM [4]
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