

Avoid specific HCM transactions July 31 – Aug. 1 while academic contract renewals process ^[1]



July 17, 2024 by [Employee Services](#) ^[2]

Faculty have now submitted their academic year pay schedule contracts, 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 a 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 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.

[Contract Election](#) ^[3], [HCM](#) ^[4]

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