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Contract Crosswalk query added to HCM, job aids retired from HCM Document Library [1]

September 27, 2018 by Employee Services [2]

A new Contract Crosswalk query (**CUES_HCM_CONTRACT_CRSWLK**) has been added to HCM and Contract Crosswalk job aids have been removed from the HCM Document Library. These changes give users access to the latest contract date information, as well as campus-specific contract effective dates, beginning and end dates.

To see the dates for your campus, access the query

When making a transfer to a position with a new contract
While in a template-based transaction (TBT), the query is available from the Related Content link at the top of the page. To learn more, review the Transferring an Employee to Position with New Contract step-by-step guide [3].

When hiring an employee on contract or making a reappointment
The contract dates in the query can be found by following these steps:

- From the HCM Community Users dashboard, click the **HCM WorkCenter tile**.
- Click the **Resources tab**.
- Select **Click here for ALL**.
- Select Contract Crosswalk/Setup (**CUES_HCM_CONTRACT_CRSWLK**).
- Click the **Look up** for **Business Unit**.
- Select your campus.
- Click **View Results**.

Contracts [4]
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