

Review these revised guides for contract pay updates [1]

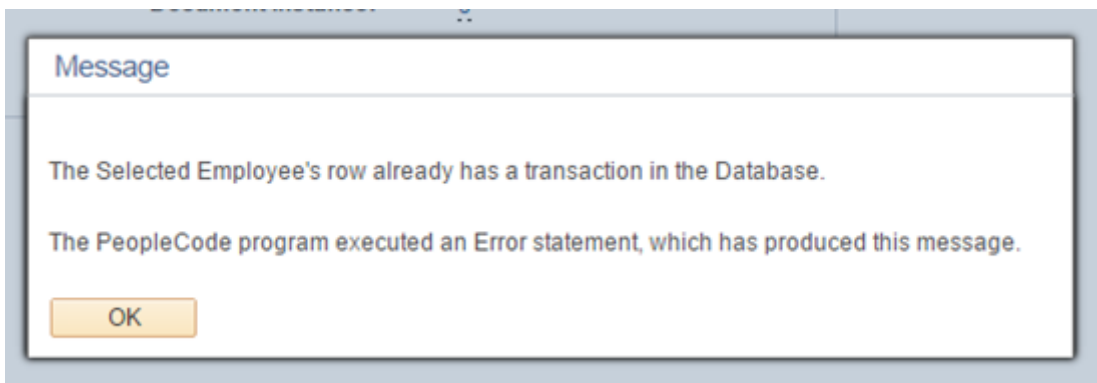
May 25, 2016 by [Employee and Information Services](#) [2]

Last week, [we rolled out several fixes for contract pay](#) [3]. Check out these revised guides to follow the updated process:

- Step-by-step: [Hiring Employees](#) [4]
- Step-by-step: [Making Pay Rate Changes](#) [5]
- Step-by-step: [Working Contracts](#) [6]

We also wanted to share a few tips:

- If you and another department user pull the same active job record, you will receive the following error:



This prevents two department users from making changes to the same row.

- If you'd like to enter a future-dated hire, please enter the **Effective Date** before the **Action and Reason**.

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