

8.9 HRMS Step by Step Guide

Termination of 9 Pay 12 Contract - Workforce Administration Module

Plus Additional Info on End of Spring-Semester Terminations

Overview: This guide provides instruction for terminating **Contract Pay Faculty on 9 pay 12 contracts** who terminate **during** the course of their contracts. It is a two-part process. The contract pay must be adjusted since the employee will not be working for the full contract period and should not receive the full contract pay amount. Also, the termination must be recorded.

This guide also provides information for Contract Pay Faculty on 9 pay 12 contracts who terminate at the **end** of the Spring Semester.

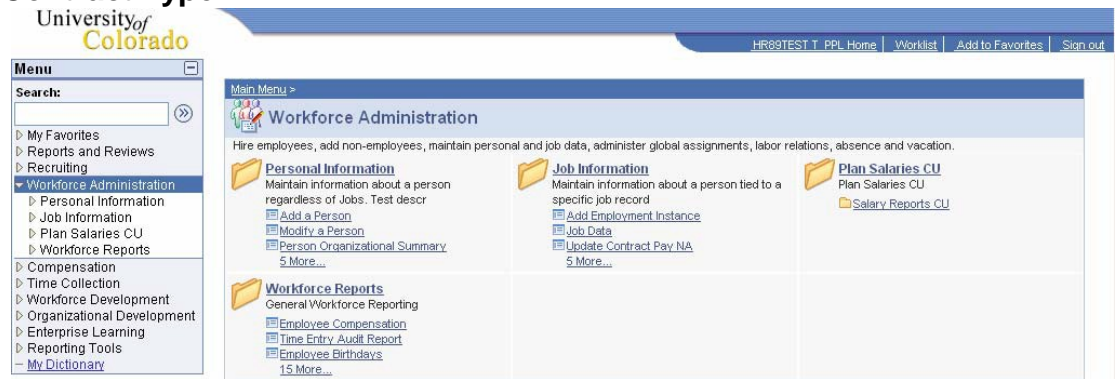
In version 8.9, Oracle/PeopleSoft has changed the name of Administer Workforce to Workforce Administration.

Note: The screen shots used in this guide may not be representative of your access.

Termination of 9 Pay 12 Contract Type

1. Navigate to Job Data page

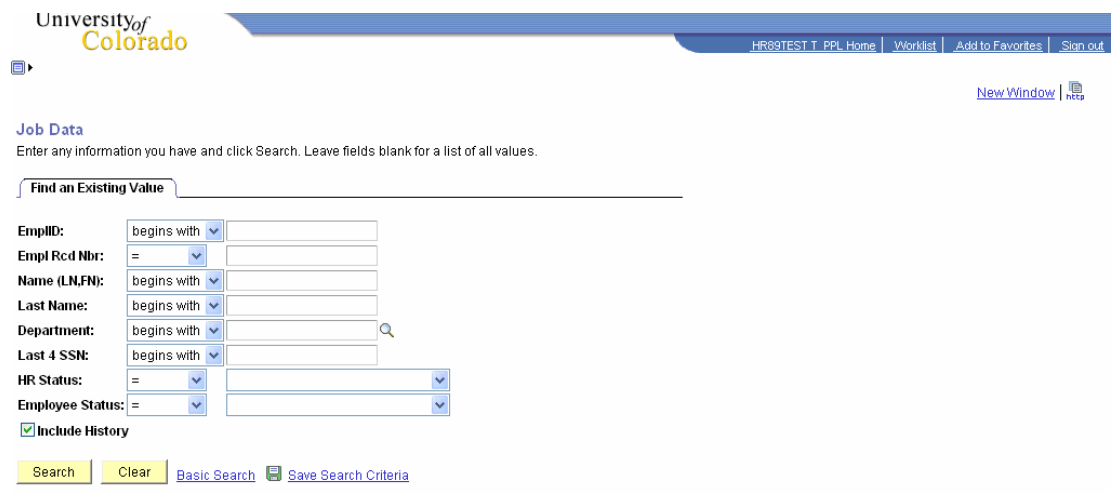
- f Workforce Administration
- f Job Information
- f Job Data




2. Job Data search page displays

- f Enter one or more of the search fields

- f Click Search




3. Work Location page displays

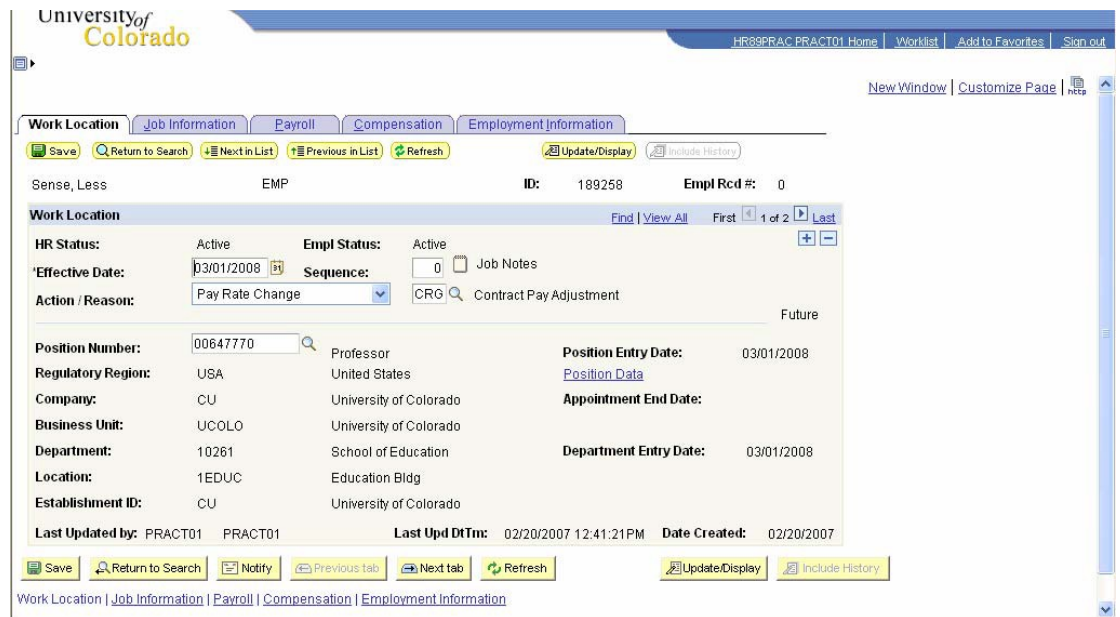
f Click  to insert a row

f Effective Date defaults to current date. Change to effective date of the change. **Date must be equal to 1st day of pay period for which payroll deadline has not passed**

f Choose Action “Pay Rate Change” and Reason “CRG”


f Click  to record comments related to the termination

4. Calculate New Compensation Amount based on termination date. See example: →



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HR09PRAC.PRACT01 Home | Worklist | Add to Favorites | Sign out

New Window | Customize Page | 

Work Location | Job Information | Payroll | Compensation | Employment Information

Save | Return to Search | Next in List | Previous in List | Refresh | Update/Display | Include History

Sense, Less EMP ID: 189258 Empl Rcd #: 0

Work Location Find | View All First 1 of 2 Last

HR Status: Active Empl Status: Active

Effective Date: 03/01/2008 Sequence: 0 Job Notes

Action / Reason: Pay Rate Change CRG Contract Pay Adjustment Future

Position Number: 00647770 Professor Position Entry Date: 03/01/2008
 Regulatory Region: USA United States Position Data

Company: CU University of Colorado Appointment End Date:

Business Unit: UCULO University of Colorado

Department: 10261 School of Education Department Entry Date: 03/01/2008

Location: 1EDUC Education Bldg

Establishment ID: CU University of Colorado

Last Updated by: PRACT01 PRACT01 Last Upd Dttm: 02/20/2007 12:41:21PM Date Created: 02/20/2007

Save | Return to Search | Notify | Previous tab | Next tab | Refresh | Update/Display | Include History

Work Location | Job Information | Payroll | Compensation | Employment Information

Example: Academic Year salary = \$84,000. Employee terminates effective March 19. Calculate new total contract amount owed.

Part I- $\$84,000/2 = \$42,000$. Employee worked entire Fall Semester & should receive full pay.

Part II- Calculate amount owed for Spring. First, calculate # of days in the semester to get daily rate. For this example, 90 days in a semester is assumed.
 $\$42,000/90 = \466.67 daily rate.

Part III- Calculate # of working days in Spring Semester faculty member has worked & multiply by daily rate. Assume 38 days have been worked. (Note: Official University holidays for your campus are counted as working days.)
 $\$466.67 \times 38 = \$17,733.46$

Part IV- Add Fall salary & amount owed for Spring for new total salary.
 $\$42,000$ (Fall Semester) + $\$17,733.46$ (Spring Semester) = $\$59,733.46$
 $\$59,733.46 =$ New Total Salary.

5. Click Compensation tab

f Enter new total salary amount in Comp Rate field

f Click

Calculate Compensation

f Click

Contract Pay

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HR39PRAC PRACT01 Home | Worklist | Add to Favorites | Sign out

Compensation Summary

Base Compensation Rate: 59,733.460000 USD *Frequency: C Contract Contract Pay

Total Compensation Rate: 59,733.460000 USD

Salary Administration Plan: 110 Grade: 000 Standard Hours: 40.00

Job Code: 1101 Professor Percent of Time: 100.00 FTE: 1.000000

Comparative Information

Change Amount: -24,266.540000 USD Contract

Change Percent: -28.889

Pay Rates

Annual	Daily	Monthly	Hourly
59,733.460000 USD	USD	4,977.788000 USD	28.718010 USD

Pay Components Customize | Find | First 1 of 1 Last

*Rate Code	Seq	Comp Rate	Currency	Frequency
1 BASEC	0	59,733.460000 USD	USD	C

Calculate Compensation

Save Return to Search Notify Previous tab Next tab Refresh Update/Display Include History

[Work Location](#) | [Job Information](#) | [Payroll](#) | [Compensation](#) | [Employment Information](#)

6. Contract Pay page displays

f Click + to insert a new row

*Effective Date: 09/01/2007

Contract Pay Type: Faculty AY Paid Over 12 Months

*Payment Term: Pay Over 12 Months


*Contract Begin Date: 09/01/2007 *Contract End Date: 05/31/2008

Payment Begin Date: 09/01/2007 Payment End Date: 08/31/2008

Actual Start Date: 09/01/2007 Actual Contract End Date: 05/31/2008

OK Cancel Refresh


7. New Contract Pay row displays


- f Effective date is 1st day of pay period for which the payroll deadline has not passed
- f Enter Contract Pay Type of Pay Over 12 Months & Pay Terms = Pay Over Contract
- f Override Contract End Date with new Contract End Date & Begin Date if needed
- f Check your work & click 


Contract Pay



Find | View All First 1 of 2 Last

Contract Information

*Effective Date: 09/01/2007 




Contract Pay Type: Faculty AY Paid Over 12 Months  [View Contract Actuals](#)

*Payment Term: Pay Over Contract 

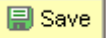
*Contract Begin Date: 09/01/2007  *Contract End Date: 03/31/2008 

Payment Begin Date: 09/01/2007 Payment End Date: 05/31/2008

Actual Start Date: 09/01/2007 Actual Contract End Date: 05/31/2008


8. Compensation page re-displays

- f Click 
- f The contract has been adjusted to cover the period of time the employee actually worked
- f The system will automatically pay the employee back any summer accrual as of the termination date

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HR99TEST.T PPL Home Worklist Add to Favorites Sign out

Action / Reason: Pay Rtg Chg Contract Pay Adjustment Notes **Appr/Reject** Future

Base Compensation Rate: 59,733.460000 ***Frequency:** C Contract 

Total Compensation Rate: 59,733.460000

Salary Administration Plan: 110 **Grade:** 000 **Standard Hours:** 40.00

Job Code: 1102 Associate Professor **Percent of Time:** 100.00 **FTE:** 1.000000

Comparative Information


Change Amount:	-10,703.540000	USD	Contract
Change Percent:	-15.196		


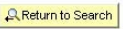



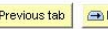




Pay Rates

Annual	59,733.460000	USD	Daily	218.804000	USD
Monthly	4,977.788000	USD	Hourly	28.718010	USD

Pay Components [Customize](#) [Find](#) First 1 of 1 Last

*Rate Code	Seq	Comp Rate	Currency	Frequency	Details
1 BASEC	0	59,733.460000	USD	C	Details




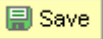











[Work Location](#) | [Job Information](#) | [Payroll](#) | [Compensation](#) | [Employment Information](#)

9. Employee must still be Terminated

- f Termination transaction row cannot be added until payroll has processed for the month the employee is receiving his/her final pay. Employee must be in Active status to receive the final pay
- f Wait until payroll has been processed and then enter termination row
- f Example: employee's last working day is 3/19. Payroll processes on 3/22. Termination row must be entered **after** 3/22.
- f Because termination date is 1st day the employee no longer works for the university, in this example, the **effective date of termination** is 3/20.

10. Complete Termination

- f Click  to enter notes relevant to the termination
- f When notes have been added, review and 
- f Contract has been adjusted to cover period employee actually worked, and employee has been terminated

Work Location | Job Information | Payroll | Compensation | Employment Information

Save | Return to Search | Next in List | Previous in List | Refresh | Update/Display | Include History

Sense, Less EMP ID: 189258 Empl Rcd #: 0

Work Location Find | View All First 1 of 3 Last

HR Status: Inactive Empl Status: Terminated

'Effective Date: 03/20/2008 Sequence: 0 Job Notes

Action / Reason: Termination RES Resignation Future

Last Date Worked: 03/19/2008

Position Number: 00647770 Professor Position Entry Date: 03/01/2008

Regulatory Region: USA United States Position Data

Company: CU University of Colorado Appointment End Date:

Business Unit: UCOLO University of Colorado

Department: 10261 School of Education Department Entry Date: 03/01/2008

Location: 1EDUC Education Bldg

Establishment ID: CU University of Colorado

Last Updated by: PRACT01 PRACT01 Last Upd DtTm: 02/20/2007 12:41:21PM Date Created: 02/22/2007

Save | Return to Search | Notify | Previous tab | Next tab | Refresh | Update/Display | Include History

Work Location | Job Information | Payroll | Compensation | Employment Information

Save | Return to Search | Next in List | Previous in List | Refresh | Update/Display | Include History

Sense, Less EMP ID: 189258 Empl Rcd #: 0

Work Location Find | View All First 1 of 3 Last

HR Status: Inactive Empl Status: Terminated

'Effective Date: 03/20/2008 Sequence: 0 Job Notes

Action / Reason: Termination RES Resignation Future

Last Date Worked: 03/19/2008

Position Number: 00647770 Professor Position Entry Date: 03/01/2008

Regulatory Region: USA United States Position Data

Company: CU University of Colorado Appointment End Date:

Business Unit: UCOLO University of Colorado

Department: 10261 School of Education Department Entry Date: 03/01/2008

Location: 1EDUC Education Bldg

Establishment ID: CU University of Colorado

Last Updated by: PRACT01 PRACT01 Last Upd DtTm: 02/20/2007 12:41:21PM Date Created: 02/22/2007

Save | Return to Search | Notify | Previous tab | Next tab | Refresh | Update/Display | Include History

12. Contract Pay Accrual paid out end of May

- f Insert row on Work Location page
- f Effective date must be greater than the payment end date for the contract. The effective date of the termination will be 6/1/XX
- f **NOTE:** This termination data must be entered and approved prior to May payroll deadline in order for employee to be paid in full on his/her May paycheck
- f Enter appropriate notes
- f On Compensation page, click Contract Pay button

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HR89PRAC PRACT46 Home | Worklist | Add to Favorites | Sign out

New Window | Customize Page | Help

Work Location | Job Information | Payroll | Compensation | Employment Information

Save | Return to Search | Next in List | Previous in List | Refresh | Update/Display | Include History

Sense, Less EMP ID: 189258 Empl Rcd #: 0

Work Location Find | View All First 1 of 2 Last

HR Status: Inactive Empl Status: Terminated Calculate Status and Dates + -

*Effective Date: 06/01/2008 Sequence: Job Notes

Action / Reason: Termination RES Resignation Future

Position Number: 00647770 Professor Position Entry Date: 09/01/2007

Regulatory Region: USA United States Position Data

Company: CU University of Colorado Appointment End Date:

Business Unit: UCOCO University of Colorado

Department: 10261 School of Education Department Entry Date: 09/01/2007

Location: 1EDUC Education Bldg

Establishment ID: CU University of Colorado

Last Updated by: PRACT01 PRACT01 Last Upd DTTm: 02/20/2007 12:41:21PM Date Created: 02/20/2007

Save | Return to Search | Notify | Previous tab | Next tab | Refresh | Update/Display | Include History

Work Location | Job Information | Payroll | Compensation | Employment Information

13. Contract Pay page displays

- f Insert row
- f Enter effective date of 5/1/XX
- f Payment Terms default to Pay Over 12 Months
- f Change terms to Pay Over Contract
- f Check Contract Begin and End dates. Change to actual contract Begin & End dates if necessary
- f Click **OK** to return to Compensation page

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HR89PRAC PRACT46 Home | Worklist | Add to Favorites | Sign out

New Window | Customize Page | Help

Contract Pay

Contract Information Find | View All First 1 of 3 Last

*Effective Date: 05/01/2008 + -

Contract Pay Type: Faculty AY Paid Over 12 Months View Contract Actuals

*Payment Term: Pay Over Contract

*Contract Begin Date: 09/01/2007 *Contract End Date: 05/31/2008

Payment Begin Date: 09/01/2007 Payment End Date: 05/31/2008

Actual Start Date: 09/01/2007 Actual Contract End Date: 05/31/2008

OK | Cancel | Refresh

14. Compensation page re-displays

f Review and **Save**
 f Employee will receive all funds paid into his/her accrual account in May pay
 f Employee will be terminated effective 6/1/XX

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HRSPRAC PRACT46 Home | Worklist | Add to Favorites | Sign out

Save | Return to Search | Next in List | Previous in List | Refresh | Update/Display | Include History

Sense, Less EMP ID: 189258 Empl Rcd #: 0

Compensation Find | View All First 1 of 2 Last

Effective Date: 06/01/2008 Sequence: 1 Job Notes Appr Status Proposed 02/20/2007
 Action / Reason: Terminath Resignation Appr Reject Future

Compensation Summary

Base Compensation Rate: 59,733.460000 USD *Frequency: C Contract Contract Pay
 Total Compensation Rate: 59,733.460000 USD

Salary Administration Plan: 110 Grade: 000 Standard Hours: 40.00
 Job Code: 1101 Professor Percent of Time: 100.00 FTE: 1.000000

Comparative Information

Change Amount: -24,266.540000 USD Contract
 Change Percent: -28.889

Pay Rates

	Annual	Monthly	Daily	Hourly
Rate	59,733.460000 USD	4,977.788000 USD	USD	28.718010 USD

Pay Components Customize | Find | First 1 of 1 Last

Amounts	*Rate Code	Seq	Comp Rate	Currency	Frequency
	1 BASEC	0	59,733.460000 USD	USD	C

Calculate Compensation

Save | Return to Search | Notify | Previous tab | Next tab | Refresh | Update/Display | Include History

Work Location | Job Information | Payroll | Compensation | Employment Information

Termination of 9 Pay 12 Contract complete