

CU 8.9 HRMS Step by Step Guide

Academic Year, Fall or Spring Semester Contracts - Workforce Administration

Overview: This guide provides instruction on establishing contract information for new hires. Most regular faculty will have new academic year appointments automatically entered into the system through the annual merit salary upload process.

When hiring a new regular contract faculty, begin in Workforce Administration, Personal Information, Add a Person.

Once new person is entered & saved as an employee, system will automatically transfer to Job Data component, Work Location page to add job data to academic year, fall semester, or spring semester contracts.

Once new person is entered & saved as a person of interest (POI) (example POI Type – Pre-Employment) *and now ready to hire*, begin navigation in Workforce Administration, Add Employment Instance component using POI's ID# for the search. Starting with the Work Location page, add job data to academic year, fall semester, or spring semester contracts.

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

Steps 1. and 2. are for Employee (contract faculty hire) – Add a Person

Step 3. is for POI (ex: pre-employment contract faculty hire) – Add Employment Instance

All: continue @ Step 4.

1. Add a Person (Employee)

Navigation:

- Workforce Administration
- Personal Information
- Click [Add the Person](#)

2. The Biographical Details page displays

- Enter all required data on each page:

[Biographical Details](#)

[Contact Information](#)

[Identity/Diversity](#)

On the

[Organizational Relationships](#)

page, click the

Employee

checkbox

- Click [Save](#) or

[Add JOB/Relationship Data](#)

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

New Window | Customize Page |

Add Person

Person ID: NEW [Search for Matching Persons](#)

[Add the Person](#)

[Biographical Details](#) | [Contact Information](#) | [Identity/Diversity](#) | **Organizational Relationships**

Person ID: NEW

Choose Org Relationship to Add

Employee [Add JOB/Relationship Data](#)

Person of Interest

[Save](#) [Notify](#) [Previous tab](#) [Next tab](#) [Refresh](#) [Update/Display](#) [Include History](#)

[Biographical Details](#) | [Contact Information](#) | [Identity/Diversity](#) | [Organizational Relationships](#)

3. Add Employment Instance (POI)

Navigation:

- Workforce Administration
- Job Information
- Add Employment Instance

- Enter employee ID
- Enter effective date (start date) for the job

- Click 

4. The Work Location page in Job Data displays

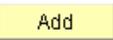
- For **Employee**, enter date of hire; Action defaults to Hire
- For **POI**, date defaults from the Add Employment Instance search page; Action defaults to Hire, Rehire or Additional Job
- Enter Reason from Look Up list
- Enter position number*
- Job Notes may be added on any page by clicking  icon
- Click on 

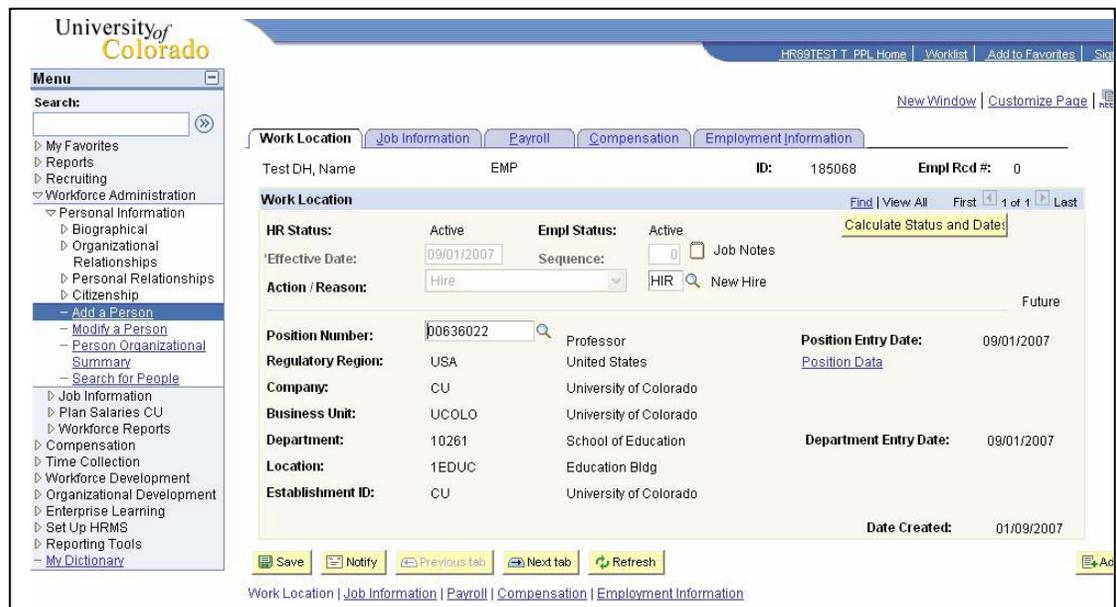
Add Employment Instance

Add an Additional Job

EmpID: 

Effective Date: 





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HR89TEST T. PPL Home | Worklist | Add to Favorites | Sign Out

New Window | Customize Page | Help

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

Test DH, Name EMP ID: 185068 Empl Rcd #: 0

Work Location Find | View All First 1 of 1 Last

Calculate Status and Dates

HR Status: Active Empl Status: Active

Effective Date: 09/01/2007 Sequence: 0 Job Notes

Action / Reason: Hire HIR New Hire

Position Number: 00636022 Professor Position Entry Date: 09/01/2007

Regulatory Region: USA United States

Company: CU University of Colorado

Business Unit: UCULO University of Colorado

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

Location: 1EDUC Education Bldg

Establishment ID: CU University of Colorado

Date Created: 01/09/2007

Save Notify Previous tab Next tab Refresh

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

Note: * If the hire date is prior to the effective date of the position **or** if the position has not been approved, you will not be able to save the hire. A position in Proposed status will have to be approved before proceeding. Once position has been approved, navigate to Add Employment Instance to complete the hire. (Workforce Administration / Job Information / Add Employment Instance). Refer to Add Employment Instance step-by-step guide for more information.

5. Job Information page displays

- Reports To defaults from position data
- Employee Class will default from Job Code upon saving
- Percent of Time and Standard Hours default from position and can be updated. A change to either one updates the other
- Click [Payroll](#)

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HR99TEST T PPL Home | Worklist | Add to Favorites | Sign out

New Window | Customize Page |

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

Test DH, Name EMP ID: 185068 Empl Rcd #: 0

Job Information Find | View All First 1 of 1 Last

Effective Date: 09/01/2007 Sequence: 0 Job Notes Appr Status Proposed 09/01/2007
 Action / Reason: Hire New Hire Appr Reject Future

Job Code: 1101 Professor Entry Date: 09/01/2007

Reports To:

Regular/Temporary: Regular Full Part: >= 50%
 Empl Class: Officer Code: None
 Regular Shift: N/A Percent of Time: 100.00
 Classified Indc: Reg Fac

Standard Hours

Standard Hours: 40.00
 FTE: 1.000000 Adds to FTE Actual Count?

USA
 FLSA Status: Exempt

Save | Notify | Previous tab | Next tab | Refresh | Add

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

6. Payroll page displays

- All fields default
- Tax Location Code and FICA Status default from job code & location. Update if needed, but system sets final FICA status
- Click [Compensation](#)

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HR99TEST T PPL Home | Worklist | Add to Favorites | Sign out

New Window | Customize Page |

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

Test DH, Name EMP ID: 185068 Empl Rcd #: 0

Payroll Information Find | View All First 1 of 1 Last

Effective Date: 09/01/2007 Sequence: 0 Job Notes Appr Status Proposed 09/01/2007
 Action / Reason: Hire New Hire Appr Reject Future

Payroll System: Payroll for North America

Payroll for North America

Pay Group: MON Monthly Employee
 Employee Type: S Salaried Holiday Schedule: NONE No Hol Sch
 Tax Location Code: NO LOCAL NONE FICA Status: Subject

Save | Notify | Previous tab | Next tab | Refresh | Add

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

7. Compensation page displays

- Frequency: Verify that C (contract) has defaulted
- In Pay Components section:
 - a) Enter contract Rate Code of BASEC
 - b) Enter contract Comp Rate (full contract amount)
- Click **Calculate Compensation**
- Click **Contract Pay**

8. Contract Pay page displays

- Enter Effective Date that is equal to the begin date of the contract period:
- For **academic year** appointments, this is always 9/1.
- For **fall semester** appointments, this is usually 9/1.
- For **spring semester** appointments, this will be 12/31/XX. The effective date of the contract must be in the previous year for spring semester appointments, or Contract Begin & End Dates must be changed
- Enter Contract Pay Type
- Payment terms & pay begin and end dates will populate
- Click **OK**

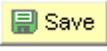
9. Compensation page re-displays

Click

[Employment Information](#)

10. Employment Information page displays

Appointment End Date & Contract Length fields are not required

Review and 

For new hires, system automatically transfers to Emergency Contact page. Enter emergency contact information and save

Note: If the hire date is prior to the effective date of the position or if the position has not been approved, you will not be able to save the hire. A position in Proposed status will have to be approved before proceeding. Once the position has been approved, navigate to Add Employment Instance to complete the hire. (Workforce Administration / Job Information / Add Employment Instance). Refer to the Add Employment Instance step-by-step guide for more information.

Academic Year, Fall or Spring Semester Contracts complete