

8.9 HRMS Step by Step Guide

Hire Other Contract Employees - Workforce Administration Module

Overview: This guide provides instruction for hiring Fiscal Year or Other Contract employees. Faculty members may accept additional positions above and beyond their regular academic year appointments: for example, a two-month administrative contract or short-term course. These contracts should be set up on a separate employee record number other than the faculty member's primary appointment (which is usually the zero record).

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.

1. Navigate to Add Employment Instance

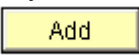
- Workforce Administration
- Job Information
- Add Employment Instance

The screenshot shows the University of Colorado HRMS interface. The left sidebar contains a navigation menu with the following items: My Favorites, Reports and Reviews, Recruiting, Workforce Administration, Personal Information, Job Information (expanded), Contract Administration, Review Job Information, Reports, Add Employment Instance, Job Data, Update Contract Pay NA, Job Data Transfer/Rehire only, Job Approval, Company Property, Plan Salaries CU, Workforce Reports, Compensation, Time Collection, Workforce Development, Organizational Development, Enterprise Learning, and Reporting Tools. The main content area is titled 'Job Information' and contains a grid of options: Add Employment Instance (Add Employment Instance or Add Hire/Rehire Row), Job Data (Enter job information including work location and compensation details), Update Contract Pay NA (Add or update contract pay details including payment type, term, and period), Job Data Transfer/Rehire only (Job Data Transfer/Rehire only), Job Approval (Maintain data about a current job), Contract Administration (Maintain contract pay information, Update Contract Pay NA), Review Job Information (Review pages and reports that show work information for a person, Job Summary, Work Study, Job List), Company Property (Enter the assignments of company property), and Reports (Contains reports based on Job Data, Employees on Leave of Absence, Temporary Employees).

2. Add Employment Instance page displays

- Enter EmplID and Effective Date
- Effective date must equal **Contract Begin Date**
- Using an effective date **later** than the Contract Begin Date will cause employee to be paid incorrectly

- Click



3. Work Location page displays

- Action defaults to Additional Job
- Choose appropriate Reason from look-up list
- Enter Position Number of additional job
- Click to enter notes about the additional job
- Click



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HR69PRAC PRACT46 Home | Worklist | Add to Favorites | Sign out

New Window |

Add Employment Instance

Add an Additional Job

EmplID:

Effective Date:

Add

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HR69PRAC PRACT46 Home | Worklist | Add to Favorites | Sign out

New Window | Customize Page |

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

Hays, Nathaniel EMP ID: 106980 Empl Rcd #: 2

Work Location [Find](#) | [View All](#) | First 1 of 1 Last

HR Status: Active Empl Status: Active [Calculate Status and Dates](#)

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

Action / Reason: Additional Job

Current

Position Number:

Regulatory Region: USA United States [Position Data](#)

Company:

Business Unit: UCOLO University of Colorado [Appointment End Date:](#)

Department:

Location:

Establishment ID: CU University of Colorado [Department Entry Date:](#)

Last Updated by: Last Upd DTTm: 02/27/2007 10:40:00AM Date Created: 02/27/2007

Save Notify Previous tab Next tab Refresh Add

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

4. Compensation page displays

- Verify Frequency equals "C" for Contract
- Enter Rate Code and Comp Rate
- Click

Calculate Compensation
 Continue to Contract Pay page by clicking **Contract Pay**

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 HRSPRAC.PRACT46 Home | Worklist | Add to Favorites | Sign out
 New Window | Customize Page | Help

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

Hays, Nathaniel EMP ID: 106980 Empl Rcd #: 2

Compensation Find | View All First 1 of 1 Last

Effective Date: 01/01/2007 Sequence: 0 Job Notes Appr Status: Proposed
 Action / Reason: Addl Job Administrative/AY or FY Appr Reject: Current

Compensation Summary

Base Compensation Rate: 4,500.000000 *Frequency: C Contract **Contract Pay**
 Total Compensation Rate: 4,500.000000

Salary Administration Plan: 140 Grade: 000 Standard Hours: 4.00
 Job Code: 1419 Lecturer Percent of Time: 10.00 FTE: 0.100000

Comparative Information

Change Amount: 0.000000 USD Contract
 Change Percent: 0.000

Pay Rates

Annual	4,500.000000 USD	Daily	USD
Monthly	USD	Hourly	21.634615 USD

Pay Components Customize | Find | First 1 of 1 Last

Rate Code	Seq	Comp Rate	Currency	Frequency
1 BASEC	0	4,500.000000	USD	C

5. Contract Pay page displays

- Effective date must equal Begin Date of the contract
- Enter Contract Pay Type of Other – Pay Over Contract
- Enter Contract Begin and End Dates
- Payment Begin and End Dates will default
- Verify and click

to return to Compensation page

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 HRSPRAC.PRACT46 Home | Worklist | Add to Favorites | Sign out
 New Window | Customize Page | Help

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


Contract Pay

Contract Information Find | View All First 1 of 1 Last

*Effective Date: 01/01/2007
 Contract Pay Type: Other - Paid Over Contract View Contract Actuals
 *Payment Term: Pay Over Contract

*Contract Begin Date: 01/01/2007 *Contract End Date: 03/31/2007
 Payment Begin Date: 01/01/2007 Payment End Date: 03/31/2007
 Actual Start Date: 01/01/2007 Actual Contract End Date: 03/31/2007

6. Compensation page redisplay

- Review and  Save
- Additional jobs must be approved

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

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

Hays, Nathaniel EMP ID: 106980 Empl Rcd #: 2

Compensation Find | View All First 1 of 1 Last

Effective Date: 01/01/2007 Sequence: 0 Job Notes Appr Status: Proposed
 Action / Reason: Addl Job Administrative/AY or FY Appr Reject: Current

Compensation Summary

Base Compensation Rate: 4,500.000000 *Frequency: C Contract **Contract Pay**
 Total Compensation Rate: 4,500.000000

Salary Administration Plan: 140 Grade: 000 Standard Hours: 4.00
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Comparative Information

Change Amount: 0.000000 USD Contract
 Change Percent: 0.000

Pay Rates

Annual	4,500.000000 USD	Daily	USD
Monthly	USD	Hourly	21.634615 USD

Pay Components Customize | Find | First 1 of 1 Last

Amounts

Rate Code	Seq	Comp Rate	Currency	Frequency
1 BASEC	0	4,500.000000	USD	C

Calculate Compensation

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

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

Hire Fiscal Year/Other Contract Employees Complete