



### 8.9 HRMS Step by Step Guide

## Summer Session Teaching Contract - Workforce Administration Module

**Overview:** This guide provides instruction for setting up Summer Session Teaching Contract appointments for regular, student, and other faculty. Existing terminated employee records should be used. Always use employee records from previous summer appointments if available.

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

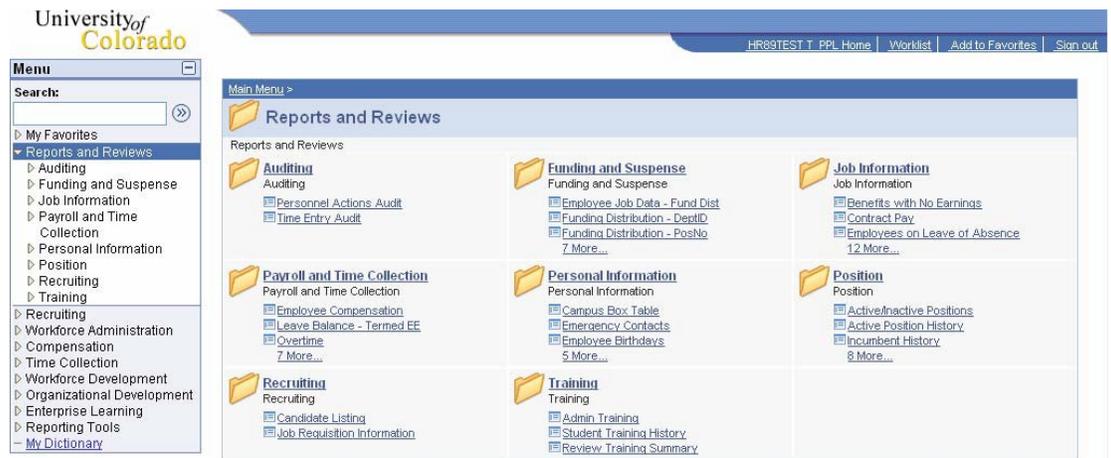
### 1. Typical Examples of when to use Add Employee Instance

- Hiring a student with more than one job
- Hiring a student for a summer position as well as academic year position
- Hiring a faculty as chair in addition to academic year position
- Hiring a faculty for a summer position as well as academic year position
- Hiring a classified or professional exempt as an instructor as well
- Hiring a retired employee

### 2. Begin Add Employment Instance by reviewing Job List

#### Navigation

- Reports and Reviews
- Job Information
- Job List



### 3. Job List Search page displays

- Enter one or more of the search fields
- Click 



#### 4. Job List page displays

- Review basic information for all of employee's records
- Determine if there is terminated record (T) that will likely be re-used for Add Employment Instance

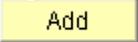
Rcd #	Eff Date	Job Code	Description	Reg/Temp	%Time	Pay Group	FTE	Pay Status	Appoint End Dt	DeptID	Description	Comp Freq	Position
0	09/01/2006	1103	Asst Professor	R	100.00	MON	1.000000	A		10261	School of Education	C	00640858
1	05/01/2004	1103	Asst Professor	R	5.00	MON		T		10261	School of Education	C	00602099
2	06/25/2005	1103	Asst Professor	R	10.08	MON		T	06/24/2005	10261	School of Education	C	00630236
3	08/01/2006	1103	Asst Professor	R	100.00	MON		T		10261	School of Education	C	00632403
4	08/06/2005	1103	Asst Professor	R	100.00	MON		T		10261	School of Education	C	00667679

#### 5. Continue to Add Employment Instance

##### Navigation:

- Workforce Administration
- Job Information
- Add Employment Instance

#### 6. Add Employment Instance page displays

- Enter employee ID
- Enter effective date (start date) for the Summer Session Teaching Contract
- Click 

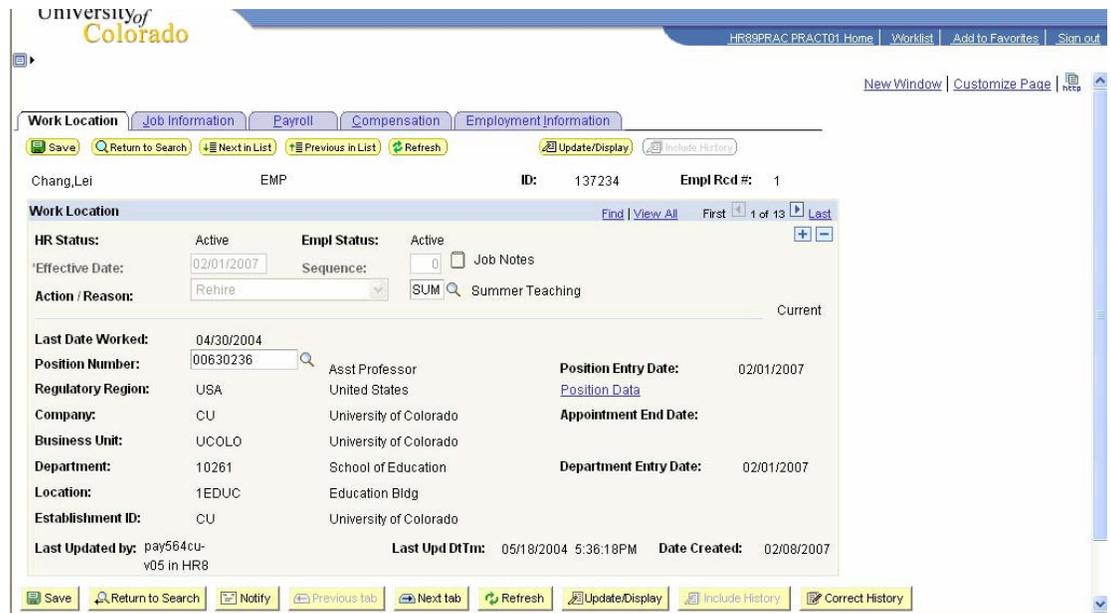
**7. If system finds a terminated job record available for reuse, Add Job Srch Cu page displays**

- Click  to reuse this employee record number
- If suggested employee record is not to be used, proceed to Step 14.



**8. Work Location page displays**

- Action of Rehire defaults
- Choose Reason SUM for summer teaching
- Enter position number for Summer Session Contract \*
- Click  to enter notes about the additional job
- Click 



*Note: \* If the rehire 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 rehire. 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 rehire. (Workforce Administration / Job Information / Add Employment Instance). Refer to Add Employment Instance step-by-step guide for more information.*

## 9. Job Information page displays

- Employee Class defaults for all but student faculty (1500 series) job codes; enter appropriate Empl Class, if applicable
- Percent of Time and Standard Hours default from position data and can be updated. A change to either one updates the other
- Click **Payroll**; all fields default
- Click **Compensation**

## 10. Compensation page displays

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

## 11. Contract Pay page displays

- Enter Effective Date that is equal to the begin date of the contract period
- Enter Contract Pay Type
- Enter Payment Term
- Enter Contract Begin and End Dates
- Enter Payment Begin and End Dates
- Click **OK**

## Contract Pay

**Contract Information** Find | View All First 1 of 8 Last

'Effective Date:  + -

Contract Pay Type:

'Payment Term:

---

'Contract Begin Date:       'Contract End Date:

Payment Begin Date:       Payment End Date:

Actual Start Date:       Actual Contract End Date:

## 12. Compensation page re-displays

- Click

**Employment Information**

University of Colorado HR69PRAC PRACT01 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

Chang, Lei      EMP      ID: 137234      Empl Rcd #: 1

**Compensation** Find | View All First 1 of 13 Last

Effective Date: 02/01/2007      Sequence: 0      Job Notes      Appr Status: Proposed

Action / Reason: Rehire      Summer Teaching      Appr Reject: Current

**Compensation Summary**

Base Compensation Rate: 1,000.000000      \*Frequency: Contract **Contract Pay**

Total Compensation Rate: 1,000.000000

Salary Administration Plan: 110      Grade: 000      Standard Hours: 4.03

Job Code: 1103      Asst Professor      Percent of Time: 10.08      FTE:

**Comparative Information**

Change Amount: 0.000000      USD      Contract

Change Percent: 0.000

**Pay Rates**

Annual	USD	Daily	USD
Monthly	USD	Hourly	USD

**Pay Components** Customize | Find | First 1 of 1 Last

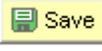
*Rate Code	Seq	Comp Rate	Currency	Frequency
1	0			

Calculate Compensation

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

### 13. Employment Information page displays

Appointment End Date & Contract Length fields are not required

Review and 

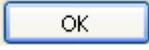
Note: \* If the rehire date is prior to the effective date of the position **or** if the position has not been approved, you will not be able to save the rehire. A position in Proposed status will have to be approved before proceeding. Once the position has been approved, navigate to Add Employment Instance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

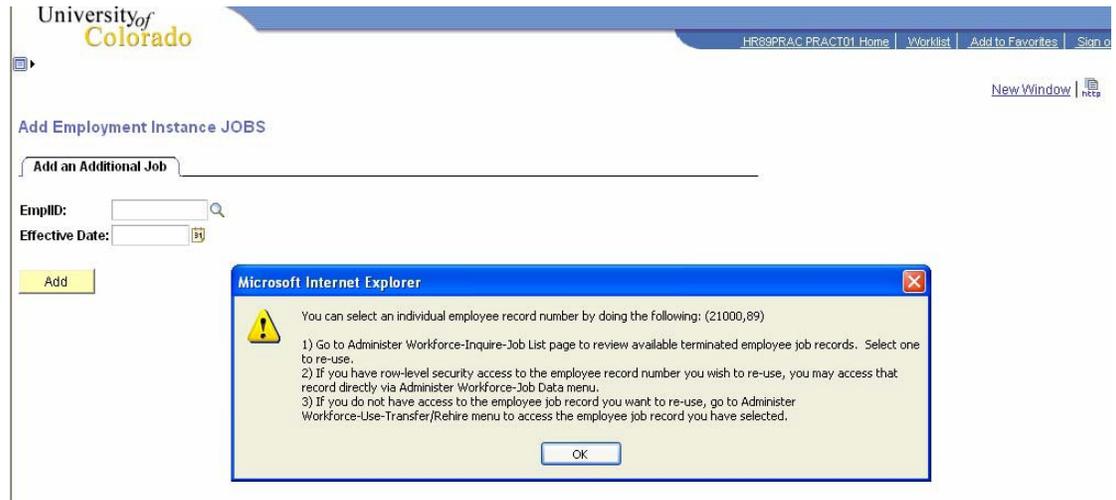
### 14. If suggested employee record number is not to be used:

Click



**15. Add Employment Instance page re-displays with this message**

☐ Click 



**16. Summer contract must be done by:**

☐ Accessing employee record directly in Workforce Administration, Job Data

OR

☐ Workforce Administration, Transfer/Rehire



**Summary Session Teaching Contract complete**