

## 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

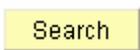
- Workforce Administration
- Job Information
- Job Data



#### 2. Job Data search page displays

- Enter one or more of the search fields

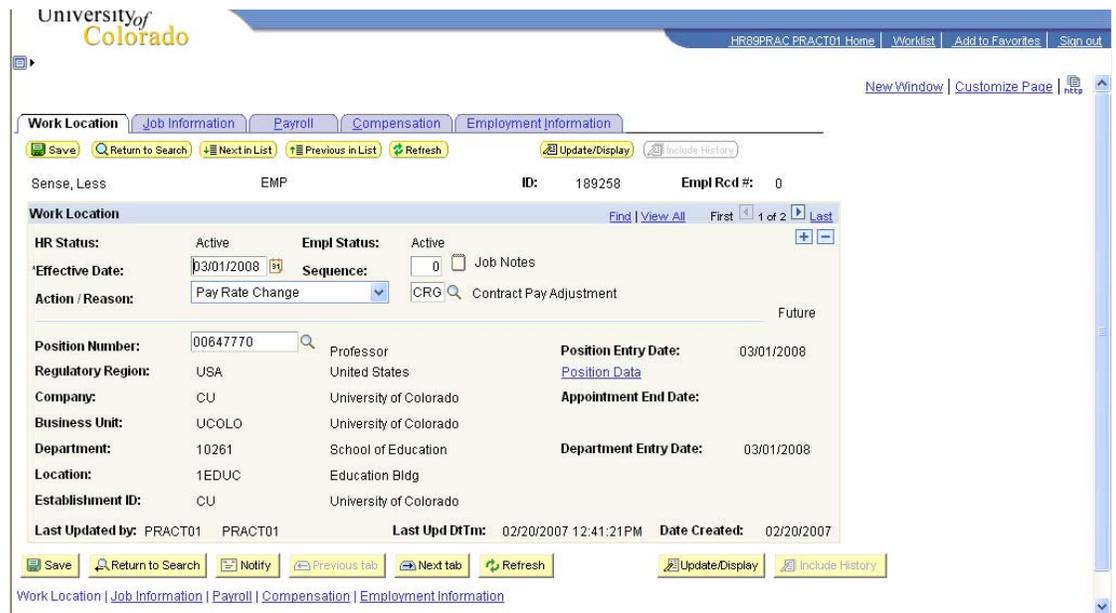
- Click



### 3. Work Location page displays

- Click  to insert a row
- Effective Date defaults to current date. Change to effective date of the change. **Date must be equal to 1<sup>st</sup> day of pay period for which payroll deadline has not passed**
- Choose Action “Pay Rate Change” and Reason “CRG”
- Click  to record comments related to the termination

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



University of Colorado

HR99PRAC.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: 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: 02/20/2007

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

- Enter new total salary amount in Comp Rate field

- Click

Calculate Compensation

- Click **Contract Pay**

University of Colorado

HR89PRAC PRACT01 Home | Worklist | Add to Favorites | Sign out

**Compensation Summary**

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

Total Compensation Rate: 59,733.460000

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

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

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

- 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

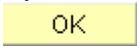
'Contract Begin Date: 09/01/2007      'Contract End Date: 05/31/2008

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

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

## Contract Pay

**Contract Information** Find | View All First 1 of 2 Last

'Effective Date: 09/01/2007 

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

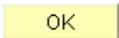
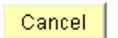
'Payment Term: Pay Over Contract 

---

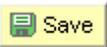
'Contract Begin Date: 09/01/2007  'Contract End Date: 03/31/2008 

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

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

University of Colorado HR99TEST.T PPL Home | Worklist | Add to Favorites | Sign out

**Action / Reason:** Pay Rpt 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**

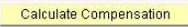
<b>Change Amount:</b>	-10,703.540000 	USD	Contract
<b>Change Percent:</b>	-15.196		

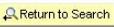
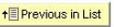
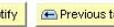
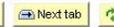
**Pay Rates**

<b>Annual</b>	59,733.460000	USD	<b>Daily</b>	218.804000	USD
<b>Monthly</b>	4,977.788000	USD	<b>Hourly</b>	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	<a href="#">Details</a>  



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

## 9. Employee must still be Terminated

- 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
- Wait until payroll has been processed and then enter termination row
- Example: employee's last working day is 3/19. Payroll processes on 3/22. Termination row must be entered **after** 3/22.
- Because termination date is 1<sup>st</sup> day the employee no longer works for the university, in this example, the **effective date of termination** is 3/20.

## 10. Complete Termination

- Click  to enter notes relevant to the termination
- When notes have been added, review and 
- 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

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

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

# Additional Info for Terminating 9 pay 12 Contracts in May at End of Spring Semester

## 11. Contract Pay Accrual paid out through summer

- Insert row on Work Location page
- Effective Date must = 9/1/XX. **An effective date for the termination cannot be prior to the payment end date of the contract.** Payment end date for 9 pay 12 is always August 31<sup>st</sup>.
- Insert appropriate notes about the termination and payout choice by clicking 
- No adjustments need to be made to any other page
- Review and **Save**

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

Effective Date: 09/01/2008 Sequence: 0 Job Notes

Action / Reason: Termination RES Resignation Future

Last Date Worked: 08/31/2008

Position Number: 00647770 Professor Position Entry Date: 09/01/2008

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: 09/01/2008

Location: 1EDUC Education Bldg

Establishment ID: CU University of Colorado

Last Updated by: PRACT01 PRACT01 Last Upd DtTm: 02/20/2007 12:41:21 PM Date Created: 02/23/2007

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

## 12. Contract Pay Accrual paid out end of May

- Insert row on Work Location page
- Effective date must be greater than the payment end date for the contract. The effective date of the termination will be 6/1/XX
- **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
- Enter appropriate notes
- On Compensation page, click Contract Pay button

**Contract Pay**

## 13. Contract Pay page displays

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

University of Colorado

HR89PRAC PRACT46 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: 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: 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

Last Updated by: PRACT01 PRACT01 Last Upd DTm: 02/20/2007 12:41:21 PM 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

University of Colorado

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

New Window | Customize Page |

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

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

University of Colorado

HR69PRAC 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: Terminatn 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	Daily	Monthly	Hourly
Rate	59,733.460000 USD	USD	4,977.788000 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