

8.9 HRMS Step by Step Guide

Termination of 9 Pay 9 Contract - Workforce Administration Module

Overview: This guide provides instruction for terminating **Contract Pay Faculty on 9 pay 9 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.

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 9 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 Search

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value



EmplID:	begins with	<input type="text" value="189258"/>			
Empl Rcd Nbr:	=	<input type="text"/>			
Name (LN, FN):	begins with	<input type="text"/>			
Last Name:	begins with	<input type="text"/>			
Department:	begins with	<input type="text"/>	<input type="button" value="🔍"/>		
Last 4 SSN:	begins with	<input type="text"/>			
HR Status:	=	<input type="text"/>		<input type="button" value="v"/>	
Employee Status:	=	<input type="text"/>		<input type="button" value="v"/>	

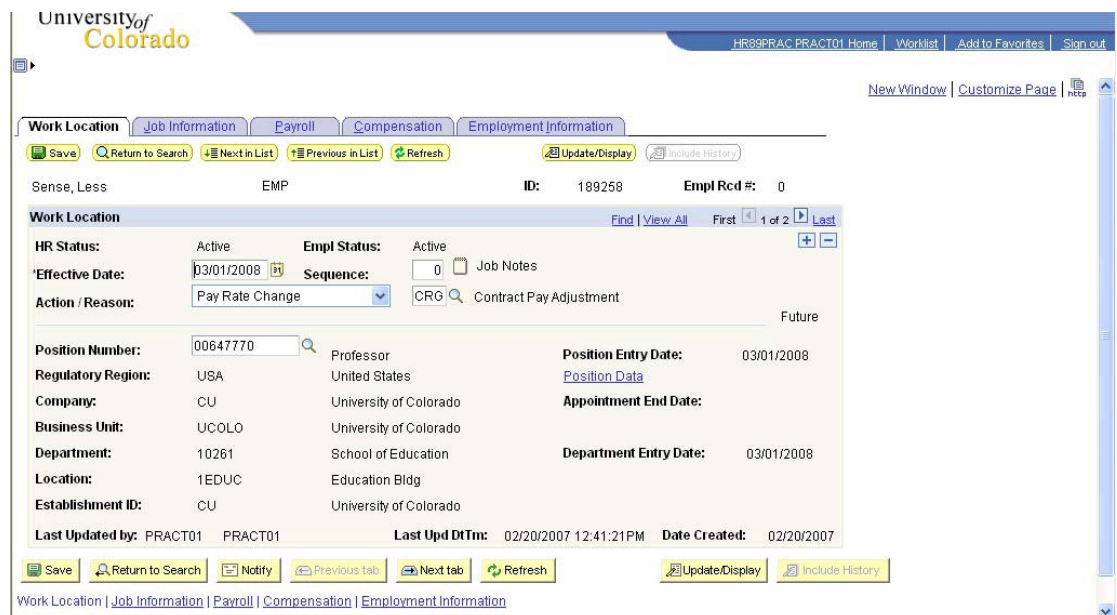
Include History

[Basic Search](#)

[Save Search Criteria](#)


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 1st 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



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HR89PRAC 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

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

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

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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
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](#)

6. Contract Pay page displays

- Click to insert a new row

Contract Pay

Contract Information Find | View All First 1 of 1 Last

*Effective Date: 09/01/2007

Contract Pay Type: Faculty AY Pay Over 9 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

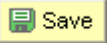
Actual Start Date: 09/01/2007 Actual Contract End Date: 05/31/2008

OK Cancel Refresh

7. New Contract Pay row displays

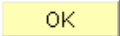
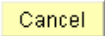
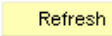
- Effective date is 1st day of pay period for which the payroll deadline has not passed
- Enter Contract Pay Type of Pay Over 9 Months & Pay Terms = Pay Over Contract
- Override Contract Begin & End Dates with new Contract Begin & End Dates
- Check your work & click 

8. Compensation page re-displays

- Click 
- The contract has been adjusted to cover the period of time the employee actually worked



Contract Pay


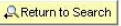








Contract Information		Find View All	First	1 of 2	Last	
*Effective Date:	03/01/2008 					 
Contract Pay Type:	Faculty AY Pay Over 9 Months					View Contract Actuals
*Payment Term:	Pay Over Contract					
*Contract Begin Date:		09/01/2007 	*Contract End Date:		03/31/2008 	
Payment Begin Date:		09/01/2007	Payment End Date:		03/31/2008	
Actual Start Date:		09/01/2007	Actual Contract End Date:		03/31/2008	

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

Action / Reason:	Pay Rt 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					
Amounts					
*Rate Code	Seq	Comp Rate	Currency	Frequency	Details
1	BASEC	0	59,733.460000	USD	C
					


         

[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 actual termination date is 3/19. Payroll processes on 3/22. Termination row must be **entered after** 3/22.
- Because termination date is 1st day the employee no longer works for the university, in this example, the **effective date** of the termination is 3/20

10. Complete Termination

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

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Termination of 9 Pay 9 Contract complete