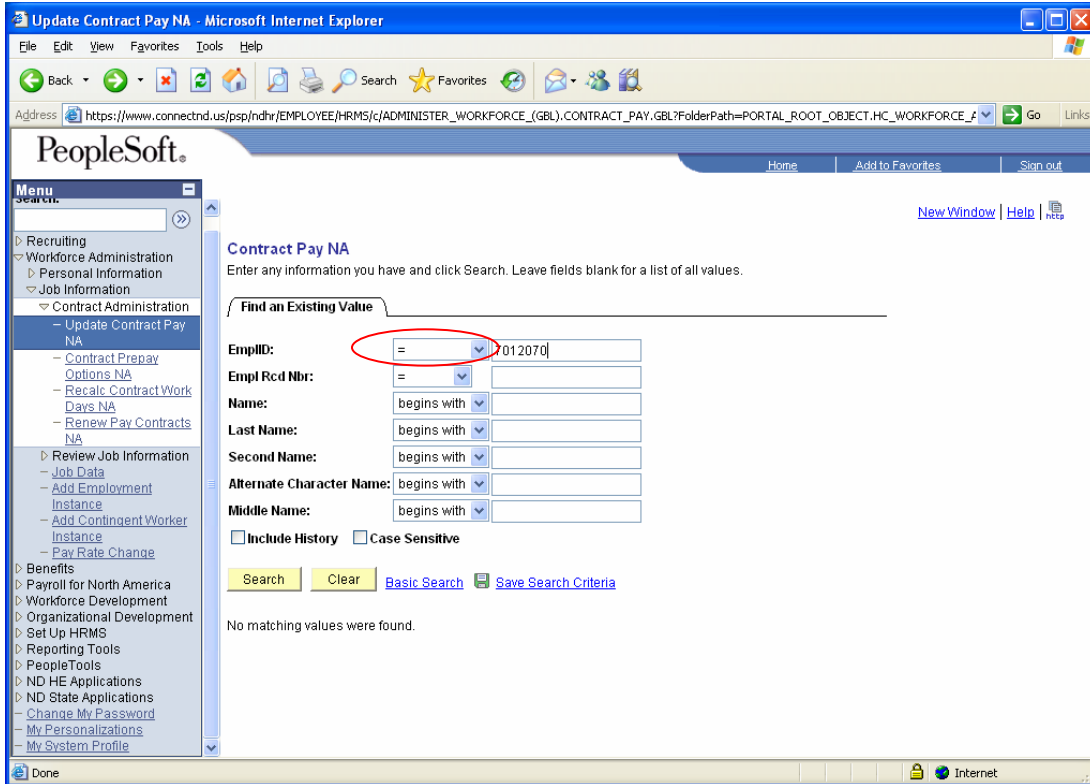


CONTRACT PAY

Navigate to *Workforce Administration>Job Information>Contract Administration>Update Contract Pay NA*. You will want to search by EmplID. Change the 'begins with' to '=' and then enter EmplID and click SEARCH.



The Contract Pay Screen will appear. Fields that would be important to review are:

- Contract Pay Type: This tells you if the employee is paid over contract or if the employee is paid over 12 months.
- Pay Period Hours: 86.67 = 100% time or 40 hrs/wk; 65.00 = 75% time or 30 hrs/wk; 43.34 = 50% time or 20 hrs/wk. **It is very important to verify this field for a staff employee.** This is the field that PeopleSoft looks at to calculate their leave accrual. It does not care what is in Job Data.
- Contract Begin Date and Contract End Date: These dates are fields where you will see if they are a 9 mo., 10 mo., or 11 mo. employee. (Ex. 9 mo. employee for FY07 usually has Contract Begin Date of 8/16/2006 and Contract End Date of 5/15/2007.)
- Renew Contract Automatically: This box should be checked if the employee's appointment will continue year after year.
- No. of Renewals: Should be set to 99 if the renew contract automatically is checked.
- Payment Begin and Payment End Date: Will show you the dates that employee will be paid over. Should be the same as Contract Begin and Contract End Date, if employee is paid over their contract (ex. 8/16/06 – 5/15/07). If the employee is paid over 12 months you would see 8/16/06 (the same date as the Contract Begin Date) for the Payment Begin Date and 8/15/07 (+ 12 mos. less one day) as the Payment End Date.

Update Contract Pay NA - Microsoft Internet Explorer

Address: https://www.connectnd.us/psp/ndhr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).CONTRACT_PAY_GBL?FolderPath=PORTAL_ROOT_OBJECT_HC_WORKFORCE_...

PeopleSoft

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Contract Pay | Contract Actuals

8.9 Training Hire3 EMP ID: 7012070 Empl Rcd #: 0

Contract Information Find | View All First 1 of 1 Last

Effective Date: 10/02/2006

Contract Pay Type: HE Pay Over Contract

Payment Term: Pay Over Contract

Monthly Frequency: M Pay Period Hours: 86.67

Assign Hours To: Contract Earnings Only

Renew Contract Automatically: No. of Renewals: 99

Contract Begin Date: 10/02/2006 Contract End Date: 07/31/2007

Payment Begin Date: 10/02/2006 Payment End Date: 07/31/2007

Actual Start Date: 10/02/2006 Termination Date: 07/31/2007

Save Return to Search Notify Update/Display Include History

Contract Pay | Contract Actuals