

## **Change Contract Types Mid Year**

Contract Types are created to identify the number of days an employee will work, the number of checks the employee will receive during a fiscal year, the percent of the day the employee performs this duty, and how the pay is to be taxed during each pay period of the fiscal year.

If any employee changes positions (duties) during the school year and the contract type is different than the current position that they currently hold, then:

Original position(s) will need to be terminated Old contract updated to reflect correct number of contract days and contract period New contract type added for new position

New position(s) added

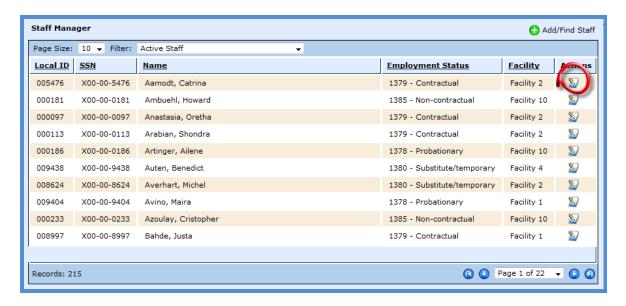
Finance > HR > Staff Manager



## **Terminate all current positions**

Find the employee to be updated and click the



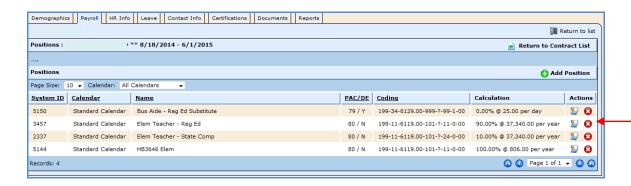


Click the 4 Positions(s)

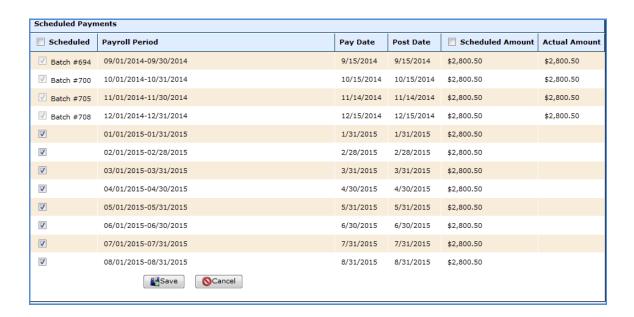


This employee has three positions that are calculated. The Bus Aide Position below is not a calculated position.

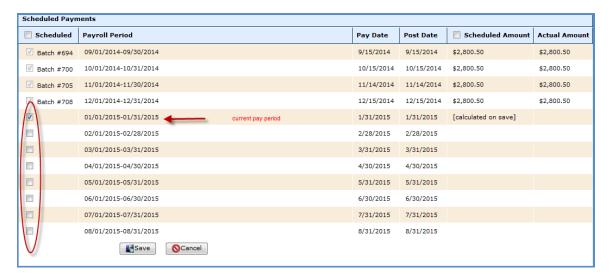
Click on the an ext to the first calculated position.



The screen will show all the paydates for the contract year selected.

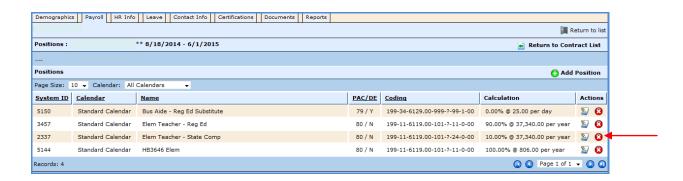


Uncheck all paydates except for the current payroll period that the payoff will be included in.

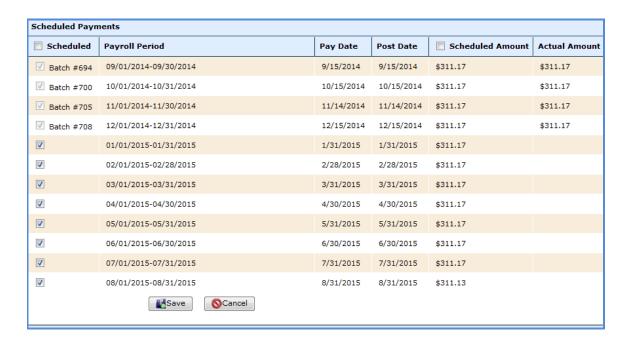


Select Save

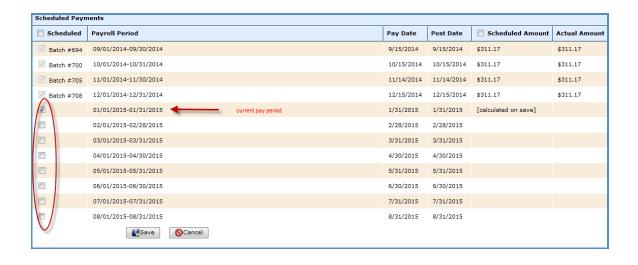
Click on the Next to the second calculated position.



The screen will show all the paydates for the contract year selected for the second position.

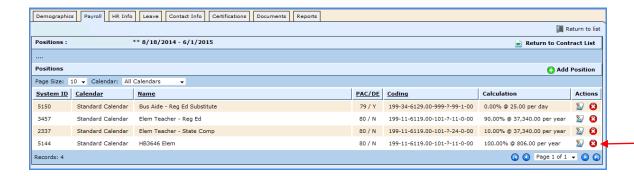


Uncheck all paydates except for the current payroll period that the payoff will be included in.

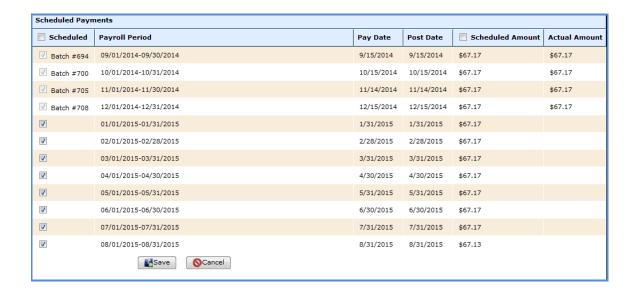


Select Save

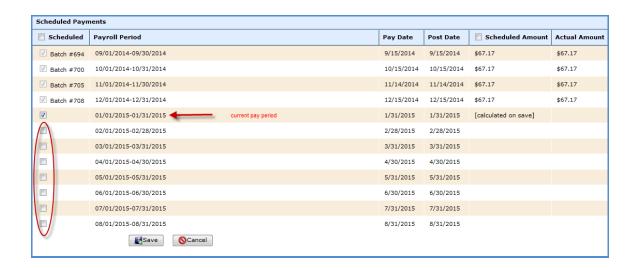
Click on the an next to the third calculated position.



The screen will show all the paydates for the contract year selected for the third position.

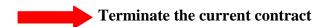


Uncheck all paydates except for the current payroll period that the payoff will be included in.





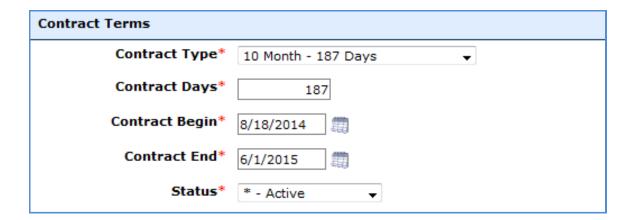
Click on **Section 1 Return to Contract List** 



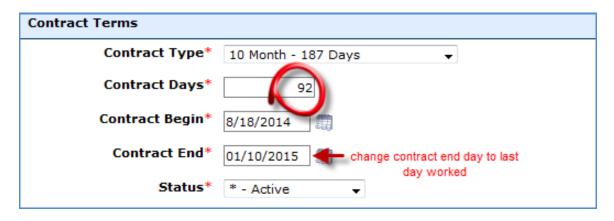
That step will bring you back to this screen. Click on the  $^{\mathbf{N}}$ .



This will bring up the current contract information for the employee.



Change the contract days to reflect the actual number of days that the employee worked for this contract including any paid leave days. (personal leave, paid holidays etc)

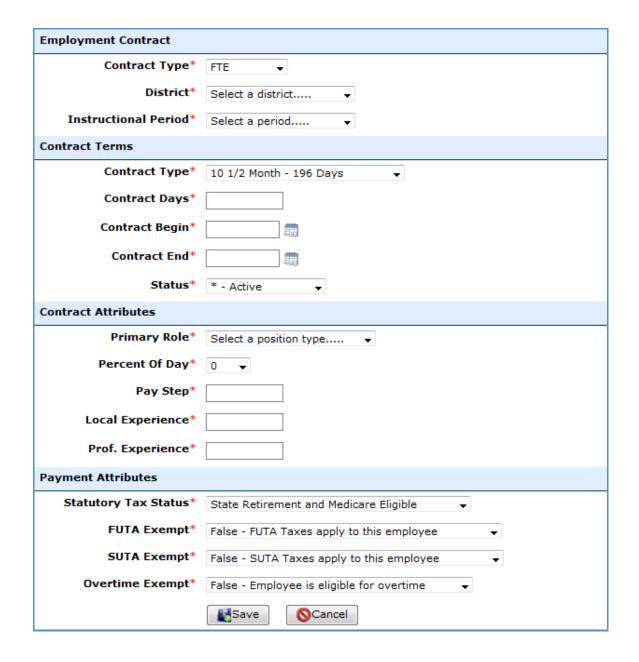


Select Save



Click on O Add Contract





- ► Contract Type Select the appropriate contract type from the drop down menu
- ▶ District Select the appropriate district from the drop down menu
- ▶ <u>Instructional Period</u> Select the appropriate instructional period from the drop down menu
- **►**Contract Type Select the appropriate contract type from the drop down menu
- ► <u>Contract Days</u> Enter the number of contract days the employee will actually work on this contract type.
- ► <u>Contract Begin</u> Enter the effective date of the contract.
- **►Contract End** Enter the last day the contract is effective.
- ►Status Select the appropriate status from the drop down box
- ▶ Primary Role Select the appropriate position type from the drop down box
- ▶ Percent of Day Enter the percent of the day the employee will perform on this contract

- ▶ Pay Step Enter the pay step of the employee
- ▶ Local Experience Enter the number of years employee has been at the district.
- ▶ Prof. Experience Enter the number of years of professional experience (from service record)
- ▶<u>Statutory Tax Status</u> Select the eligible taxes for employee from drop down
- ▶**FUTA** Select TRUE or FALSE if employee is eligible for FUTA
- ▶SUTA Select TRUE or FALSE if employee is eligible for SUTA
- **▶**Overtime Exempt Select TRUE or FALSE if employee is eligible for overtime.

Employment Contract	
Contract Type*	FTE ▼
District*	I
Instructional Period*	2014-2015 School Year ▼
Contract Terms	
Contract Type*	12 Month - 226 Days ▼
Contract Days*	104
Contract Begin*	01/11/2015
Contract End*	06/30/2015
Status*	* - Active •
Contract Attributes	
Primary Role*	Program Administrator ▼
Percent Of Day*	100 ▼
Pay Step*	10
Local Experience*	6
Prof. Experience*	10
Payment Attributes	
Statutory Tax Status*	State Retirement and Medicare Eligible
FUTA Exempt*	False - FUTA Taxes apply to this employee   ▼
SUTA Exempt*	False - SUTA Taxes apply to this employee   ▼
Overtime Exempt*	True - Employee IS NOT eligible for overtime
	<b>Save Save </b>

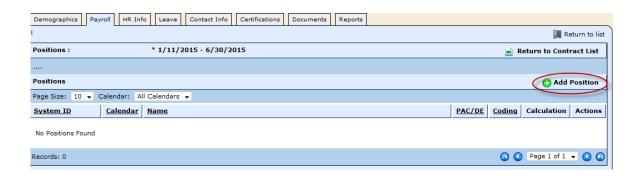
Select Save

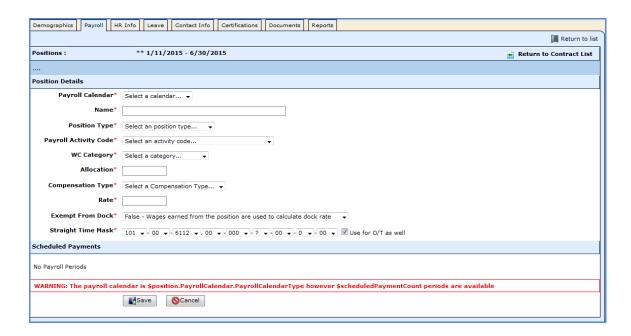


That step will bring you back to this screen. Click on OPosition(s)

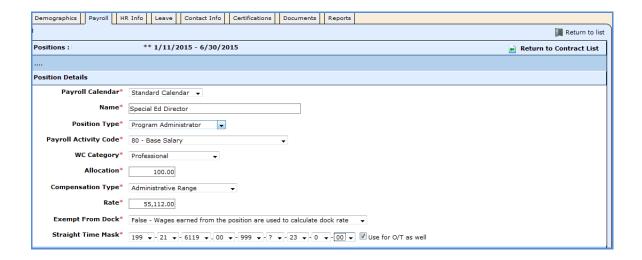


## Click on O Add Position





- ▶ <u>Payroll Calendar</u> Select Standard Calendar in the drop down menu
- ▶ Name Description of the new position. This will be the description on check
- ▶ <u>Position Type</u> Select the appropriate position type for the position that is being added.
- ▶ <u>Payroll Activity Code</u> Select the appropriate payroll activity code for the position that is being added from drop down menu
- ► Workers Comp Select the appropriate WC category for the position that is being added from the drop down menu
- ▶ <u>Allocation</u> Enter in percentage of the day the employee will perform this position.
- ► <u>Compensation Type</u> Select the appropriate compensation type for the position that is being added from the drop down menu.
- ▶ <u>Rate</u> Enter the total salary for this position. (as if the employee worked the entire year)
- ► Exempt from Dock Select if the position should be used to calculate the dock rate
- ▶ Straight time Mask Enter the code to be used for the position that is being added.
- ► <u>Use for O/T as well</u> Check this box if you want to use the same expense code for any overtime for this position.

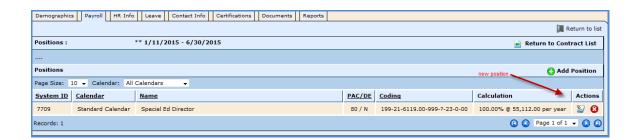


Once the Payroll calendar is selected on the above screen the scheduled payments will propagate through the end of the contract period for this employee. 

all payroll periods that you want this stipend to be paid in. (For this instance I have selected the stipend to come out of every remaining check.)



Select Save



Once you create payroll batch the employee from the steps above will look like the below screen shot. You will see the three payoffs for the terminated positions and a new calculation for the new position.

Finance > Payroll > Processing > Payroll Batches



The payroll batch will:

Calculate the payoff for the terminated postion(s) Calculate the monthly for the new positon.