



Contract Types

Contract types are created to identify the number of days an employee works, the number of paychecks the employee will receive for the school year, and whether or not the employee's salary should calculate for accruals. ****Important Note...Do NOT Create a new contract type for an employee that has been hired mid-year. Select one of the standard contract types.**

Finance > HR > Organization > Contract Types

 Adding a Contract Type

Click on  Add Contract Type

Contract Types   Add Contract Type

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System ID	Name	Days	TRS Class	Payroll Begin	Accrue	Actions
4	10 MONTH	194	10 Month Employees	9/1	False	 
3	11 MONTH	205	11 Month Employees	9/1	False	 
2	12 MONTH	225	12 Month Employees	9/1	False	 
8	ADMIN	225	12 Month Employees	9/1	False	 
9	Temporary/Part-Time/Substitute	0	10 Month Employees	9/1	False	 

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A leave type is a means by which you can categorize leave on employees

Identifier

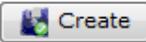
Name*

Days*

TRS Class* 12 Month Employees

Paychecks* 12 - Monthly

Payroll Begin* 1 / 1

- ▶ **Name** – Enter a name for the Contract Type. Example: 10 month, 12 month, Admin
- ▶ **Days** – Enter the number of days of the contract type
- ▶ **TRS Class** – Select the appropriate TRS Class as mandated by TRS from the drop down box.
- ▶ **Paychecks** – Select the number of paychecks for the school year.
- ▶ **Payroll Begin** – Select the month and the day from the drop down boxes in which the contract should begin during a school year.

A leave type is a means by which you can categorize leave on employees

Identifier

Name* Maint

Days* 222

TRS Class* 12 Month Employees ▾

Paychecks* 12 - Monthly ▾

Payroll Begin* 8 / 1 ▾

 **Create**  **Cancel**

Click  **Create**

General

Edit: Maint 

This view allows you to configure contract types for tracking the different types of employment contracts.

Identifier 

Name* Maint

Days* 222

TRS Class* 12 Month Employees

Payroll Begin* 8/1

Accrue* False - Do NOT Accrue

** **Accrue** – This field appears as the contract type is created. It will always default to – FALSE – Do NOT Accrue. If this position should accrue follow the following steps

Click  **Edit Identifier**

This view allows you to configure contract types for tracking the different types of employment contracts.

Identifier

Name*

Days*

TRS Class*

Payroll Begin* /

Accrue* 

Click  **Save**

This view allows you to configure contract types for tracking the different types of employment contracts.

Identifier  **Edit Identifier**

Name* Maint

Days* 222

TRS Class* 12 Month Employees

Payroll Begin* 8/1

Accrue* True - Accrue

 **Edit a Contract Type**

Click  next to the contract type that will be corrected.

Contract Types + Add Contract Type

Page Size: 10 Filter: Active Records

System ID	Name	Days	TRS Class	Payroll Begin	Accrue	Actions
4	10 MONTH	194	10 Month Employees	9/1	False	
3	11 MONTH	205	11 Month Employees	9/1	False	
2	12 MONTH	225	12 Month Employees	9/1	False	
8	ADMIN	225	12 Month Employees	9/1	False	
11	Maint	222	12 Month Employees	8/1	True	
9	Temporary/Part-Time/Substitute	0	10 Month Employees	9/1	False	

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Click **Edit Identifier**

This view allows you to configure contract types for tracking the different types of employment contracts.

Identifier Edit Identifier

Name* Maint

Days* 222

TRS Class* 12 Month Employees

Payroll Begin* 8/1

Accrue* True - Accrue

► Correct the appropriate fields

This view allows you to configure contract types for tracking the different types of employment contracts.

Identifier

Name*

Days*

TRS Class*

Payroll Begin* /

Accrue*

Click **Save**

This view allows you to configure contract types for tracking the different types of employment contracts.

Identifier  Edit Identifier

Name* Maint

Days* 222

TRS Class* 12 Month Employees

Payroll Begin* 8/1

Accrue* True - Accrue

 **Delete a Contract Type**

Click  next to the contract type that will be deleted

Page Size: 10 Filter: Active Records

System ID	Name	Days	TRS Class	Payroll Begin	Accrue	Actions
4	10 MONTH	194	10 Month Employees	9/1	False	 
3	11 MONTH	205	11 Month Employees	9/1	False	 
2	12 MONTH	225	12 Month Employees	9/1	False	 
8	ADMIN	225	12 Month Employees	9/1	False	 
11	Maint 	222	12 Month Employees	8/1	True	 
9	Temporary/Part-Time/Substitute	0	10 Month Employees	9/1	False	 

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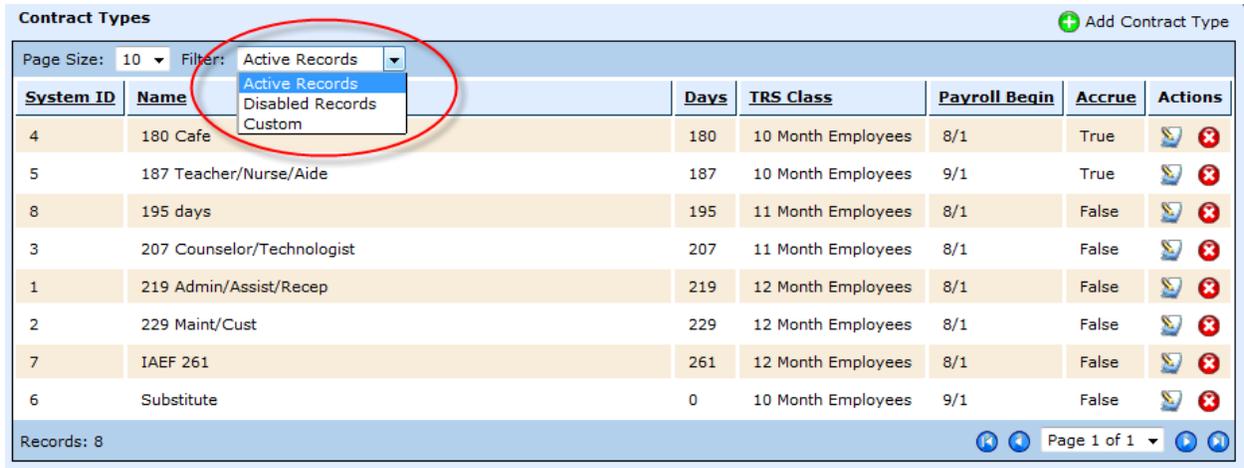
Are you sure you want to delete this object?

Click **OK** to continue to delete the position.

 **Restore a deleted contract type**

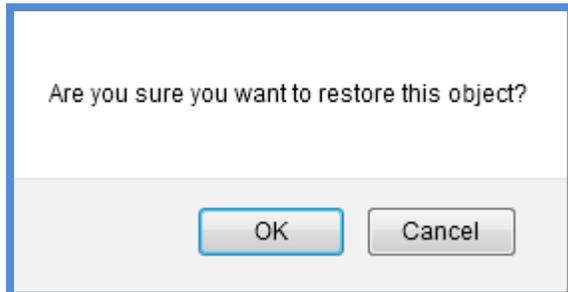
If a contract type has been deleted but has never been used during a payroll process it will be permanently deleted.

If a contract type has been used during one or more payroll processes then the deleted contract type moves from the active records to disabled records. If this contract was deleted in error follow the following steps to restore the contract



System ID	Name	Days	TRS Class	Payroll Begin	Accrue	Actions
4	180 Cafe	180	10 Month Employees	8/1	True	 
5	187 Teacher/Nurse/Aide	187	10 Month Employees	9/1	True	 
8	195 days	195	11 Month Employees	8/1	False	 
3	207 Counselor/Technologist	207	11 Month Employees	8/1	False	 
1	219 Admin/Assist/Recep	219	12 Month Employees	8/1	False	 
2	229 Maint/Cust	229	12 Month Employees	8/1	False	 
7	IAEF 261	261	12 Month Employees	8/1	False	 
6	Substitute	0	10 Month Employees	9/1	False	 

Click on  to restore to the Contract type



Click **OK** to continue to restore the contract

Moved from disabled records

Contract Types + Add Contract Type

Page Size: 10 Filter: Disabled Records

System ID	Name	Days	TRS Class	Payroll Begin	Accrue	Actions
1	10 Month - 187 Days	187	10 Month Employees	9/1	False	
7	11.5 MONTH	23	12 Month Employees	9/1	False	

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10 month 50% removed

Restored to active records

Page Size: 10 Filter: Active Records

System ID	Name	Days	TRS Class	Payroll Begin	Accrue	Actions
4	10 MONTH	194	10 Month Employees	9/1	False	
6	10 MONTH - 50%	194	10 Month Employees	9/1	False	
3	11 MONTH	205	11 Month Employees	9/1	False	
2	12 MONTH	225	12 Month Employees	9/1	False	
8	ADMIN	225	12 Month Employees	9/1	False	
9	Temporary/Part-Time/Substitute	0	10 Month Employees	9/1	False	

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