

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



Click on 😳 Add Contract Type

| Contract Typ | Contract Types | | | | | |
|--------------|--------------------------------|-------------|--------------------|---------------|---------------|---------|
| Page Size: | 10 🗸 Filter: Active Records 🗸 | | | | | |
| System ID | Name | <u>Days</u> | TRS Class | Payroll Begin | <u>Accrue</u> | Actions |
| 4 | 10 MONTH | 194 | 10 Month Employees | 9/1 | False | 2 3 |
| 3 | 11 MONTH | 205 | 11 Month Employees | 9/1 | False | 2 2 |
| 2 | 12 MONTH | 225 | 12 Month Employees | 9/1 | False | 2 🕄 |
| 8 | ADMIN | 225 | 12 Month Employees | 9/1 | False | S 🖉 |
| 9 | Temporary/Part-Time/Substitute | 0 | 10 Month Employees | 9/1 | False | 2 🕄 |
| Records: 5 | | | | 🔇 🔇 Pa | ge 1 of 1 | - 🖸 |

| A leave type is a means by wh | A leave type is a means by which you can categorize leave on employees | | | |
|-------------------------------|--|--|--|--|
| Identifier | Identifier | | | |
| Name* | | | | |
| Days* | | | | |
| TRS Class* | 12 Month Employees 👻 | | | |
| Paychecks* | 12 - Monthly 👻 | | | |
| Payroll Begin* | | | | |
| | Create O Cancel | | | |

WebSmart by JR3 Contract Types Revised Feb. 2015 Page 1 of 7 ▶<u>Name</u> – Enter a name for the Contract Type. Example: 10 month, 12 month, Admin

▶ **Days** – Enter the number of days of the contract type

▶<u>TRS Class</u> – Select the appropriate TRS Class as mandated by TRS from the drop down box.

▶ **Paychecks** – Select the number of paychecks for the school year.

▶ <u>Payroll Begin</u> – 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 w | A leave type is a means by which you can categorize leave on employees | | |
|------------------------------|--|--|--|
| Identifier | Identifier | | |
| Name* | Maint | | |
| Days* | 222 | | |
| TRS Class* | 12 Month Employees 👻 | | |
| Paychecks* | 12 - Monthly - | | |
| Payroll Begin* | 8 - / 1 - | | |
| | Create S Cancel | | |

Click 💐 Create

| General | | |
|--------------------------------|--|-------------------|
| Edit: Main | | 📄 Return to list |
| This view allows you to config | ure 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* | 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 Sedit Identifier

| This view allows you to config | This view allows you to configure contract types for tracking the different types of employment contracts. | | |
|--------------------------------|--|--|--|
| Identifier | Identifier | | |
| Name* | Maint | | |
| Days* | 222 | | |
| TRS Class* | 12 Month Employees 👻 | | |
| Payroll Begin* | 8 • / 1 • | | |
| Accrue* | True - Accrue | | |
| (| Save OCancel | | |

Click 赵 Save

| This view allows you to config | 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 \sum next to the contract type that will be corrected.

| 10 • Filter: Active Records • | | | | | |
|--------------------------------|---|---|---|---|--|
| Name | Davs | TRS Class | Payroll Begin | Accrue | Actions |
| 10 MONTH | 194 | 10 Month Employees | 9/1 | False | 20 |
| 11 MONTH | 205 | 11 Month Employees | 9/1 | False | 5 8 |
| 12 MONTH | 225 | 12 Month Employees | 9/1 | False | 20 |
| ADMIN | 225 | 12 Month Employees | 9/1 | False | 20 |
| Maint | 222 | 12 Month Employees | 8/1 | True | 2)0 |
| Temporary/Part-Time/Substitute | 0 | 10 Month Employees | 9/1 | False | 5 0 |
| | 10 - Filter: Active Records - Name 10 MONTH 11 MONTH 12 MONTH ADMIN Maint Temporary/Part-Time/Substitute | Name Days 10 MONTH 194 11 MONTH 205 12 MONTH 225 ADMIN 225 Maint 222 Temporary/Part-Time/Substitute 0 | Name Days TRS Class 10 MONTH 194 10 Month Employees 11 MONTH 205 11 Month Employees 12 MONTH 205 12 Month Employees ADMIN 225 12 Month Employees Maint 222 12 Month Employees Temporary/Part-Time/Substitute 0 10 Month Employees | Name Days TRS Class Payroll Begin 10 MONTH 194 10 Month Employees 9/1 11 MONTH 205 11 Month Employees 9/1 12 MONTH 225 12 Month Employees 9/1 ADMIN 225 12 Month Employees 9/1 Maint 222 12 Month Employees 8/1 Temporary/Part-Time/Substitute 0 10 Month Employees 9/1 | Name Days TRS Class Payroll Begin Accrue 10 MONTH 194 10 Month Employees 9/1 False 11 MONTH 205 11 Month Employees 9/1 False 12 MONTH 205 12 Month Employees 9/1 False ADMIN 225 12 Month Employees 9/1 False Maint 222 12 Month Employees 9/1 False Temporary/Part-Time/Substitute 0 10 Month Employees 9/1 False |

Click 🔰 Edit Identifier

| This | This view allows you to configure contract types for tracking the different types of employment contracts. | | | |
|------|--|--------------------|--|--|
| Ider | Identifier 🛛 🗕 — — 🕹 💹 Edit Identifi | | | |
| | 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 config | ure 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* | True - Accrue 👻 |
| | Save Scancel |

Click 赵 Save

| This view allows you to config | ure 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 | |
| | | |



Click ²³ next to the contract type that will be deleted

| Page Size: | 10 🗸 Filter: Active Records 🚽 | | | | | |
|------------|--------------------------------|-------------|--------------------|---------------|---------------|---------|
| System ID | Name | <u>Days</u> | TRS Class | Payroll Begin | <u>Accrue</u> | Actions |
| 4 | 10 MONTH | 194 | 10 Month Employees | 9/1 | False | 2 🕄 |
| 3 | 11 MONTH | 205 | 11 Month Employees | 9/1 | False | 2 2 |
| 2 | 12 MONTH | 225 | 12 Month Employees | 9/1 | False | 2 🕄 |
| 8 | ADMIN | 225 | 12 Month Employees | 9/1 | False | 2 2 |
| 11 | Maint 🚽 | 222 | 12 Month Employees | 8/1 | True | 20 |
| 9 | Temporary/Part-Time/Substitute | 0 | 10 Month Employees | 9/1 | False | 2 🕄 |
| Records: 6 | | | | 🔇 🔇 Pa | ge 1 of 1 | - 🔾 🔾 |

| Are you sure you want to delete this object? |
|--|
| OK Cancel |

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



WebSmart by JR3 Contract Types 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 <u>active</u> records to <u>disabled</u> records. If this contract was deleted in error follow the following steps to restore the contract

| Contract Types • Add Contract Type | | | | | | | |
|--|---|-------------|--------------------|---------------|---------------|---------|--|
| Page Size: 10 V Filter: Active Records V | | | | | | | |
| System ID | Name Active Records Disabled Records | <u>Days</u> | TRS Class | Payroll Begin | <u>Accrue</u> | Actions | |
| 4 | 180 Cafe Custom | 180 | 10 Month Employees | 8/1 | True | 2 2 | |
| 5 | 187 Teacher/Nurse/Aide | 187 | 10 Month Employees | 9/1 | True | 2 2 | |
| 8 | 195 days | 195 | 11 Month Employees | 8/1 | False | 2 🕄 | |
| 3 | 207 Counselor/Technologist | 207 | 11 Month Employees | 8/1 | False | S 🛛 | |
| 1 | 219 Admin/Assist/Recep | 219 | 12 Month Employees | 8/1 | False | 2 🕄 | |
| 2 | 229 Maint/Cust | 229 | 12 Month Employees | 8/1 | False | S 🛛 | |
| 7 | IAEF 261 | 261 | 12 Month Employees | 8/1 | False | 2 🕄 | |
| 6 | Substitute | 0 | 10 Month Employees | 9/1 | False | 2 | |
| Records: 8 | | | | 🕜 🔇 Pa | ge 1 of 1 | - 💿 | |



to restore to the Contract type



Click $\boldsymbol{O}\boldsymbol{K}$ to continue to restore the contract

Moved from disabled records

| Contract Types • Add Contract Type | | | | | | | | | |
|--|---------------------|--------------|-------------|--------------------|---------------|---------------|----------|--|--|
| Page Size: 10 - Filter: Disabled Records - | | | | | | | | | |
| System ID | <u>Name</u> | | <u>Days</u> | TRS Class | Payroll Begin | <u>Accrue</u> | Actions | | |
| 1 | 10 Month - 187 Days | 10 month 50% | 87 | 10 Month Employees | 9/1 | False | • | | |
| 7 | 11.5 MONTH | removed | 23 | 12 Month Employees | 9/1 | False | • | | |
| Records: 2 Q Page 1 of 1 - Q Q | | | | | | | | | |

Restored to active records

| Page Size: 10 - Filter: Active Records | | | | | | | | |
|--|--------------------------------|-------------|--------------------|---------------|---------------|---------------|--|--|
| <u>System ID</u> | Name | <u>Days</u> | TRS Class | Payroll Begin | <u>Accrue</u> | Actions | | |
| 4 | 10 MONTH | 194 | 10 Month Employees | 9/1 | False | S | | |
| 6 | 10 MONTH - 50% | 194 | 10 Month Employees | 9/1 | False | > 3 | | |
| 3 | 11 MONTH | 205 | 11 Month Employees | 9/1 | False | 2 🕄 | | |
| 2 | 12 MONTH | 225 | 12 Month Employees | 9/1 | False | > 8 | | |
| 8 | ADMIN | 225 | 12 Month Employees | 9/1 | False | 2 🕄 | | |
| 9 | Temporary/Part-Time/Substitute | 0 | 10 Month Employees | 9/1 | False | 2 2 | | |
| Records: 6 | | | | 🚺 🔇 Pa | ge 1 of 1 | - 🔾 | | |