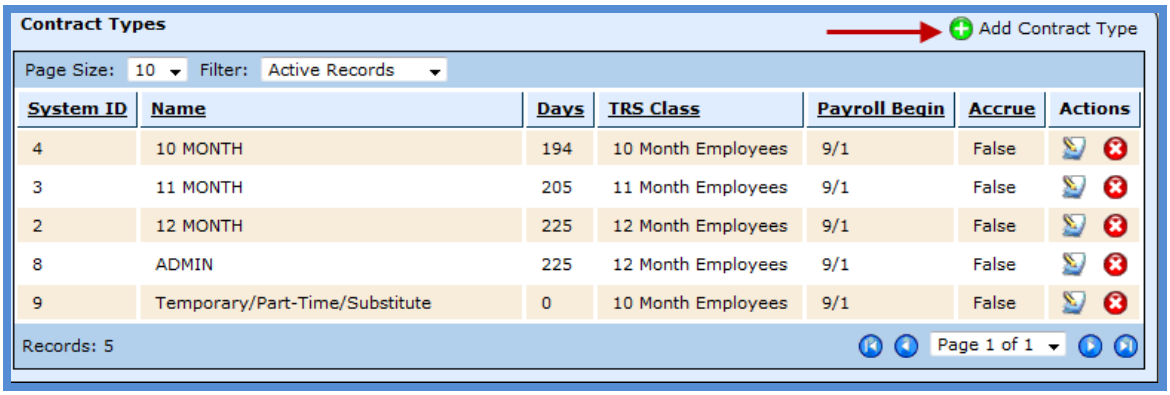
Contract Types

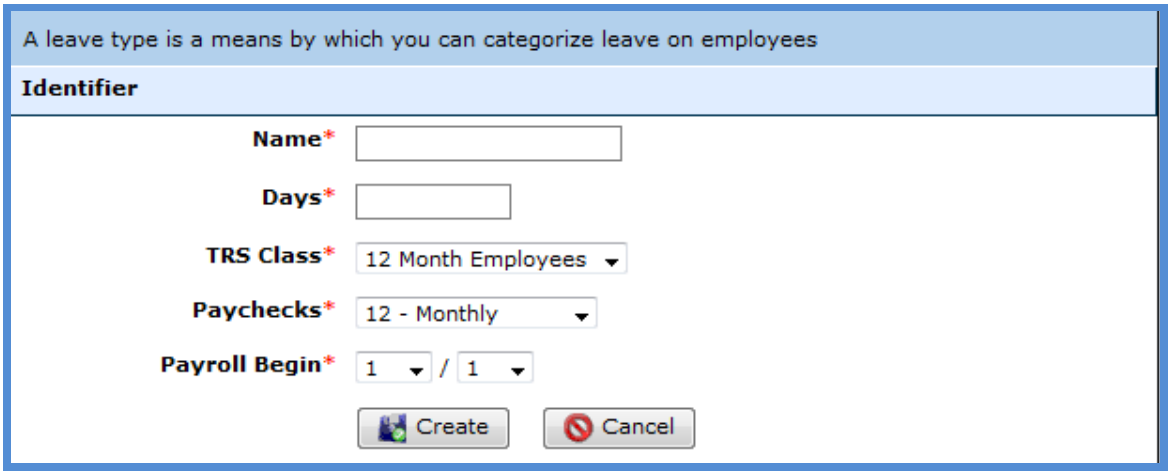
Contract types are created to identify the number of days an employee works, the number of paychecks the employee will receive for the school year, and whether or not the employee's salary should calculate for accruals. **Important Note…Do NOT Create a new contract type for an employee that has been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

Finance > HR > Organization > Contract Types

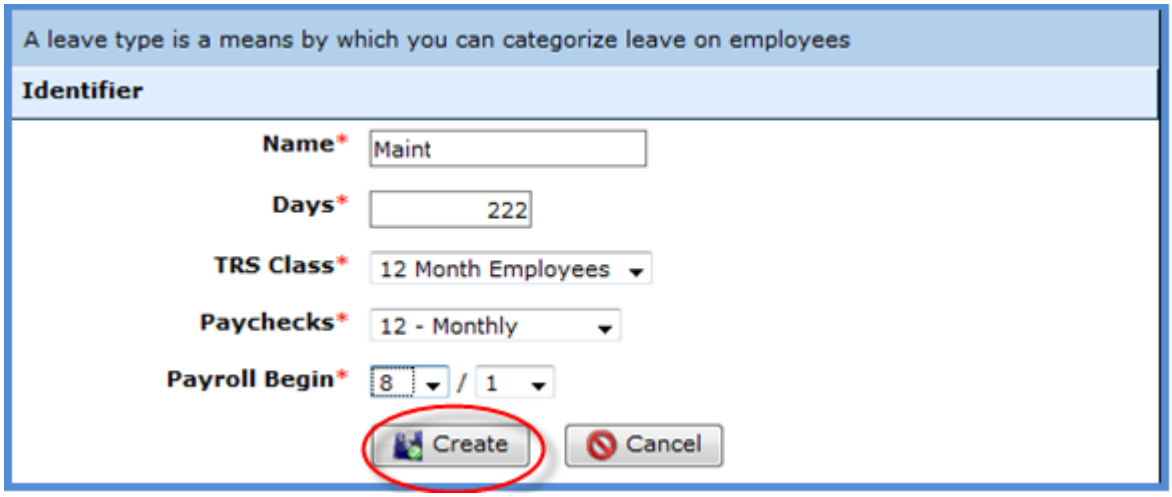
Adding a Contract Type

Click on **Add Contract Type**

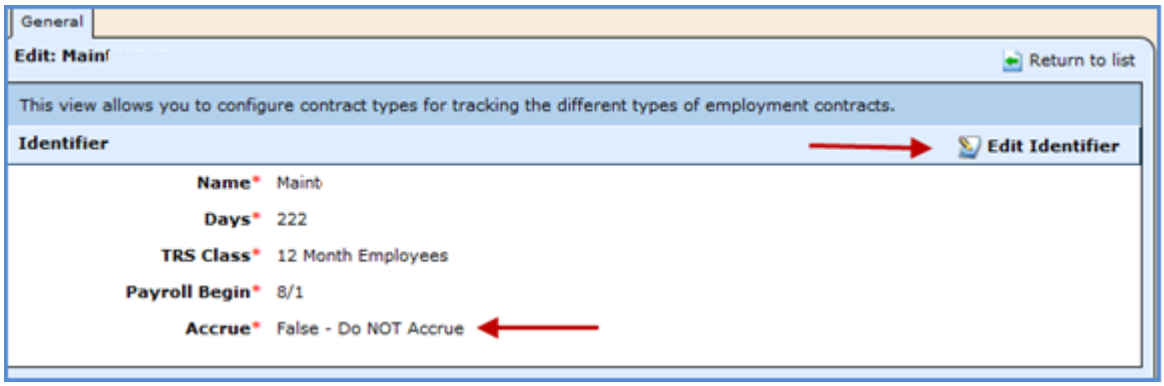




►**Name** – Enter a name for the Contract Type. Example: 10 month, 12 month, Admin
►**Days** – Enter the number of days of the contract type
►**TRS Class** – Select the appropriate TRS Class as mandated by TRS from the drop down box.
►**Paychecks** – Select the number of paychecks for the school year.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

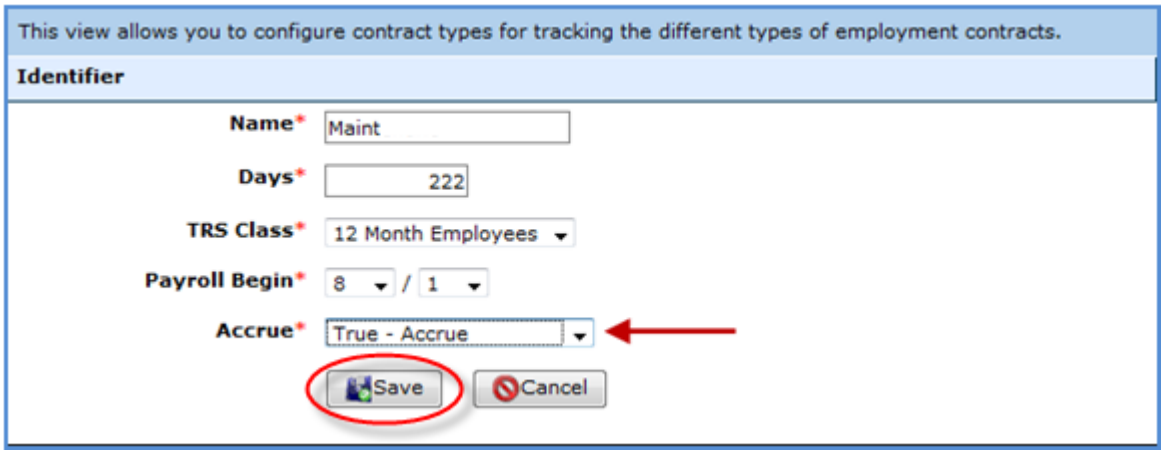


Click **Create**

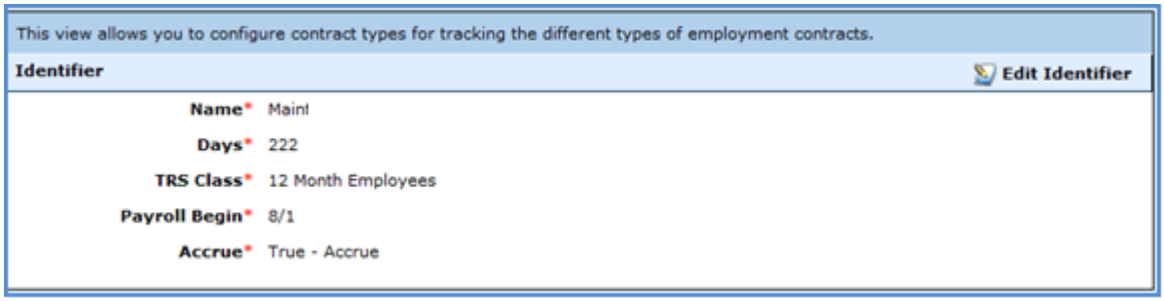


** **Accrue –** This field appears as the contract type is created. It will always default to – FALSE – Do NOT Accrue. If this position should accrue follow the following steps

Click **Edit Identifier**

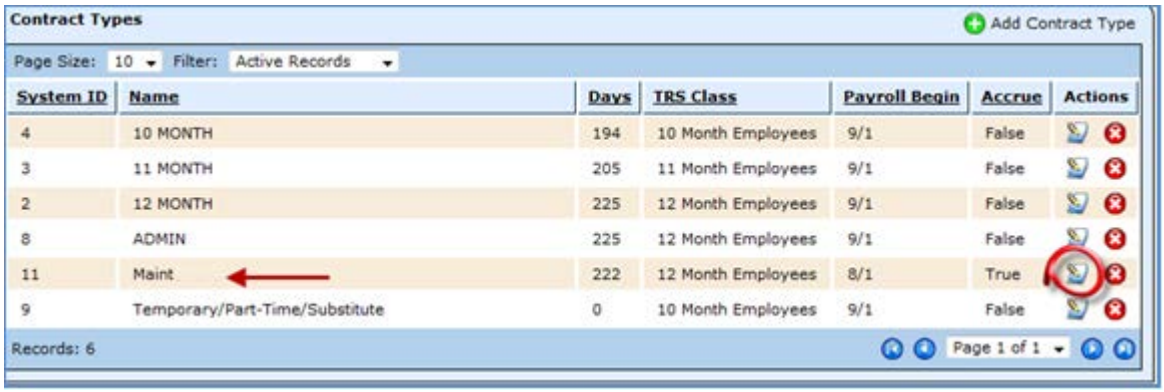


Click **Save**

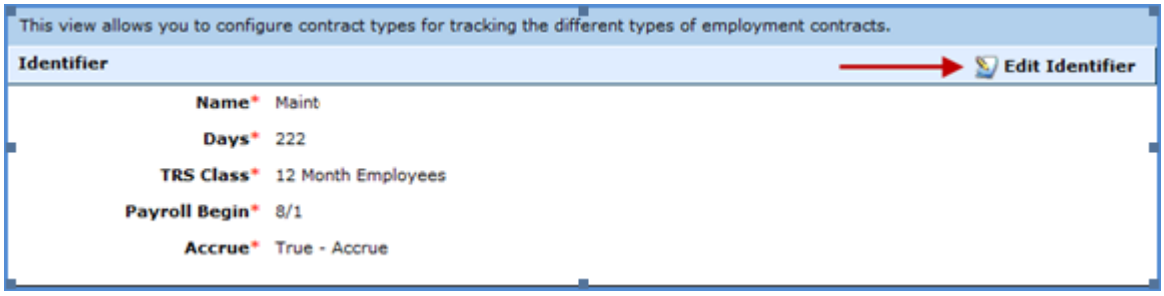


Edit a Contract Type

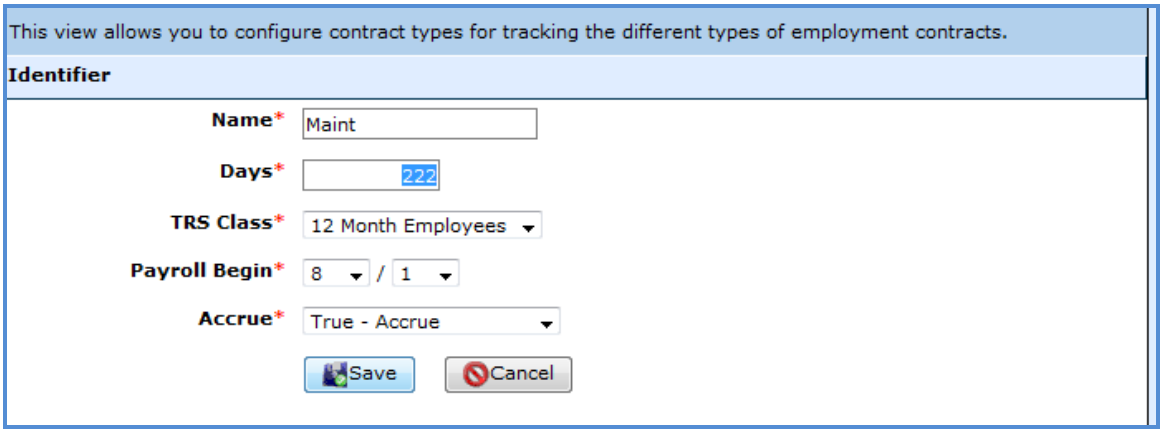
Click next to the contract type that will be corrected.



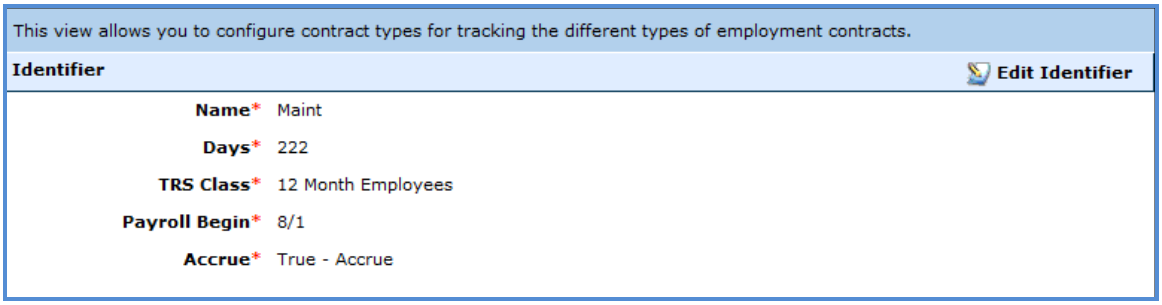
Click **Edit Identifier**



► Correct the appropriate fields

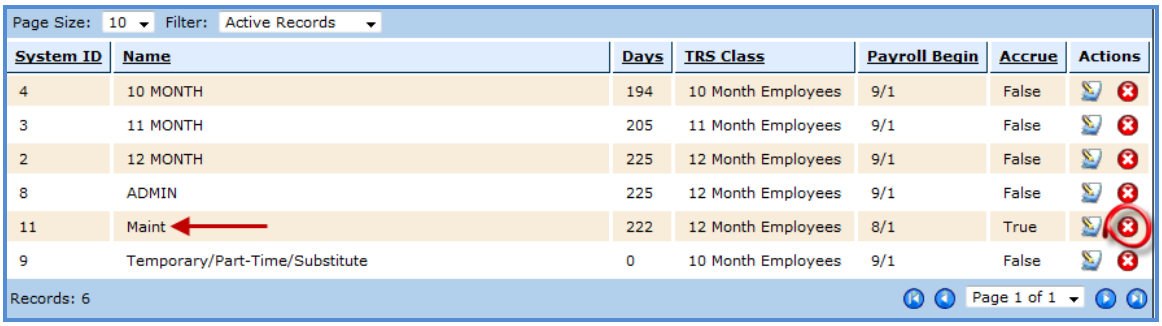


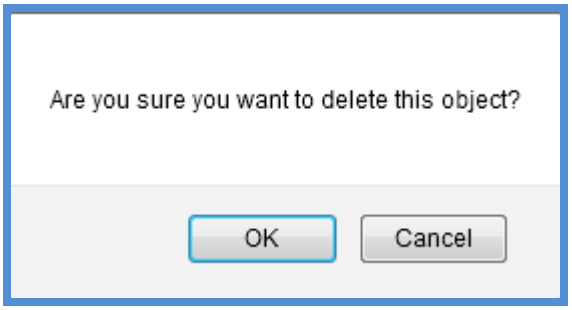
Click **Save**



Delete a Contract Type

Click next to the contract type that will be deleted



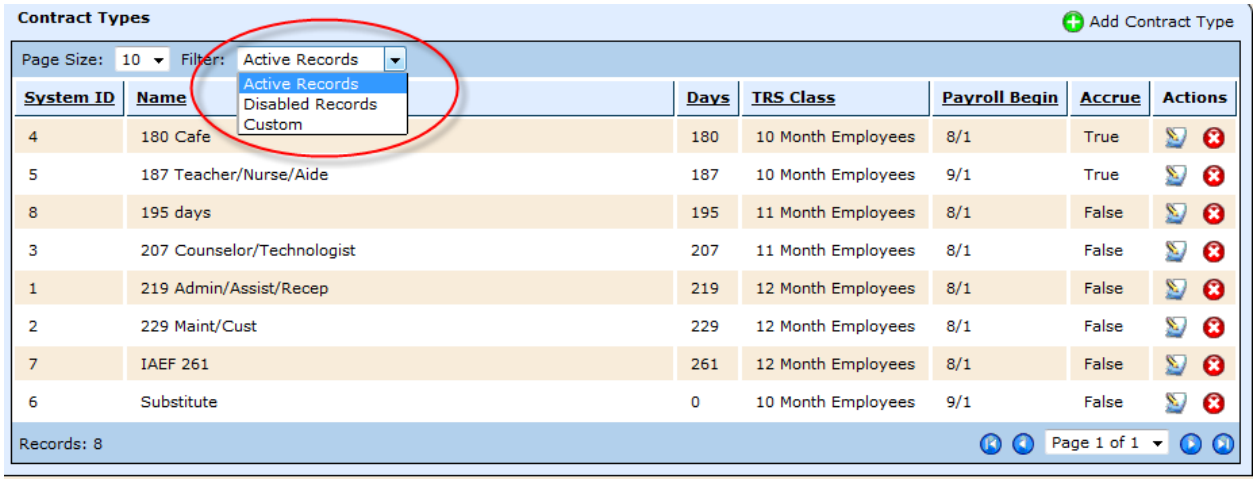


Click **OK** to continue to delete the position.

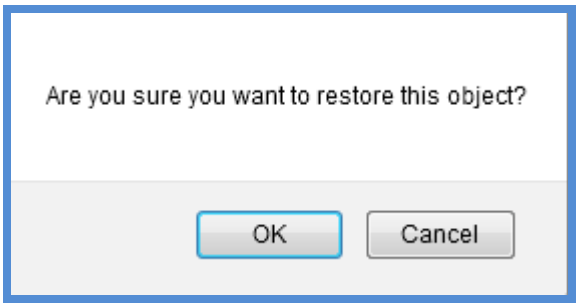
Restore a deleted contract type

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

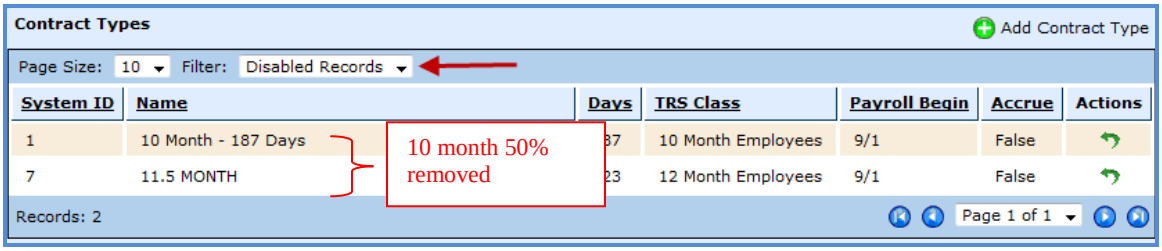
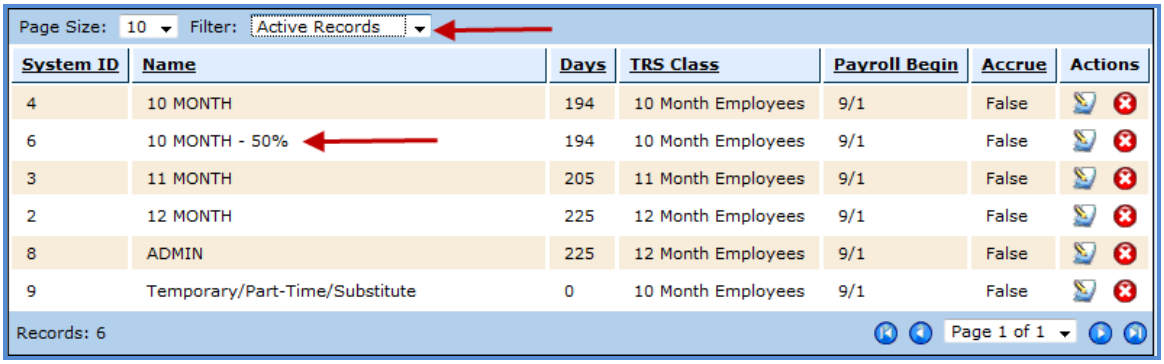


Click on to restore to the Contract type



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

Moved from disabled records



Restored to active records