Promote Contracts

The Promote Contracts utility facilitates the promotion of contracts to the next school year. For each qualifying contact in the previous instructional period, a new record will be created given the default dates associated with its contract type while incrementing local experience, years of experience, and pay step. This step also rolls forward employee leave balances and accrues leave as set up according to the leave policy.

▶ Finance > HR > Organization > Promote Contract
▶
   ▪ Replaces Promote Service Records

   ▪ By selecting the Target Period, the Contract Begin and Contract End dates will populate according to the general ledger dates. This will need to be adjusted according to your calendar for your contract types.

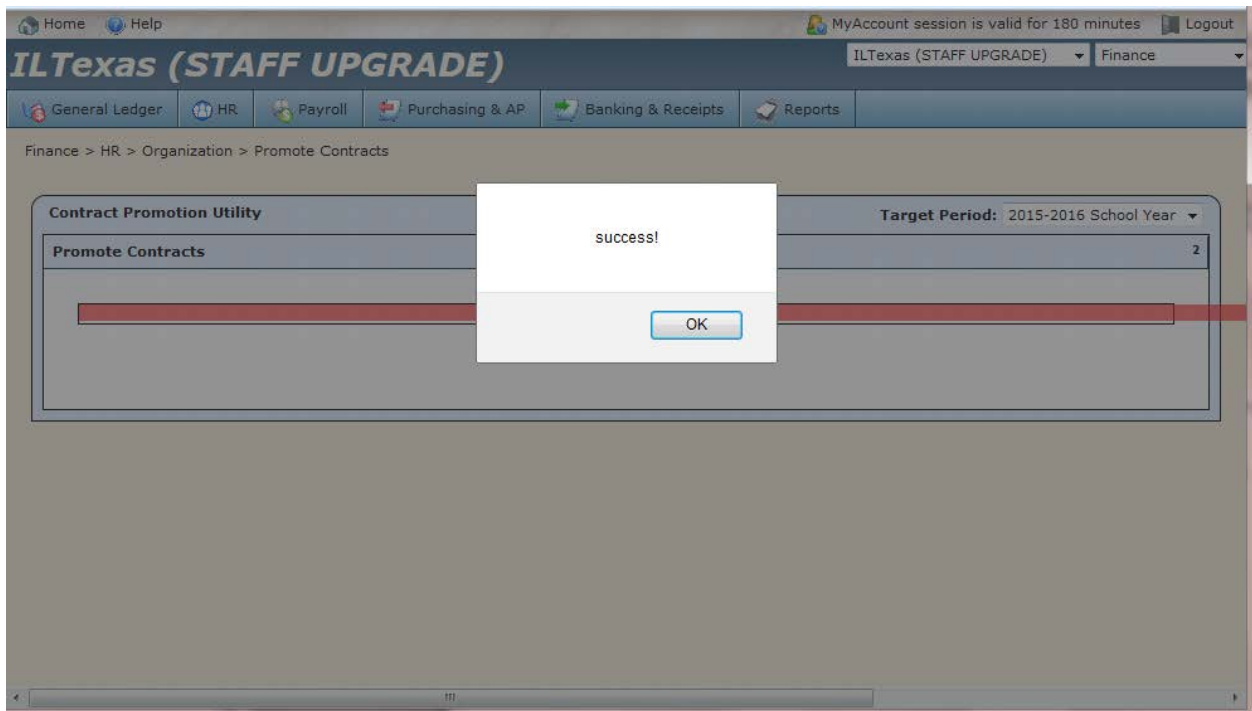Enter the **Contract Begin Date** and **Contract End Date** for each contract type.

   ▪ New – the ability to promote a raise for each compensation type.
   ▪ This feature will increase the employees' raises according to the % increase selected for that particular compensation type.
   ▪ The compensation type is selected on the employee's position.

Enter the **raise percentage** using the drop down boxes for each compensation type.

Select **Promote**

Click **OK**