

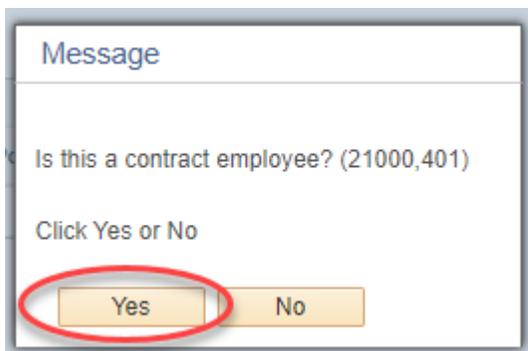
Setting up a Default Appointment Period Contract

Set up a Default Appointment Period Contract when you want an employee set up on a contract, but the dates do not match the normal semester dates.

From the Transaction Launch Page, enter the Empl ID or Name. For the Search Option, select the appropriate option based on the situation (Hire/Rehire/Additional Job or if reappointing an employee, select Job Change).

Enter the Biographical Details, Contact Information, and Regional Information if this is a new hire or select the record you would like to use if this is a rehire, additional job, or reappointment.

You will get a pop-up message asking if this is a contract employee. Click Yes.



If asked if this is a new contract, select Yes.

Populate the Job Effective Date field with the date the appointment will start.

Select the appropriate Reason Code if necessary.

Populate the Position Number (the Position Number will already be populated if this is a reappointment).

Pay Group

For Lecturers, use Pay Group **MON**

For GPTIs and TAs, use Pay Group **STM**

For contracts, the Employee Type should always be Salaried, Compensation Frequency should be Contract, and Comp Rate Code should be BASEC – Base Contract. When you select the MON pay group, these fields will default correctly automatically. With STM pay group, pay can be either monthly or contract, so if these fields are grayed out and you need to change them from Monthly to Contract, select a different pay group, then go back and select STM pay group again. That will update these fields correctly.

Compensation Rate

Enter the TOTAL semester pay amount.

Contract Term Period

Select Default Appointment Period.

CU Contract End Dt

Populate with the last working date of the appointment.

Both the Appointment End Date and Expected Job End Date fields should be left blank.

Do NOT change anything in the CU Faculty Contracts section.

Click Save and Submit for Approval.

Job - Payroll Information	
Pay Group <input type="text" value="STM"/>	Employee Type <input type="text" value="Salaried"/>
Tax Location Code <input type="text"/>	
Job Compensation - Payroll Currency and Frequency	
Compensation Frequency <input type="text" value="Contract"/>	
Job Compensation - Pay Components	
Comp Rate Code <input type="text" value="BASEC - Base Contract"/>	*Compensation Rate <input type="text" value="5000.000000"/>
Compensation Frequency <input type="text" value="Contract"/>	
CU Contract Term Period	
*Contract Term Period <input type="text" value="Default Appointment Period"/>	*CU Contract End Dt <input type="text" value="10/14/2022"/>
Employment - Additional Data	
Appointment End Date (Not Used for Auto Term) <input type="text"/>	
Work Location - Expected Job End Date	
Expected Job End Date (Used for Auto Term) <input type="text"/>	
CU Faculty Contracts	
Empl ID <input type="text" value="122083"/>	Effective Date <input type="text" value="08/22/2022"/>
Empl Record <input type="text"/>	Assign Hours To Flag <input type="text" value="All Earnings(Contract+PNE+E)"/>
Contract Renewal Count <input type="text"/>	<input type="checkbox"/> Contract Renewal Elig. Indic.
Contract Begin Date <input type="text" value="08/22/2022"/>	Contract End Date <input type="text" value="10/14/2022"/>
Contract Pay Type <input type="text" value="Oth/Cont"/>	Termination Date <input type="text" value="10/14/2022"/>
Monthly Frequency <input type="text" value="M"/>	Combo Code for Earned Not Paid <input type="text"/>
Combo Code for Paid Not Earned <input type="text"/>	Annualization Options <input type="text" value="Annualize Over 12 months"/>
Calculation Method <input type="text" value="Actual"/>	Contract Number <input type="text" value="1.000000"/>
Actual Start Date <input type="text" value="08/22/2022"/>	<input type="checkbox"/> Same as Contract Regular
Daily Hours <input type="text" value="8.000000"/>	Last Payment Date <input type="text" value="10/14/2022"/>
<input type="checkbox"/> Prorate Hrs in Partial Period	School Schedule <input type="text"/>
<input type="checkbox"/> Use Holiday Schedule	Work Days in Contract <input type="text"/>