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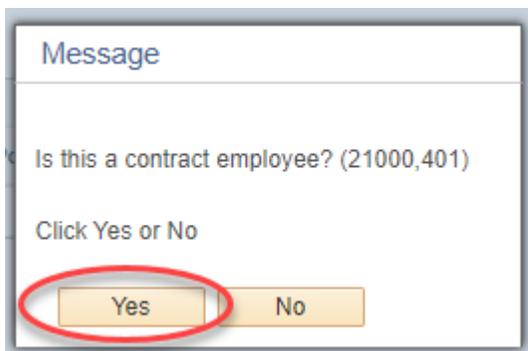
If asked if this is a new contract, select Yes.

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.