Contingent 1 Contract Renewal
Contract Submitter Instructions

A Custom Bolt-on PeopleSoft Application
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Contract Date Setup

Note: This page is intended for creating contract field defaults for a large volume of contract renewals with the same effective date. It provides the option to set up contract dates, new compensation rates, and new contract maximums by department, which will be used by the first page of the Contingent 1 Renewal Entry process. All the values can be edited on the Contingent 1 Renewal Entry page.

If you do not set up contract dates by department, then the contract Start and End Date, new Compensation Rate, and new Contract Maximum on the Contingent 1 Renewal Entry page will need to be entered manually for each contract renewal.

Entering Default Department Specific Contract Dates

- Navigate to SU Custom > Employment Contract Processing > Contingent 1 Renewal System > Contract Date Setup.

- For the first entry, lookup the department you wish to use (magnifying glass to the right of the “Department” field) then enter the “First Start Date”, the “First End Date”, the “Second Start Date”, and the “Second End Date”.
- You can check the “Set First Date As Default” checkbox if you wish to bypass the “Select New Contract Period” page and automatically set all contracts for the specified department to the first start and end dates.
- You can enter the “New Compensation Rate” for the department. If you do, this value will be defaulted as the input for the new contract. If you leave this blank, the compensation rate from the previous contract will be defaulted.
- If the compensation rate or hours per week will change from the previous contract, you can enter the “New Contract Maximum”. If you do, this value will be defaulted as the “Not to Exceed $” field input for the new contract. If you leave this blank, the “Not to exceed $” amount from the previous contract will be defaulted.
- To add successive rows to enter additional departments, press the “+” button to the right of the “New Compensation Rate” field.
- After you have entered all your data for each department, click on the yellow “Save” button in the lower left hand corner to save the data you have entered.
Contingent 1 Renewal Entry

Note: This is where you select employees who are employed or have been employed sometime in the last 6 months and enter new information in order to renew their contingent 1 contracts. *This system should not be used to initiate a contract for a rehire.*

To Find an Eligible Employee

- Navigate to SU Custom > Employment Contract Processing > Contingent 1 Renewal System > Contingent 1 Renewal Entry.

- If you know the EmplID of the employee you wish to submit, enter it in the EmplID field and click search. If you wish to choose from a list of eligible employees in a particular department you can select the appropriate department and click search. Finally, you can search by Last Name and/or First Name. Once the list is present on the page, you can sort the list by clicking on one of the column headers, and/or click on the appropriate person and you will be taken to one of two pages. If you did not check the “Set First Date As Default” check box but entered dates for the department in which the employee will be working, you will see the “Select New Contract Period” page. Otherwise, you will navigate to the “Contingent 1 Renewal Entry” page.

Note: If you did not set up the start and end date(s) for a particular department on the “Contract Date Setup” page, the system will skip the “Select New Contract Period” page and take you directly to the “Contingent 1 Renewal Entry” page. The date fields will be left blank and can be entered on that page.
Select New Contract Period

- This page allows you to choose the first or second contract dates you entered on the date setup page by clicking the appropriate radio button. The third radio button allows you to enter custom contract start and end dates.
- The New Compensation Rate and Contract Maximum are shown and will be defaulted to the contract.
- All these values can be edited on the next page.
- Push the OK or Cancel buttons to navigate to the next page.
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Contingent 1 Renewal Entry Page

Contingent 1 Contract Renewal Submission

Current Contract Data (view only)

- Department Account Number: 310000
- Name:
- Social Security # (Last 4): 000-00-3229
- Address Line 1:
- Address Line 2:
- City: Salisbury
- State: MD
- Postal Code: 21804
- Job Title: Food Serv Aide I
- Internal Title: Food Service Aide I

New Contract Data (editable)

- Supervisor ID: 1030881
- Supervisor Name: Douglas Jones
- Contract From Date: 01/01/2012
- Contract End Date: 07/01/2012
- Compensation Rate: 10.20000
- Not To Exceed $: 5000.00
- Hours Per Week: 19.00

Seasonal or Intermittent (Y/N): Yes

Employee Electronic Signature

- Employee OPrID: [redacted]
- I accept this position
- Employee Name: [redacted]

HR Representative Approval

- HR Representative OPrID:
- I approve this contract
- HR Rep Name:
- I reject this contract

Save Before Submitting | Submit For Dept Mgr Approval

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- The page shown above contains two columns of data. On the left side you see information of the most recent/current position the employee has held in this department. On the right side are editable boxes which have been populated from the fields on the left hand column as well as those you have entered/chosen from the “Select New Contract Period” page. The fields under the New Contract Data (editable) heading are as follows:
  - Department Account Number: You may modify this field but you can only change it to a department to which you have update rights.
  - Name: You may modify this field but it is just for informational purposes. *Name changes must be processed and entered manually by HR.*
  - Social Security # (Last 4): You may modify this field but it is just for informational purposes. *SSN changes must be entered manually by HR.*
  - Address Line 1, Address Line 2, City, State and Postal Code: You may modify these fields but it is just for informational purposes. *Address changes must be entered manually by HR.*
  - Job Title: Read only field.
  - Internal Title: Can be modified.
  - Job Duties: Can be modified.
  - Supervisor ID: If you wish to change the Reports To Name you can select the appropriate ID by using the magnifying glass to the right of the edit box.
  - Reports To Title: Read only field.
  - Contract From Date: The start date of the contract.
  - Contract End Date: The end date of the contract.
  - Compensation Rate: The hourly wage.
  - Not To Exceed $: The maximum amount paid by the contract.
  - Hours Per Week: The number of hours per week the employee will be expected to work.
  - Seasonal or Intermittent (Y/N): Yes/No dropdown to state if the work is seasonal.
  - If Yes, details: Description of the seasonal/intermittent nature of the work.
  - Supervisor (Y/N): To indicate if the employee is a supervisor.
  - Essential Personnel(Y/N): To indicate if the employee’s position is essential.

- Department Manager Approval: If there is more than one Department Manager assigned to a department, you will need to select the correct manager with the lookup edit box. Normally, this field will be automatically filled when the page is displayed.

- Once all the data has been entered click the yellow “Save Before Submitting” button on the left hand bottom of the page. Then, you can click the yellow “View Contract” button on the top left of the page to see what the contract would look like in PDF form. You may still edit the page at this point.

*Caution! If you see that the start date of the new contract is before the current contract end date, do not save the record. Cancel the action and call HR!*
Finally, clicking the yellow “Submit For Dept Mgr Approval” button at the bottom of the page will cause the “Submitted For Dept Manager Approval” checkbox to be checked (top right corner), and it will now be available for electronic sign off by the department manager. After submission, you may no longer edit the page.

See the C1 Contract Appr List Page instructions on page 9 how to notify the Department Manager that the contract(s) are ready for approval.
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C1 Contract Appr List Page

Note: This page is the contract submitters view of the Department Manager’s sign off page.


- On this page there are two tabs which show the employee and where they stand in the approval process.
- Clicking the “Only Show My Submissions” checkbox at the top will show only the submissions you have made.
- Clicking on the lower left hand “Submit Email To Dept Manager(s)” will send one email (listing all the employees contracts they need to approve) to all the department managers.
- Employees will remain on this list until their contracts have been fully processed by Human Resources and a job row has been inserted in GullNet.
- Finally, clicking on the blue “Approval Page” link at the end of the row for each employee will take you to the “Contingent 1 Approval Page” for that employee.
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Contingent 1 Approval Page

This page is very similar to the Contingent 1 Renewal Entry page except it is “read only”. On this page, the status and details of the contract approval(s) can be viewed and/or verified.

To View Contract Details or Verify Approvals of a Contract

- Navigate to SU Custom > Employment Contract Processing > Contingent 1 Renewal System > Contingent 1 Approval Page
- From this page you can view the contract details and status of the contract approval(s).
- Also from this page, you can view the full contract by clicking on the yellow “View Contract” button in the upper left hand corner.
- After HR has approved and posted the job information to GullNet, the contract will no longer be included on the approval pages and can be found in the Completed/Closed Contracts.

Note: The yellow “Employee Signed” button is only for use in University Dining Services and Physical Plant/Maintenance for those employees who cannot sign their contracts electronically. The yellow “Employee Signed” button is visible until the contract has been signed.

For University Dining Services and Physical Plant/Maintenance Only

Signature Pad Confirmation/Verification
After the Department Manager has approved an employee’s contract and the employee has signed his/her contract via a signature pad, the employee’s signature must be verified and confirmed by clicking the yellow “Employee Signed PDF” button before an HR Rep can approve the contract. If an employee has logged into GullNet and approved his/her contract electronically, only the visual verification needs to be done (you do not have to confirm the signature by clicking the yellow “Employee Signed PDF” button).

Verify an Electronic Signature for an Employee

- Navigate to the folder on the U: drive where the (signed) contract .pdf has been saved and view the employee’s contract to verify that it has been signed.
- The log onto GullNet and navigate to SU Custom > Employment Contract Processing > Contingent 1 Renewal System > Contingent 1 Approval Page
- You confirm on the “Contingent 1 Approval Page” that an employee has signed their PDF contract by clicking on the yellow “Employee Signed PDF” button in the “Employee Electronic Signature” area. This must be done before HR can approve and post the job information to GullNet. Finally, click the yellow Save button.
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### Contingent 1 Contract Renewal Approval

**Current Contract Data (view only)**

- **Department Account Number:** 310000
- **Name:** [Redacted]
- **Social Security # (Last 4):** 0000-00-3220
- **Address Line 1:** [Redacted]
- **Address Line 2:** [Redacted]
- **City:** Salisbury
- **State:** MD
- **Postal Code:** 21804
- **Job Title:** Food Serv Aide I
- **Internal Title:** Food Service Aide I
- **Job Duties:**

**New Contract Data (view only)**

- **Department Account Number:** 310000
- **Name:** [Redacted]
- **Social Security # (Last 4):** 0000-00-9
- **Address Line 1:** [Redacted]
- **Address Line 2:** [Redacted]
- **City:** Salisbury
- **State:** MD
- **Postal Code:** 21804
- **Job Title:** Food Serv Aide I
- **Internal Title:** Food Service Aide I
- **Supervisor ID:** 1038881
- **Supervisor:** Douglas Jones
  - Food Service Manager
  - 01/01/2012
  - 07/01/2012
  - 10.0000
  - 5000.00
  - 10.00
  - No
- **Seasonal or Intermittent (Y/N):** Yes

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### Department Manager Approval

- **Dept Manager Opt 1:** Yes
- **Dept Manager Opt 2:** No
- **Dept Manager Name:** Kevin Mann
- **Dept Manager Approval Date:** 04/01/2012

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### Employee Electronic Signature

- **Employee Opt 1:** Yes
- **Employee Opt 2:** No
- **Employee Name:** [Redacted]

- **Electronic Signature:**
- **Employee Approval Date:**

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### HR Representative Approval

- **HR Representative Opt 1:** Yes
- **HR Representative Opt 2:** No
- **HR Rep Name:** [Redacted]

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Contingent 1 Completed/Closed Contract

Note: This page is read only and contains an historical record of the contract that was submitted after the employee job record is inserted in PeopleSoft or the contract was cancelled/rejected.

Contingent 1 Completed/Closed Contract

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**Contract Data (view only)**

- **Department Account Number:** 310000
- **Name:**
- **Social Security #:** 999-99-9999
- **Address Line 1:**
- **Address Line 2:**
- **City:** Fruitland
- **State:** MD
- **Postal Code:** 21025
- **Job Title:** Food Serv Aide I
- **Internal Title:** Food Service Aide I
- **Job Duties:** Tasks of Job Duties
- **Reports To Name:** Douglas Jones
- **Reports To Title:** Food Serv Aide I
- **Start Date:** 09/01/2012
- **Contract End Date:** 09/30/2012
- **Compensation Rate:** 15.000000
- **Not To Exceed $:** 5000.00
- **Hours Per Week:** 19.60
- **Seasonal or Intermittent (Y/N):** Yes
  - **If Yes, details:** Test of Seasonal details
- **Supervisor (Y/N):** N
- **Essential Personnel (Y/N):** No

**HR Use Only**

- **Job Code:** M2F51
- **FullTime:** Part Time
- **Work Period:** W
- **Contract Number:**
- **Compensation Frequency:** H
- **Rate Code:** NARNLY
- **SU Department:** University Dining Services
- **VP Area:** Admin & Finance

**Department Manager Approval**

- **Dept Manager Opntr:** Sign
- **Dept Manager Name:** Kevin Mann
- **Dept Manager Approval Date:** 05/02/2012

**Employee Electronic Signature**

- **Employee Opntr:** Sign
- **Electronic Signature:** PDF verified by ctwiley
- **Employee Name:**
- **Employee Approval Date:** 09/02/2012

**HR Representative Approval**