Salisbury UNIVERSITY

Contingent 1 Contract Renewal
Department Manager Instructions

A Custom Bolt-on PeopleSoft Application

TOPIC: PeopleSoft Contingent 1 Contract Renewal – Department Manager

Table of Contents

C1 Contract Renewal Approval Options 3
Contingent 1 Approval Page 3
C1 Appr List Page 6
Contingent 1 Completed/Closed Contract 8

TOPIC: PeopleSoft Contingent 1 Contract Renewal – Department Manager

C1 Contract Renewal Approval Options

A Department Manager has two (2) options to approve a pending online contract renewal:

1) On the **Contingent 1 Approval Page** (advisable for low volume contract renewals).
   Navigate to *SU Custom > Employment Contract Processing > Contingent 1 Renewal System > Contingent 1 Approval Page*

OR

2) On the **C1 Contract Appr List Page** (for high volume contract renewals).
   Navigate to *SU Custom > Employment Contract Processing > Contingent 1 Renewal System > C1 Contract Appr List Page*

Option 1 – Contingent 1 Approval Page

The Contingent 1 Approval Page shows all the contract information entered by the contract submitter for the employee's contract renewal (see screen print on page 5).

- Navigate to *SU Custom > Employment Contract Processing > Contingent 1 Renewal System > Contingent 1 Approval Page*

- Enter any information you have (Empl. ID, Last Name, First Name, etc.) and click Search OR leave fields blank for a list of all values and click Search. Click on any of the fields of the contract record you need to approve.

- From this page you can also view the full contract by clicking on the yellow "View Contract" button in the upper left hand corner.

- After viewing all details, click the appropriate radio button in the Department Manager Approval section to enter your approval (or rejection) and click the Save button on the bottom of the page.

APPROVE A CONTRACT: After you click the "I approve this contract" radio button and click the Save button, a confirmation message will be displayed stating "*The following employee has been successfully approved: [Name – Title]" Please click OK or Cancel to remove this message.*" Click OK or Cancel to continue.

- This action will send an email to the employee notifying the employee that their new online contract is ready for their signature. It will also give the employee security access to electronically sign their new online contract in GullNet.

- Once the Submit button is clicked, the contract will automatically be moved from the C1 Contract Appr List Page to the "Completed/Closed" section.

- To approve another contract renewal, click on the Return to Search button and then click the Clear button to clear your search criteria and enter your search data to search for the next record.

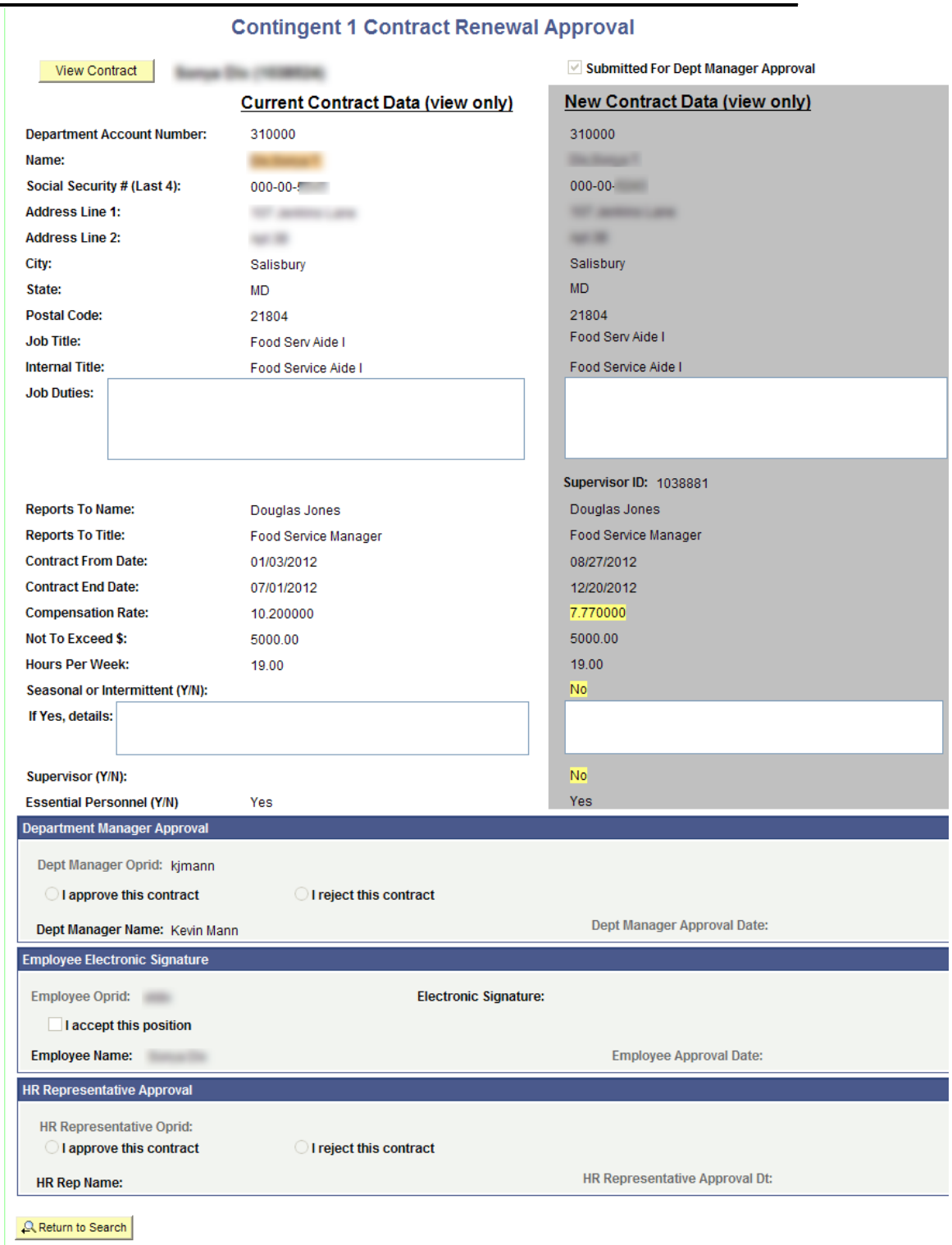
REJECTING A CONTRACT: After you click the "I reject this contract" radio button and click the Save button, a confirmation message will be displayed stating, "*You are about to reject the contract for [Name]. Click OK to continue and reject this contract or Cancel to cancel this operation.*"

- Click **OK** to confirm your rejection action. The contract will be automatically moved to the "Completed/Closed" section.

OR

- Click Cancel if the rejection action needs to be aborted and you do want to approve the contract, or the contract needs revision. If the contract needs revision, see the "Contract Revision" instructions under the C1 Contract Appr List Page section on page 6.

TOPIC: PeopleSoft Contingent 1 Contract Renewal – Department Manager



Contingent 1 Contract Renewal Approval

View Contract

Submitted For Dept Manager Approval

	Current Contract Data (view only)	New Contract Data (view only)
Department Account Number:	310000	310000
Name:		
Social Security # (Last 4):	000-00-	000-00-
Address Line 1:		
Address Line 2:		
City:	Salisbury	Salisbury
State:	MD	MD
Postal Code:	21804	21804
Job Title:	Food Serv Aide I	Food Serv Aide I
Internal Title:	Food Service Aide I	Food Service Aide I
Job Duties:		
Supervisor ID:		1038881
Reports To Name:	Douglas Jones	Douglas Jones
Reports To Title:	Food Service Manager	Food Service Manager
Contract From Date:	01/03/2012	08/27/2012
Contract End Date:	07/01/2012	12/20/2012
Compensation Rate:	10.200000	7.770000
Not To Exceed $:	5000.00	5000.00
Hours Per Week:	19.00	19.00
Seasonal or Intermittent (Y/N):		No
If Yes, details:		
Supervisor (Y/N):		No
Essential Personnel (Y/N)	Yes	Yes

Department Manager Approval

Dept Manager Oprid: kjmann

I approve this contract I reject this contract

Dept Manager Name: Kevin Mann Dept Manager Approval Date:

Employee Electronic Signature

Employee Oprid: Electronic Signature:

I accept this position

Employee Name: Employee Approval Date:

HR Representative Approval

HR Representative Oprid:

I approve this contract I reject this contract

HR Rep Name: HR Representative Approval Dt:

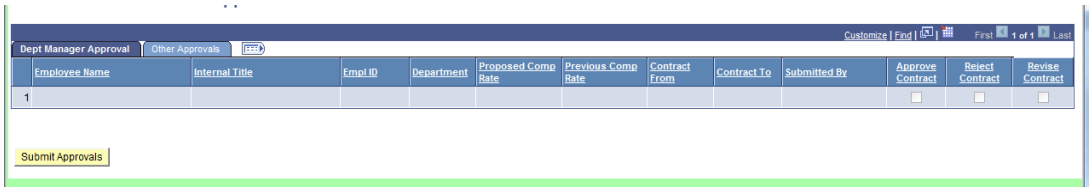
Return to Search

TOPIC: PeopleSoft Contingent 1 Contract Renewal – Department Manager

Option 2 – C1 Contract Appr List Page

On the Department Manager's access, the C1 Approval List Page lists all employees' contracts which were prepared by the Contract Submitter and are ready for the Department Manager's approval.

- *Navigate to SU Custom > Employment Contract Processing > Contingent 1 Renewal System > C1 Contract Appr List Page.*



- On this page there are two tabs which list the employee(s) and where they stand in the approval process.

Contract Approvals:

- To approve the employee's contract you simply click/check the "Approve Contract" checkbox on the right hand side of the "Dept Manager Approval" page.
- After approving all contracts, click on the lower left hand yellow button "Submit Approvals", this will send an email to the employee. It will also give the employee security to log into GullNet and electronically sign their contract.
- Once the submit button is pushed, a confirmation message is generated. Click OK and the contract will drop off the list.

  Note! All approved contracts should be checked for approval first and submitted (skip any contract you are not approving). Then check the contract that you are returning for revision, or a contract that you are rejecting. (If multiple actions are selected, the approval checkmarks will be lost after confirming a rejection or request for revision).

Contract Rejection:

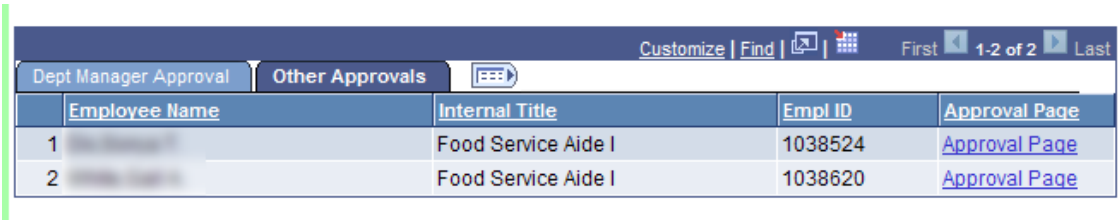
- To reject a contract, click the "Reject Contract" checkbox; you will be asked to confirm the rejection.
- After confirming, the contract will automatically be moved from the C1 Contract Appr List Page to the "Completed/Closed" section.

Contract Revision:

- To return a contract to the Contract Submitter for revision, click the "Revise Contract" check box. You will be asked to confirm the request for revision.
- After confirming, the name drops off the page and the Contract Submitter has gained edit access to the contract.
- Send an email or other form of communication to the Contract Submitter requesting a revision to the contract and to resubmit

- After making the requested revisions, the Contract Submitter resubmits the contract to the Department Manager for approval.

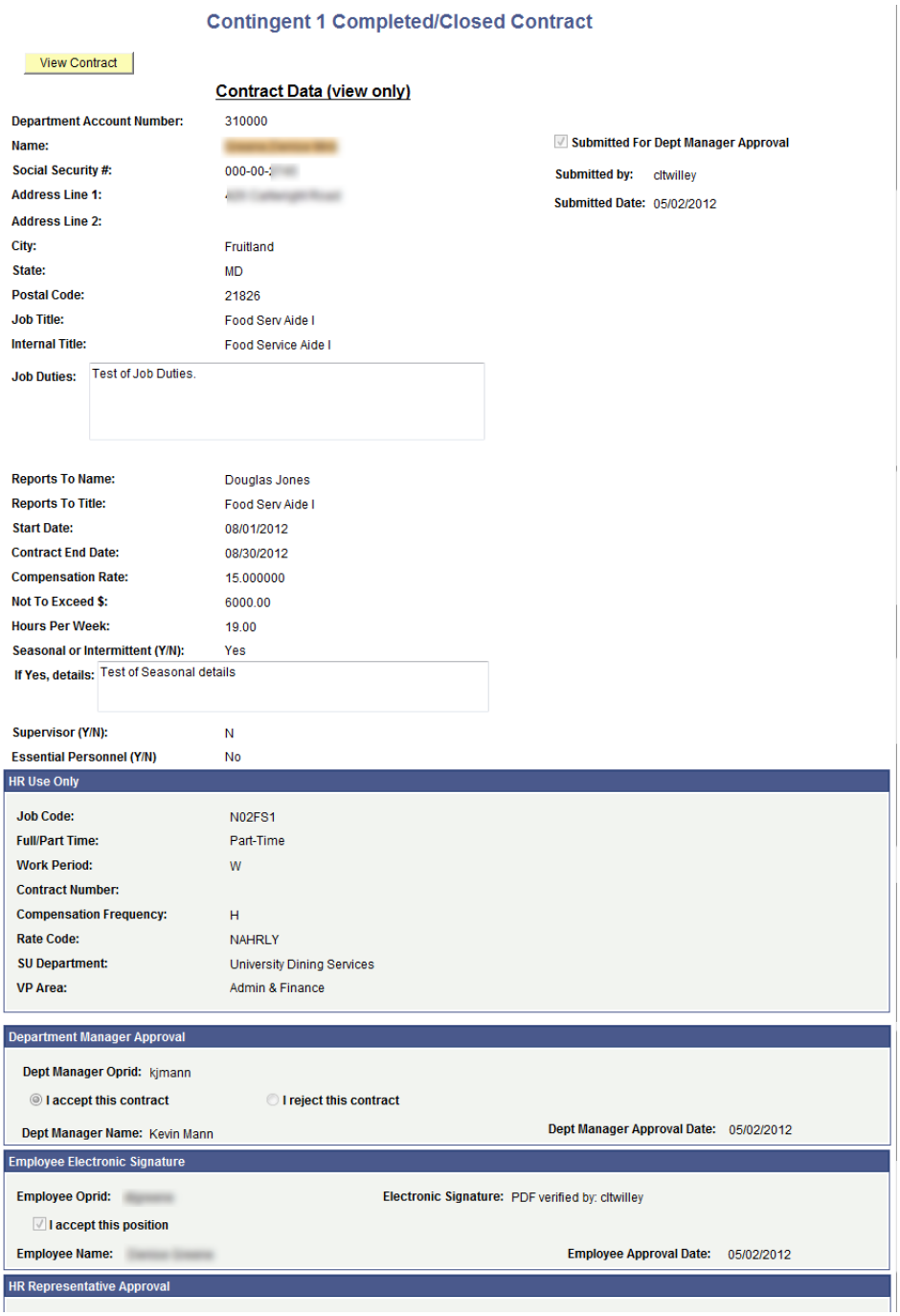
To view all the details of a contract, click on the blue "Approval Page" link at the end of the row (on the "Other Approvals" tab). This will take you to the "Contingent 1 Approval Page" for that employee to view all their contract data. The contract can also be approved on the Contingent 1 Approval Page in the Department Manager's section.



TOPIC: PeopleSoft Contingent 1 Contract Renewal – Department Manager

Contingent 1 Completed/Closed Contract

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 when the contract was cancelled/rejected.



Contingent 1 Completed/Closed Contract

View Contract

Contract Data (view only)

Department Account Number: 310000
Name:
Social Security #: 000-00-
Address Line 1:
Address Line 2:
City: Fruitland
State: MD
Postal Code: 21826
Job Title: Food Serv Aide I
Internal Title: Food Service Aide I
Job Duties: Test of Job Duties.

Submitted For Dept Manager Approval
Submitted by: cltwilley
Submitted Date: 05/02/2012

Reports To Name: Douglas Jones
Reports To Title: Food Serv Aide I
Start Date: 08/01/2012
Contract End Date: 08/30/2012
Compensation Rate: 15.000000
Not To Exceed $: 6000.00
Hours Per Week: 19.00
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: N02FS1
Full/Part Time: Part-Time
Work Period: W
Contract Number:
Compensation Frequency: H
Rate Code: NAHRLY
SU Department: University Dining Services
VP Area: Admin & Finance

Department Manager Approval

Dept Manager Oprid: kjmann
I accept this contract I reject this contract
Dept Manager Name: Kevin Mann
Dept Manager Approval Date: 05/02/2012

Employee Electronic Signature

Employee Oprid:
Electronic Signature: PDF verified by: cltwilley
I accept this position
Employee Name:
Employee Approval Date: 05/02/2012

HR Representative Approval