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<b>File Name</b>	<b>Contract Data.doc</b>
<b>Version</b>	<b>8.9</b>
<b>Document Created</b>	<b>2/11/2009</b>
<b>Date Modified</b>	<b>2/11/2009</b>
<b>Last Changed by</b>	<b>Ann M. Flood</b>
<b>Status</b>	<b>Final</b>

## **Contract Data**

### **Concept**

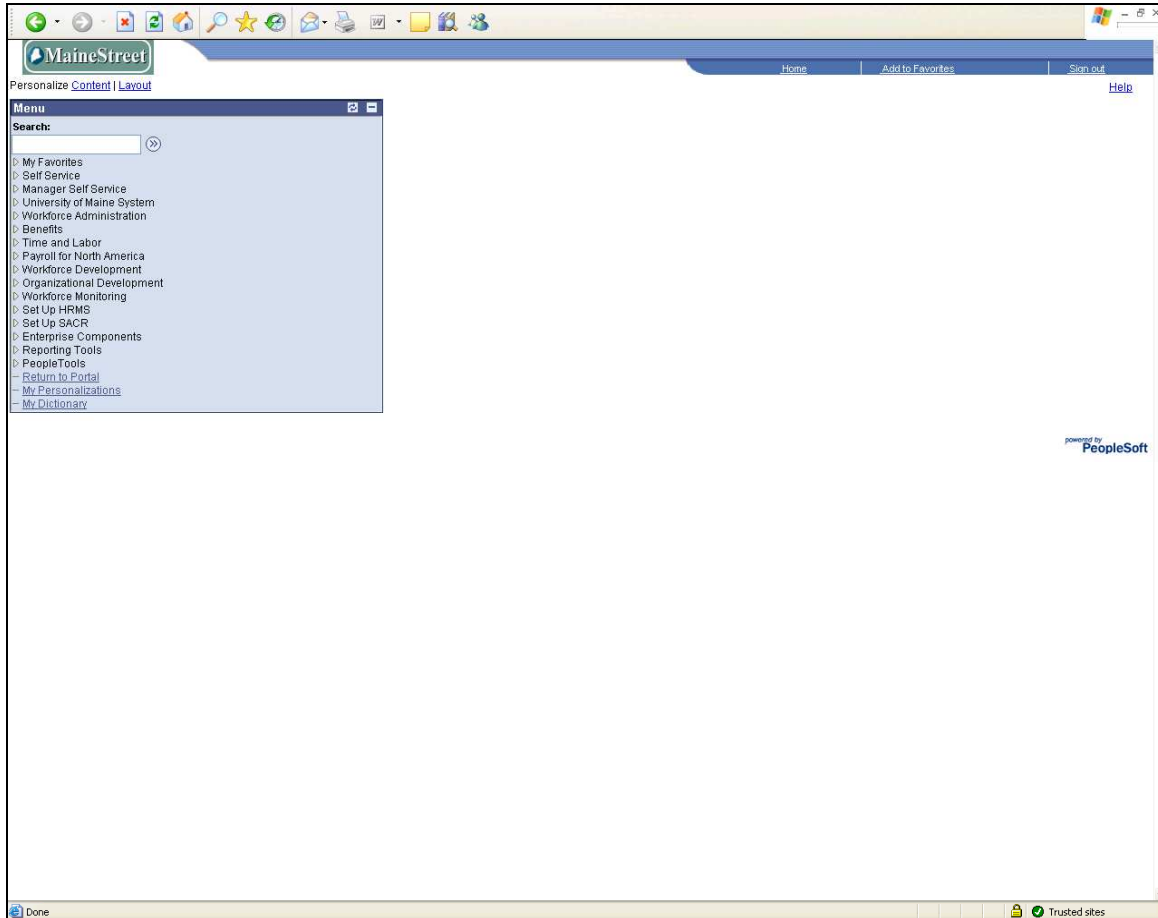
Contract Data is stored on the Contract Data panel in Position Data.

Contract types include:

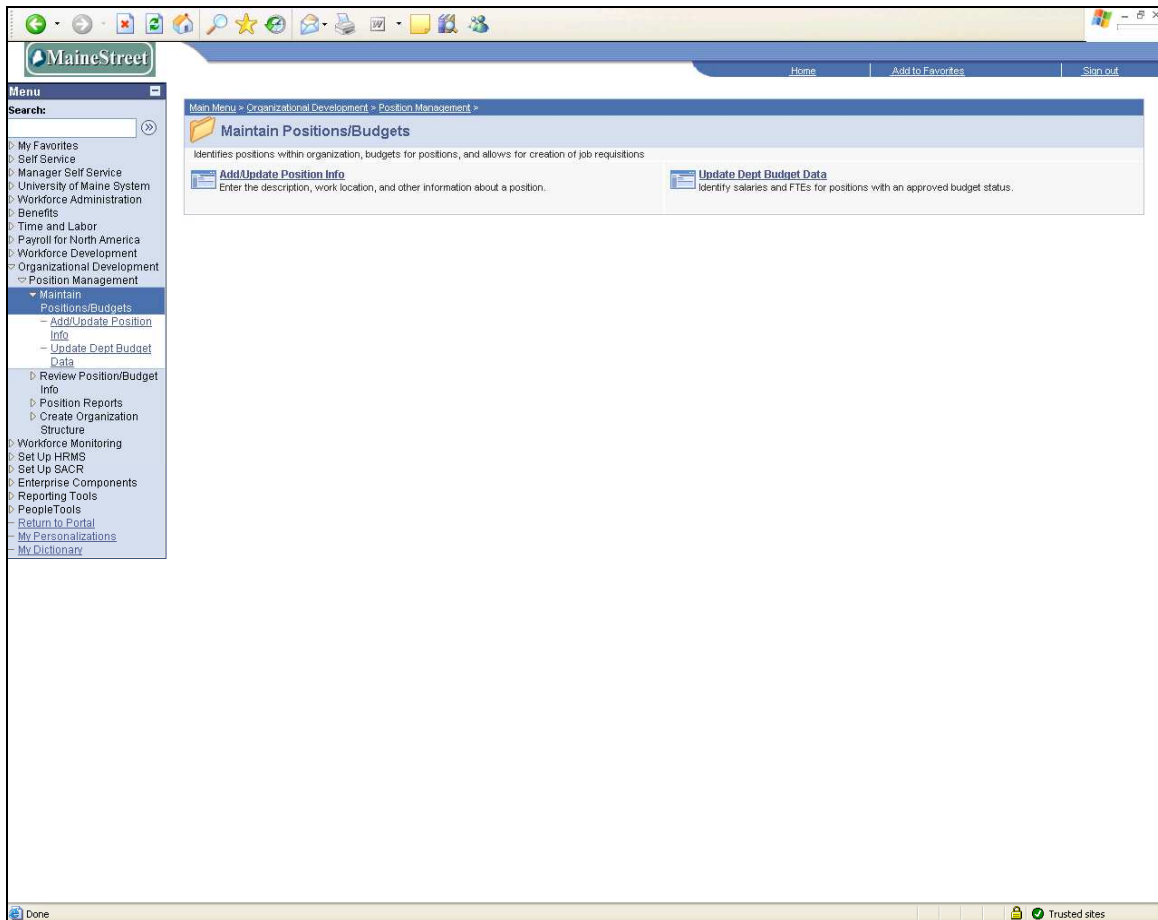
- Soft Money Appointment
- Fixed Length Appointment
- Soft Money/Fixed Length
- Continuing Appointment

NOTE: End dates are for reporting purposes only and do not stop pay.

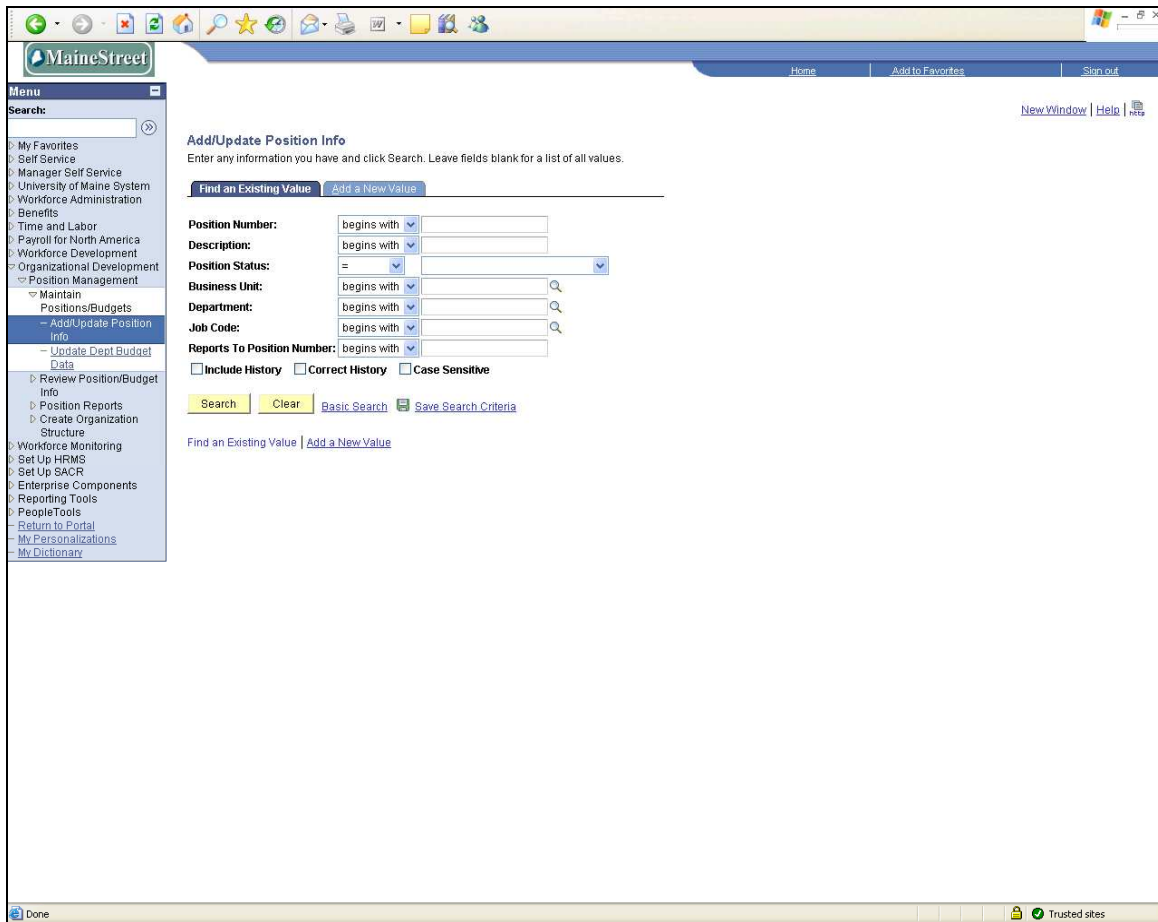
## Procedure



Step	Action
1.	Click the <b>Organizational Development</b> link. 
2.	Click the <b>Position Management</b> link. 
3.	Click the <b>Maintain Positions/Budgets</b> link. 



- | Step | Action   |
|------|--|
| 4.   | Click the <a href="#">Add/Update Position Info</a> link. |



**Add/Update Position Info**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

**Position Number:** begins with [ ]  
**Description:** begins with [ ]  
**Position Status:** = [ ] [ ]  
**Business Unit:** begins with [ ] [ ]  
**Department:** begins with [ ] [ ]  
**Job Code:** begins with [ ] [ ]  
**Reports To Position Number:** begins with [ ] [ ]

Include History  Correct History  Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
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- |    |  |
|----|--|
| 5. | Enter the desired information into the <b>Position Number</b> field. |
| 6. | Click the <b>Search</b> button.                                      |

[Search](#)

Step	Action
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- |     |  |
|-----|--|
| 7.  | Click the <b>Plus (+) Key</b> to add a new effective dated row.<br>          |
| 8.  | Enter the effective date of the action into the <b>Effective Date</b> field. |
| 9.  | Click the <b>Look up Reason</b> button.<br>                                  |
| 10. | Click on the appropriate list item.  |

[Update Contract Data](#)

# Process Document HRMS: Contract Data



**Position Information**

Position Number: 00013573  
Headcount Status: Open      Current Head Count: 0 out of 1  
Effective Date: 02/01/2009      Status: Active  
Reason: CON Update Contract Data      Action Date: 02/10/2009  
Position Status: Approved      Status Date: 10/27/2004      Key Position

**Job Information**

Business Unit: UMS05 University of Maine  
Job Code: 7906 Research: Other (Bus, Engr, etc)      Manager Level: All Other Positions  
Reg/Temp: Regular      Full/Part Time: Part-Time  
Regular Shift: N/A      Union Code: 002 UMPSPA Represented Professional  
Title: Associate Scientist, RE&P      Short Title: Assoc Sci  
Long Title: Associate Scientist of Resource Economics and Policy

**Work Location**

Reg Region: USA United States  
Department: OSOE School of Economics (NSFA)      Company: UMS University of Maine System  
Location: 000100 ORONO CAMPUS  
Reports To: 00018467 Chair Stipend      Dot-Line:  
Supervisor Lvl:

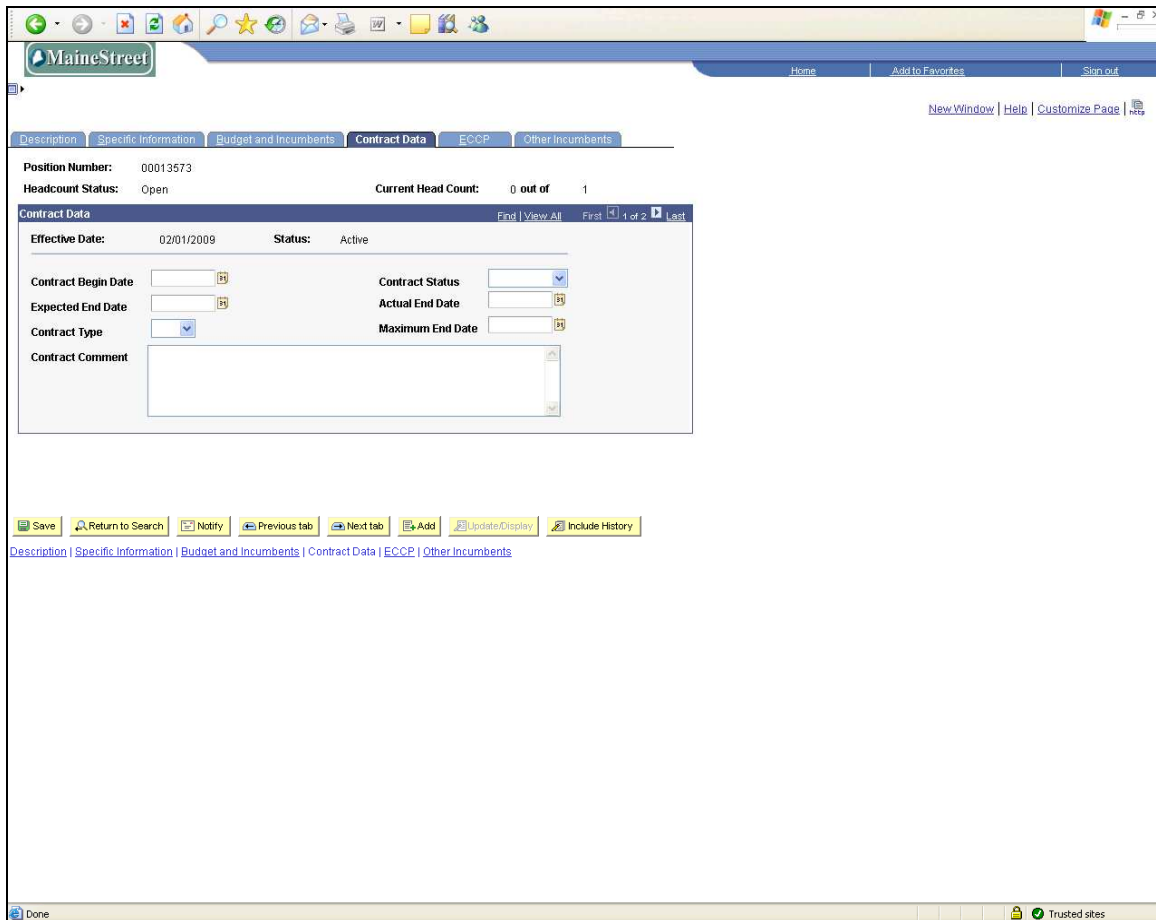
**Salary Plan Information**

Salary Admin Plan: U      Grade: 04      Step:  
Standard Hours: 14.00      Work Period: W Weekly

Mon	Tue	Wed	Thu	Fri	Sat	Sun
2.80	2.80	2.80	2.80	2.80		

USA  
US Federal

- | Step | Action   |
|------|--|
| 11.  | Click the <b>Contract Data</b> tab.<br><a href="#">Contract Data</a> |



Step	Action
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12.	Enter the start date of the contract in the <b>Contract Begin Date</b> field.
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13.	Click the drop-down arrow to select from the <b>Contract Status</b> list.
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14.	Click the appropriate list item.
-----	----------------------------------

Active

15.	Enter the anticipated end date of the contract in the <b>Expected End Date</b> field.
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**NOTE:** **Actual End Date** is entered when the contract ends.

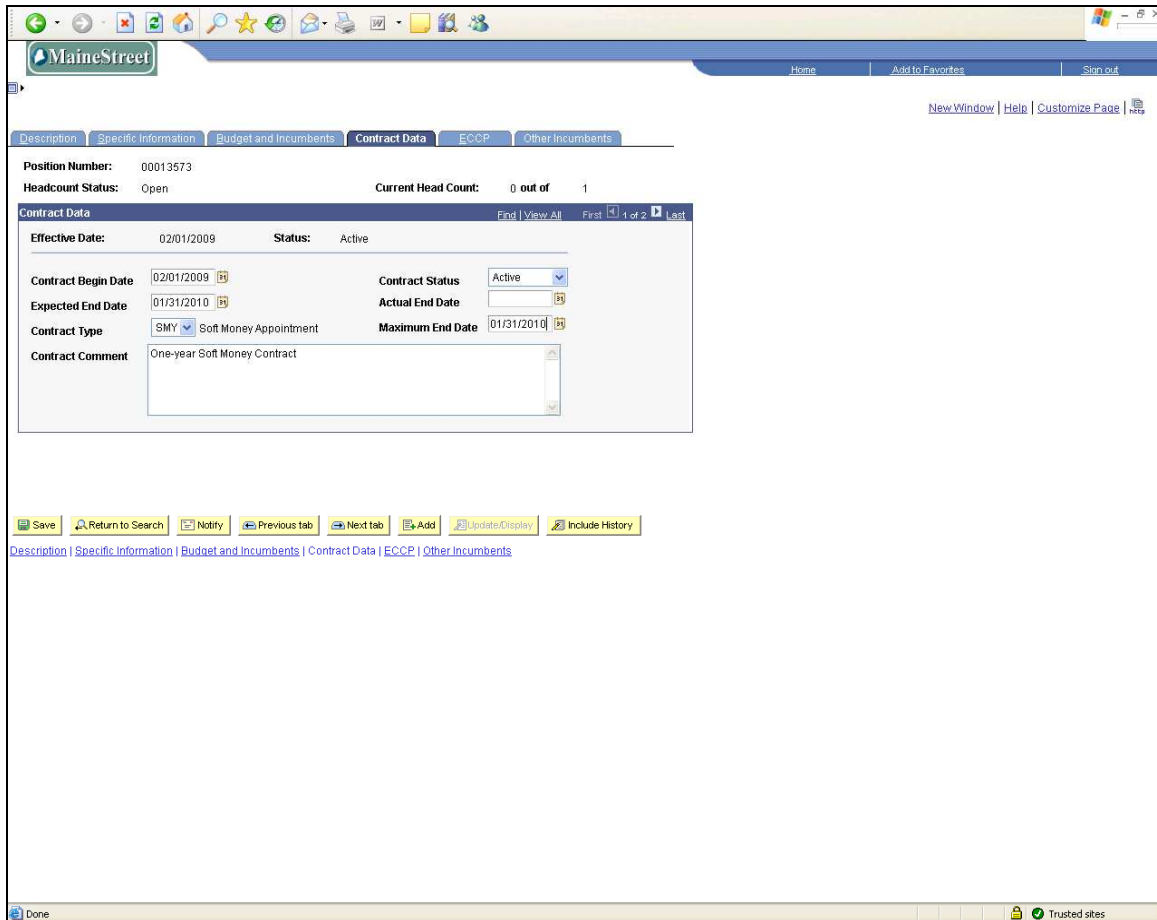
16.	Click the drop-down arrow to select from the <b>Contract Type</b> list.
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17.	Select the appropriate list item.
-----	-----------------------------------

SMY

- | Step | Action   |
|------|--|
| 18.  | <b>Contract Comment</b> field is an optional field that can be used to store additional information about this contract. |
| 19.  | <b>Maximum End Date</b> field may be used to store the maximum length of the contract.                                   |

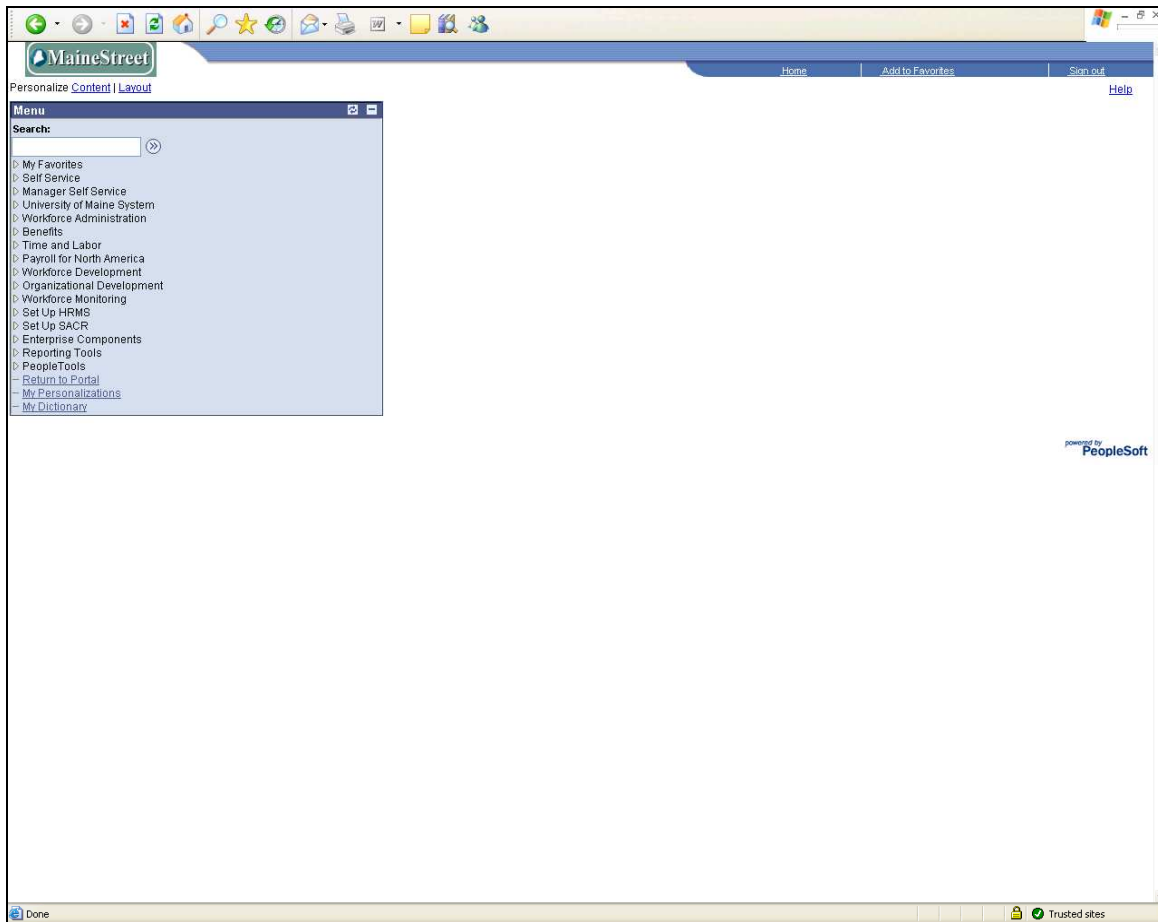


The screenshot shows a web browser window displaying the 'MaineStreet' HRMS interface. The 'Contract Data' tab is active, showing the following information:

- Position Number: 00013573
- Headcount Status: Open
- Current Head Count: 0 out of 1
- Effective Date: 02/01/2009
- Status: Active
- Contract Begin Date: 02/01/2009
- Expected End Date: 01/31/2010
- Contract Type: SMY Soft Money Appointment
- Contract Status: Active
- Actual End Date: (empty)
- Maximum End Date: 01/31/2010
- Contract Comment: One-year Soft Money Contract

At the bottom of the form, there is a 'Save' button and other navigation options like 'Return to Search', 'Notify', 'Previous tab', 'Next tab', 'Add', 'Update/Display', and 'Include History'.

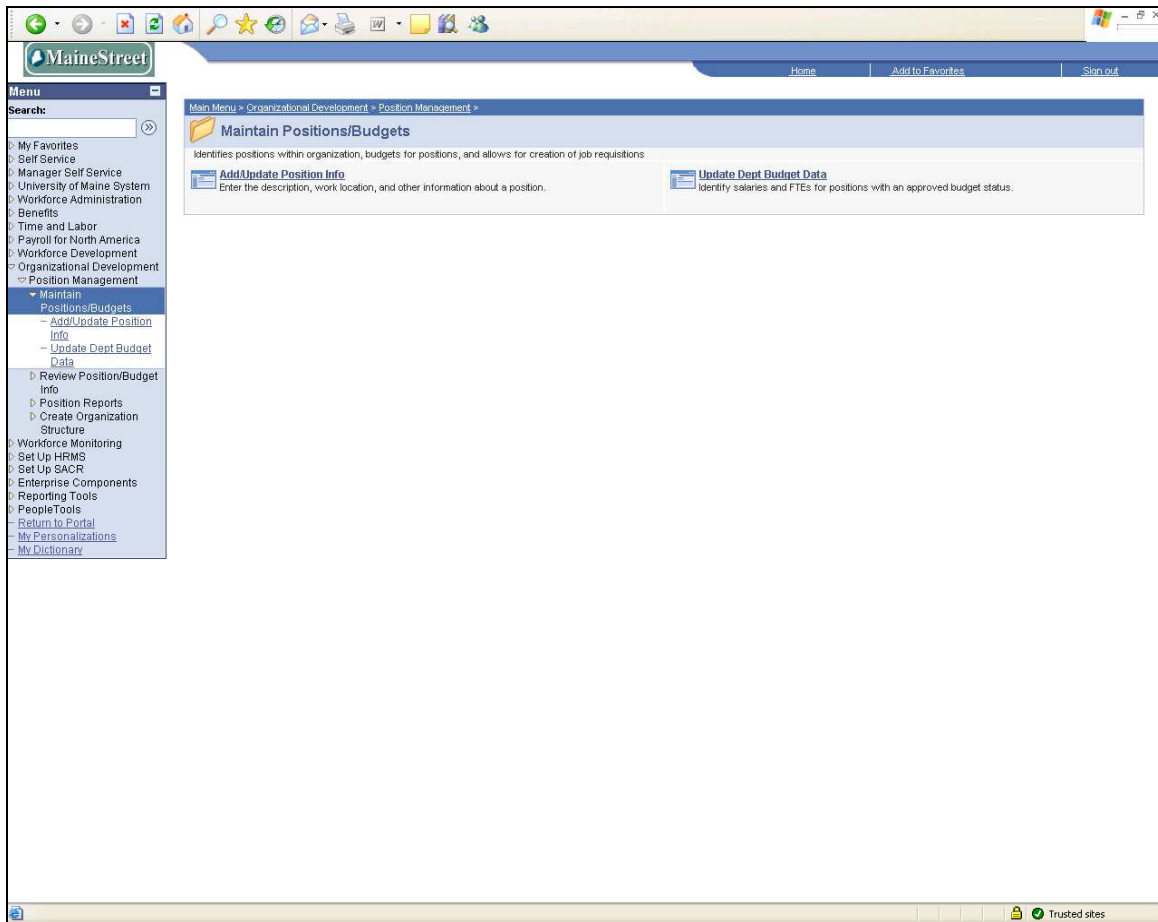
- | Step | Action   |
|------|--|
| 20.  | Click the <b>Save</b> button.<br> |



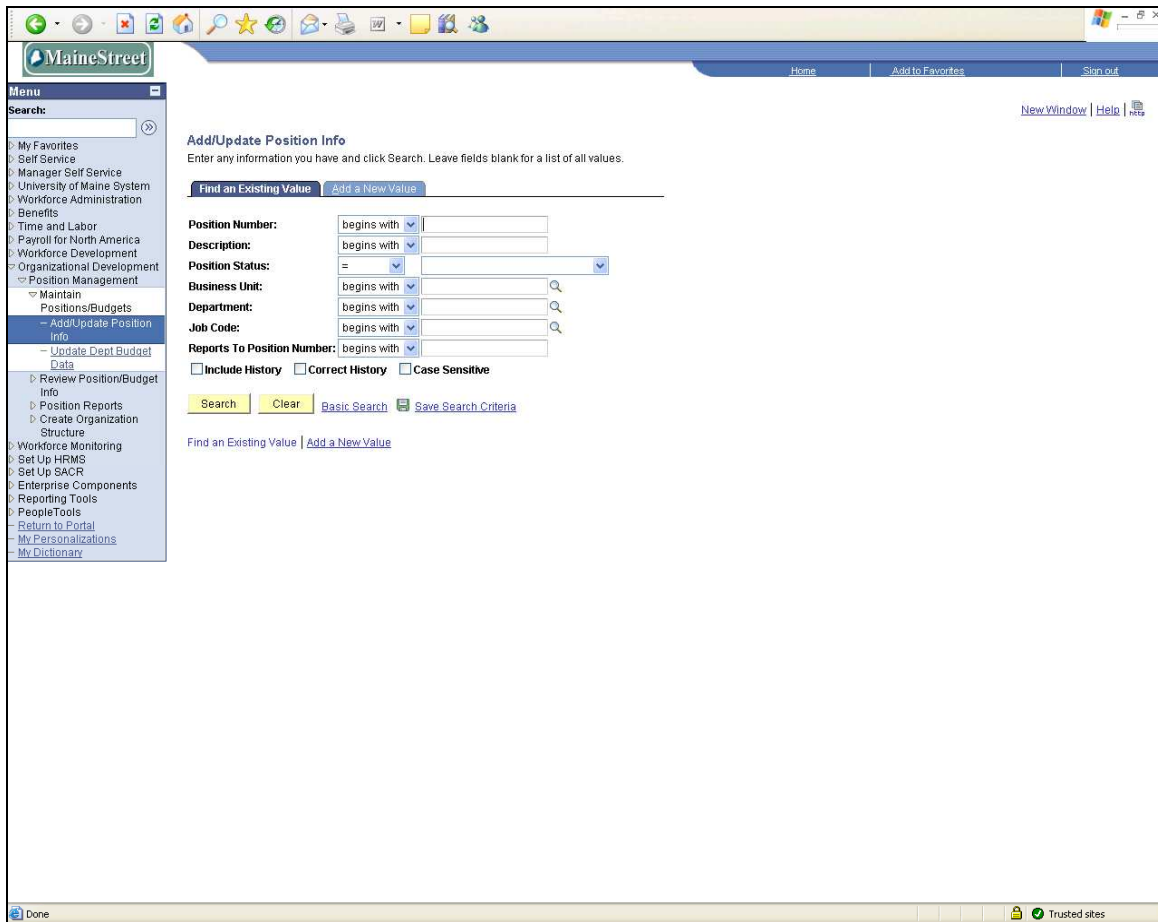
Step	Action
21.	<p><b><u>To Update or End Contract:</u></b></p> <p>Click the <b>Organizational Development</b> link.</p> <p><input type="text" value="Organizational Development"/></p>
22.	<p>Click the <b>Position Management</b> link.</p> <p><input type="text" value="Position Management"/></p>
23.	<p>Click the <b>Maintain Positions/Budgets</b> link.</p> <p><input type="text" value="Maintain Positions/Budgets"/></p>

# Process Document

## HRMS: Contract Data



Step	Action
24.	Click the <a href="#">Add/Update Position Info</a> link.



**Add/Update Position Info**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

**Position Number:** begins with [ ]

**Description:** begins with [ ]

**Position Status:** = [ ] [ ]

**Business Unit:** begins with [ ]

**Department:** begins with [ ]

**Job Code:** begins with [ ]

**Reports To Position Number:** begins with [ ]

Include History  Correct History  Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

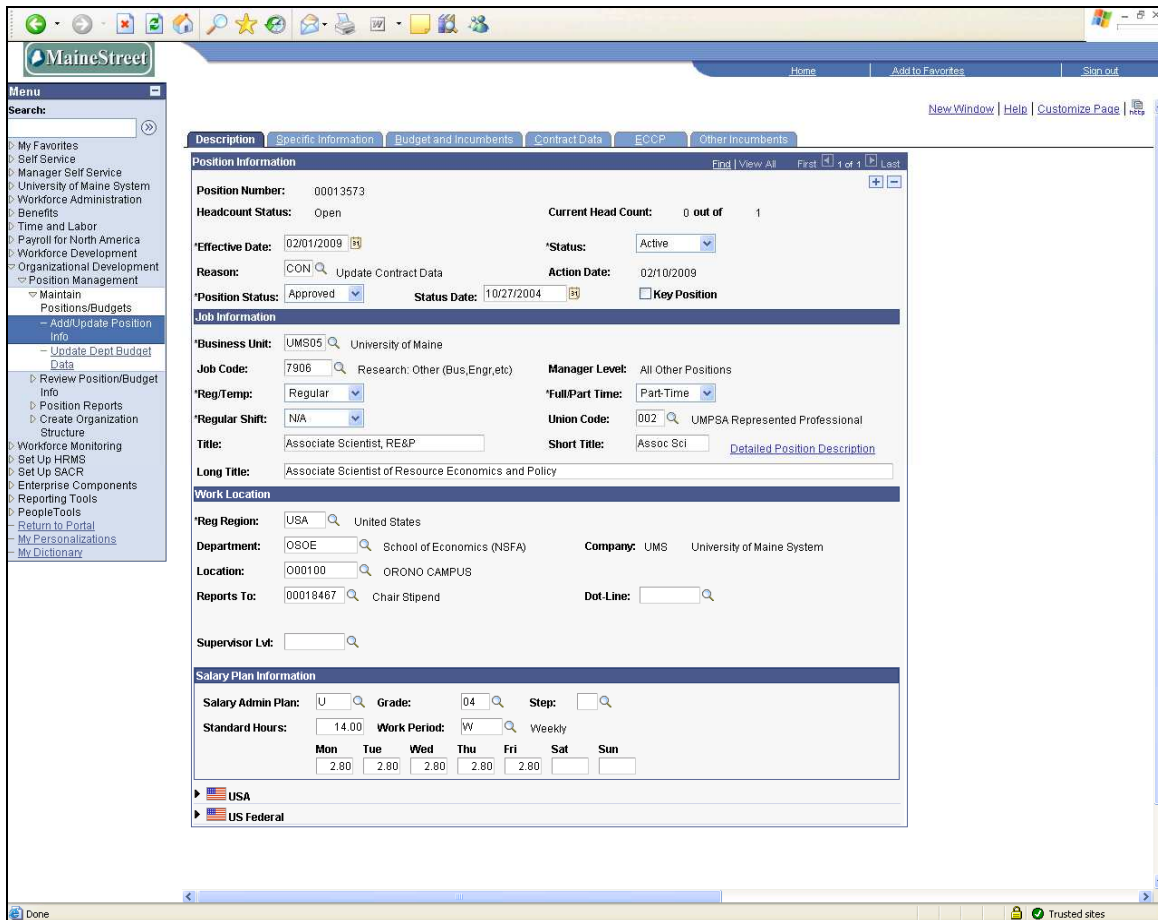
[Find an Existing Value](#) | [Add a New Value](#)

### Step

### Action

25. Enter the desired information into the **Position Number** field.
26. Click the **Search** button.

Search



Step	Action
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27.	Click the <b>Plus (+) key</b> to add an new row.
-----	--



28.	Enter the effective date of the change into the <b>Effective Date</b> field.
-----	--

29.	Click the <b>Look up Reason</b> button.
-----	---

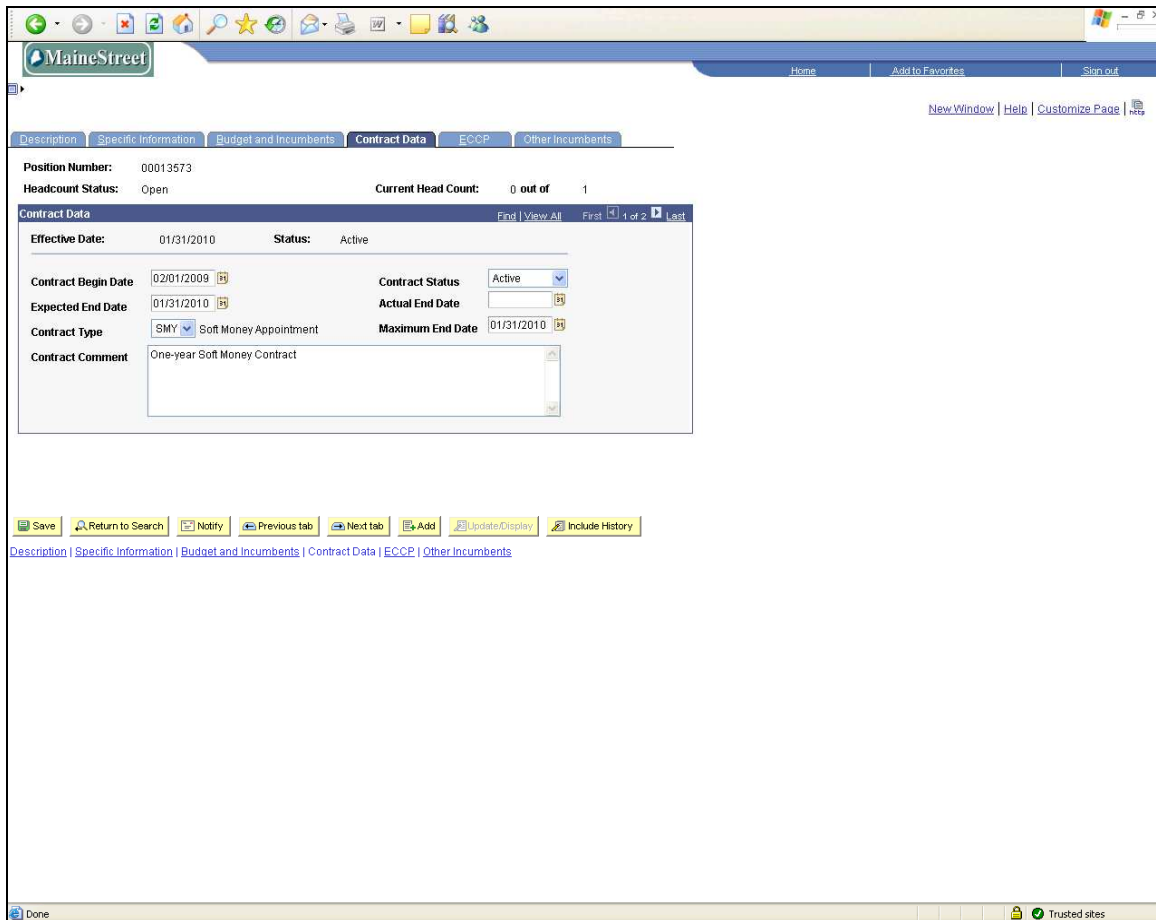


30.	Click an appropriate list item.
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[Update Contract Data](#)

31.	Click the <b>Contract Data</b> tab.
-----	-------------------------------------

[Contract Data](#)






**Position Number:** 00013573  
**Headcount Status:** Open **Current Head Count:** 0 out of 1

**Contract Data**  
**Effective Date:** 01/31/2010 **Status:** Active

**Contract Begin Date:** 02/01/2009 **Contract Status:** Active  
**Expected End Date:** 01/31/2010 **Actual End Date:**  
**Contract Type:** SMY Soft Money Appointment **Maximum End Date:** 01/31/2010  
**Contract Comment:** One-year Soft Money Contract

[Save](#) [Return to Search](#) [Notify](#) [Previous tab](#) [Next tab](#) [Add](#) [Update/Display](#) [Include History](#)

Step	Action
------	--------

- |     |  |
|-----|--|
| 32. | Enter the contract end date into the <b>Actual End Date</b> field.   |
| 33. | Click the drop-down arrow to select from the <b>Contract Type</b> list.<br> |
| 34. | Click the <b>NON</b> list item.<br>   |
| 35. | Enter optional additional information into the <b>Contract Comment</b> field.  |
| 36. | Click the <b>Save</b> button.<br>   |
| 37. | <b>End of Procedure.</b>   |