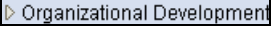
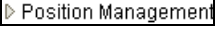
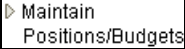
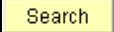










Contract Data

1.	Click the Organizational Development link. 
2.	Click the Position Management link. 
3.	Click the Maintain Positions/Budgets link. 
4.	Click the Add/Update Position Info link.
5.	Enter the desired information into the Position Number field.
6.	Click the Search button. 
7.	Click the Plus (+) Key to add a new effective dated row. 
8.	Enter the effective date of the action into the Effective Date field.
9.	Click the Look up Reason button. 
10.	Click on the appropriate list item. 
11.	Click the Contract Data tab. 
12.	Enter the start date of the contract in the Contract Begin Date field.
13.	Click the drop-down arrow to select from the Contract Status list. 
14.	Click the appropriate list item. 
15.	Enter the anticipated end date of the contract in the Expected End Date field. NOTE: Actual End Date is entered when the contract ends.
16.	Click the drop-down arrow to select from the Contract Type list. 
17.	Select the appropriate list item. 

18.	Contract Comment field is an optional field that can be used to store additional information about this contract.
19.	Maximum End Date field may be used to store the maximum length of the contract.
20.	Click the Save button. 
21.	To Update or End Contract: Click the Organizational Development link. 
22.	Click the Position Management link. 
23.	Click the Maintain Positions/Budgets link. 
24.	Click the Add/Update Position Info link. 
25.	Enter the desired information into the Position Number field.
26.	Click the Search button. 
27.	Click the Plus (+) key to add a new row. 
28.	Enter the effective date of the change into the Effective Date field.
29.	Click the Look up Reason button. 
30.	Click an appropriate list item. 
31.	Click the Contract Data tab. 
32.	Enter the contract end date into the Actual End Date field.
33.	Click the drop-down arrow to select from the Contract Type list. 
34.	Click the NON list item. 
35.	Enter optional additional information into the Contract Comment field.
36.	Click the Save button. 
37.	End of Procedure.

