

TOPIC: GullNet Contingent 1 Contract Renewal – Contract Submitter



Contingent 1 Contract Renewal Contract Submitter Instructions



A Custom Bolt-on PeopleSoft Application

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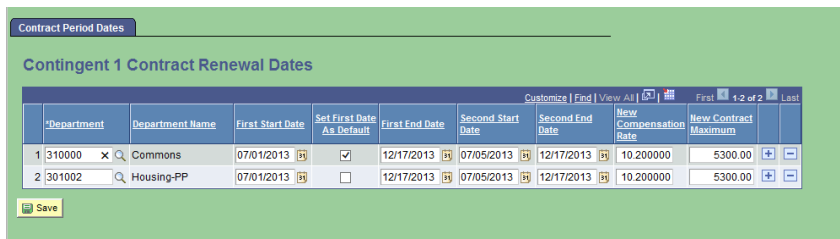
Contract Date Setup

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.



Department	Department Name	First Start Date	Set First Date As Default	First End Date	Second Start Date	Second End Date	New Compensation Rate	New Contract Maximum
1 310000	Commons	07/01/2013	<input checked="" type="checkbox"/>	12/17/2013	07/05/2013	12/17/2013	10.200000	5300.00
2 301002	Housing-PP	07/01/2013	<input type="checkbox"/>	12/17/2013	07/05/2013	12/17/2013	10.200000	5300.00

- 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” check box 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.

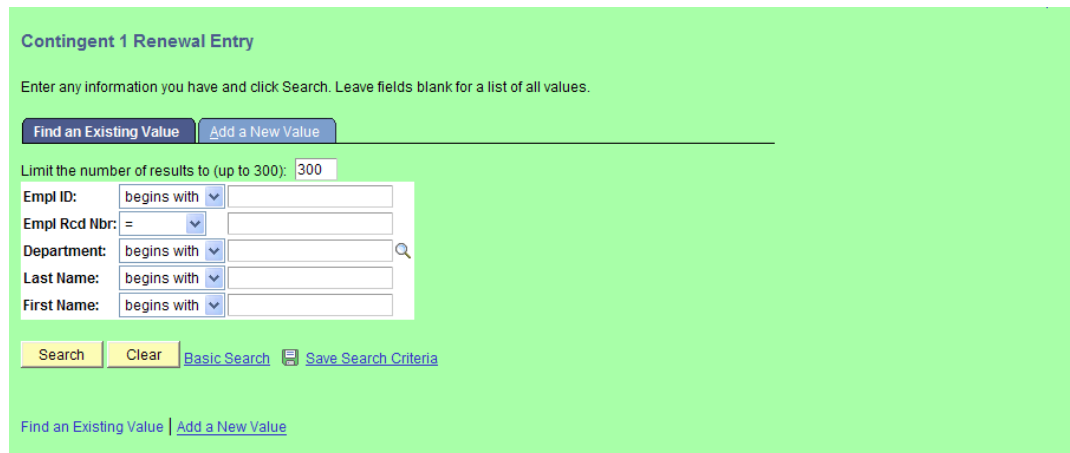
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Contingent 1 Renewal Entry

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 Empl ID 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.

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Select New Contract Period

Select New Contract Period:

July 1, 2013 through December 22, 2013

July 5, 2013 through December 22, 2013

Contract Start Date: Contract End Date:

New Compensation Rate: 10.250000 Contract Amt: 6000.00

OK Cancel

- 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

[View Contract](#) **Personnel (1461)**

Submitted For Dept Manager Approval

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

Job Duties:

Reports To Name: Douglas Jones

Reports To Title: Food Service Manager

Contract From Date: 01/03/2012

Contract End Date: 07/01/2012

Compensation Rate: 10.200000

Not To Exceed \$: 5000.00

Hours Per Week: 19.00

Seasonal or Intermittent (Y/N):

If Yes, details:

Supervisor (Y/N):

Essential Personnel (Y/N) Yes

New Contract Data (editable)

310000

000-00-3229

Salisbury

MD

21804

Food Serv Aide I

Food Service Aide I

Supervisor ID: 1038881

Douglas Jones

Food Service Manager

10/01/2012

12/07/2012

7.770000

5000.00

19.00

No

No

Yes

Department Manager Approval

*Dept Manager Opid:

I approve this contract I reject this contract

Dept Manager Name: _____ Dept Manager Approval Date: _____

Employee Electronic Signature

Employee Opid:

I accept this position

Employee Name: _____ Employee Approval Date: _____

HR Representative Approval

HR Representative Opid:

I approve this contract I reject this contract

HR Rep Name: _____ HR Representative Approval Dt: _____

[Save Before Submitting](#) [Submit For Dept Mgr Approval](#)

[Return to Search](#)

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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!

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- 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.

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

Current C1 Contract Approvals Needed: Only Show My Submissions

Employee Name	Internal Title	Empl ID	Department	Contract From	Contract To	Submitted By	Dept Manager Name	Dept Mgr Approval	Dept Manager Approval Dt
1	Food Service Aide I		310000	08/01/2012	09/20/2012	ctwilley	Melody Baker	<input checked="" type="checkbox"/>	04/11/2012
2	Food Service Aide I		310000	10/01/2012	12/07/2012	ctwilley	Kevin Mann	<input type="checkbox"/>	

Submit Email To Dept Manager(s)

Current C1 Contract Approvals Needed: Only Show My Submissions

Employee Name	Internal Title	Empl ID	Employee Signed	Employee Signed Date	HR Approved	HR Approval Dt	Approval Page
1	Food Service Aide I		<input checked="" type="checkbox"/>	04/11/2012	<input checked="" type="checkbox"/>	04/11/2012	Approval Page
2	Food Service Aide I		<input type="checkbox"/>		<input type="checkbox"/>		Approval Page

Submit Email To Dept Manager(s)

- 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

[View Contract](#)

Pending Item (1/18/2012)

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): 000-00-3220	000-0-9
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: <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
Reports To Name: Douglas Jones	Douglas Jones
Reports To Title: Food Service Manager	Food Service Manager
Contract From Date: 01/03/2012	10/01/2012
Contract End Date: 07/01/2012	12/07/2012
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: <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>
Supervisor (Y/N):	No
Essential Personnel (Y/N) Yes	Yes

Department Manager Approval

Dept Manager Opid: kjmann
 I approve this contract I reject this contract
 Dept Manager Name: Kevin Mann Dept Manager Approval Date: 04/30/2012

Employee Electronic Signature

Employee Opid: ████████ Electronic Signature:
 I accept this position [Employee Signed PDF](#)
 Employee Name: ██████████ Employee Approval Date:

HR Representative Approval

HR Representative Opid:
 I approve this contract I reject this contract
 HR Rep Name: HR Representative Approval Dt:

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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

View Contract	
Contract Data (view only)	
Department Account Number:	310000
Name:	<input type="checkbox"/> Submitted For Dept Manager Approval
Social Security #:	000-00- <input type="text"/>
Address Line 1:	Submitted by: citwilley
Address Line 2:	Submitted Date: 05/02/2012
City:	Fruitland
State:	MD
Postal Code:	21826
Job Title:	Food Serv Aide I
Internal Title:	Food Service Aide I
Job Duties:	<input type="text" value="Test of Job Duties."/>
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:	<input type="text" value="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 Opid:	kjmann
<input checked="" type="radio"/> I accept this contract <input type="radio"/> I reject this contract	
Dept Manager Name:	Kevin Mann
Dept Manager Approval Date:	05/02/2012
Employee Electronic Signature	
Employee Opid:	<input type="text"/>
Electronic Signature:	PDF verified by: citwilley
<input checked="" type="checkbox"/> I accept this position	
Employee Name:	<input type="text"/>
Employee Approval Date:	05/02/2012
HR Representative Approval	