Add New Faculty Contract

The Add New Faculty Contract form is used to create a new contract, or update an existing Faculty contract. Contracts are used to pay Faculty salary, or contracted amount, within a specified date range. This form will be used to reassign non-tenured Faculty. To create a new or update an existing contract, complete the following steps:

1) In UT Share, navigate to the Action Request page. Navigator > HRMS > UTZ Customizations > eForms for HR/Payroll Actions > Action Request

2) Click the Add a New Value tab.

3) Select the Add New Faculty Contract Form

   The Initiate New eForms Request page is displayed. Select Add New Faculty Contract from the Actions dropdown menu.

4) Enter a Justification

   Use the Justification text box to explain or justify the reason for the request.

5) Enter the Employee ID and Effective Date

   The Employee Information section is used to identify the incumbent receiving the new or updated contract.

   a. Enter or lookup the employee's Empl ID. The table below displays all the existing assignments for the employee.
b. If necessary, select the checkbox next to the Empl Record used for contract.

c. Enter the **Effective Date.** This field will default with the current date. If desired, you may change the Effective Date to match the contract **Start Date.**

![Select Emplid and Position Below](image)

6) **Complete the Proposed Job Information**

If there is an existing Contract, the **Current Job Information** section is displayed. Use the **Proposed Job Information** section to enter or update contract information for the faculty member:

![Proposed Job Information](image)

**a. Proposed 9 MO Academic Rate @ 100%:** Use this field to provide the proposed salary based on a 100% appointment.

- **Proposed 9 MO Academic Rate @ FTE:** Based on the position’s FTE, this field will reflect what the faculty member will be paid (using the 100% 9-month academic rate and FTE).

- **Proposed Monthly @ FTE:** Based on the position’s FTE, this field will reflect what the faculty member will be paid on a monthly basis (using the 100% 9-month academic rate and FTE).

**Note:** Instead of entering the **9 mo Academic Rate** or **Monthly Rate**, complete the **Contract Information** section. Once the **Contract Worth** is entered, the 9 mo Academic and Monthly Rate will default with the appropriate values.

**b. Enter the Contract Information:**

- Select “Create New Contract” from the **Contract Actn** drop down menu (The system will automatically assign the Contract number once the eForm is approved).

- Select the contract **Pay Type** from the drop-down menu. The options are:
  - **Faculty 9/9** – paid over 9 months
  - **Pay Over Contract** – paid over a specific period of time
• Based on the “Contact Pay Type” selected, the Payment Term will default to the appropriate value:
  o Pay Over ‘X’ Dates
  o Pay Over 1.5 Months
  o Pay Over 4.5 Months
• Provide the Contract Start Date, Contract End Date, and Payment End Date.
• Enter the Contract Worth.

7) Complete the Proposed Funding section

Use the Proposed Funding section to enter funding information for the new position.

Enter the following fields:

A. Start Date
   Enter the effective date for the Proposed Funding in the Start Date field.

B. Cost Center, Cost Share or Project/Grant
   Enter the Cost Center, Cost Share or Project/Grant funding the position.

C. Funding End Date
   The Funding End Date for Projects or Cost Shares should be the end of the assignment, the project or fiscal year; whichever date is first. If the funding source is a Cost Center, leave the Funding End Date field blank.

D. Distribution percentage
   Enter the funding Distribution %. Funding may be split between different Cost Centers, Cost Shares or Projects. The total distribution percentage must equal 100%. Use the plus [+] or minus sign [-] to add/remove an additional funding source.

7a. Add additional or split funding

You may add split funding to the eForm by adding distribution rows and/or adding funding periods. To do so use the plus signs [+] at the end of the rows and in the upper-right corner of the Proposed Funding section.

7b. Add a Distribution Row

To enter split funding for the same time period, click the plus sign [+] in the right column of the distribution tab to insert a new row. Below is an example of a 60/40 funding split for two cost centers beginning on May 2, 2019.
7c. Add a Funding Period

To enter funding with a different, Start Date, click the plus sign [+] in the upper-right corner of the Proposed Funding section to insert a new row.

Below is an example of Split funding over two funding periods (May/June & July/August).

8) Click Save and Review Available Funds

Once the required fields (indicated with an *asterisk) are completed, click Save. Once the form is saved, a Request ID number (e.g. 00002476) is assigned and the form status is displaying “Saved” at the top of the form.

The Review Available Funds page will automatically display once you have clicked save. This page is used to view the current condition of your Budget.

If the Cost Center, Cost Share or Project is overdrawn, take necessary actions to complete a budget transfer or revise the funding sources for the position on the eForm prior to submitting it. If the form is submitted with an overdrawn budget the budget office will not approve the form.

• The Requested Amount column displays the estimated expense for the current request and the estimated expenses for any other pending requests on the same cost center or project.

• Click OK to return to the main page of the form.

Row colors on the Review Available Funds Page indicate the following:

- **Blue** = the current eForm request
- **Pink** = other pending eForm requests
**Yellow** = the budgetary account line is overdrawn (e.g. A1200)

**Red** = overall budget is overdrawn

9) Add Attachments and Comments
   
   A. Expand the Attachments section and click the Add/Delete button to upload relevant support documentation.
   
   B. Expand the Comments section and click the Add/Edit button to include any special remarks. (Optional)

   Note: Attachments and Comments cannot be added unless you have clicked Save.

![Image of Attachments and Comments sections]

10) Add a Secondary Contact (if needed) and Submit the Form to Workflow

   A. If applicable, expand the **Contact Information** section to add the name and telephone number of a secondary contact for the New Position Request form.
   
   B. After completing the eForm, click the **Submit** button to send the document for approval. The eForm **Status** changes to “Pending Approvals” and the current routing is displayed.

![Image of Contact Information section]