

# New Contracts

## Import New Contracts

**\*\*Please be aware the header columns listed below are case sensitive\*\***

New Contract Maintenance   Mass Copy Compensations   **Import New Contracts**   Salary Notices

New Contract Import

New Contract Import File   Choose File   No file chosen

Contract Start Date:  

**Import**

## Creating New Contract Compensations from Compensations

To create a template spreadsheet using the **Compensations** fields, which can assist in creating new contracts, you can import this json file into **Reports** - [New Contract Compensation Worksheet.rpd-json](#) (can specify start date specific pay groups) With some manipulation to the spreadsheet this will then allow you to create new contracts using the **Import** option in **Processing/ New Contracts**. At this time, creating multiple Compensations for one Position in one load file is not available.

After the spreadsheet has been created you can sort to obtain specific **Pay Groups** and remove all others if desired, or can also sort the entire spreadsheet on **Compensation Start** and **Compensation Stop Dates** and then remove any records that will not require a new contract for the upcoming year.

The excel file must be saved in csv format for proper importing to take place in New Contracts.

## New Contract Import Template XML

Example-

[New Contract Compensation Worksheet](#) (To see excel file format right click on the report name (New Contract Compensation Worksheet) and select Open Link in New Tab)

The CSV cannot have any " ' " symbols present. This would also be for any First or Last names with an apostrophe in it.

The data under the column header **CONTRACT\_TYPE** will need to be updated to **4** or **NewContract**. Also, any fields containing a **TRUE** or **FALSE** value need to be changed to a **Y** or **N** value for the import to successfully load. Update header **compensationLabel** to **newCompensationLabel**.

After all manual changes **Obligation, Amount, Start and Stop Dates, Contract Type, True/False** to **Y/N**, etc. have been made to the spreadsheet, save it as a csv file for proper importing into **Reports**.

***\*\*NOTE\*\* If users do not enter anything in the position fields in New Contract Maintenance or Import, it will use the value in Position Grid for Employee/Position. If user enters values in Position fields, then it will update the position fields from New Contract to Position Grid when the contract is activated.***

## Redesign to Classic Fields and Descriptions

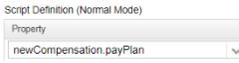
Redesign Import File Column Heading Name	Redesign Field Location	New Contract Description and Values	Classic Field Name	Classic Field Location	Classic New Contract Description
<b>employeeId</b>	Compensation	Employee Number <ul style="list-style-type: none"> <li>• Employee Number</li> <li>• Employee SSN</li> </ul>	EMPLOYEE_ID		
<b>jobNo</b>	Compensation	Position Number	JOB_NO	JOB SCN	Job#
<b>contractType</b>	N/A	Type <b>1</b> - Mid-year change with no Retro <b>2</b> - Mid-year change with Retro spread over pays <b>3</b> - Mid-year change with lump sum retro <b>4</b> - New Contract from existing Compensation	CONTRACT_TYPE		

<i>newCompensationLabel</i>  <i>Label is only required if the employee has more than one Compensation for a Position.</i>	Compensation	New Label  • Label		JOB SCN	Check stub desc
calendarType	Compensation	Job Calendar	CALENDAR_TYPE	JOB SCN	Calendar type
firstName	Employee	First Name			
lastName	Employee	Last Name			
raiseDate	N/A	Raise Date  • Format as 00/00/00 00	DAYS_SINCE_RAISE		Days since raise

compensationDescription	<p>Compensation</p> <ul style="list-style-type: none"><li>• If using apostrophe in the description name, quotes will need to be added</li><li>• "ES PRINCIPAL'S SECRETARY"</li></ul>	New Description			Title
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contractStartDate	Compensation	<p>New Compensation Start Date</p> <ul style="list-style-type: none"> <li>• If importing a New Contract (Type = 4), a Contract Start Date is needed to help determine the Work Days for the Compensation.</li> <li>• If no date is entered, the system will populate a random date.</li> <li>• Format as 00/00/0000</li> </ul>	CONTRACT_START_DATE	JOB SCN	Cont start
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contractStopDate	Compensation	<p>New Compensation Stop Date</p> <ul style="list-style-type: none"> <li>• If importing a New Contract (Type = 4), a Contract Stop Date is needed to help determine the Work Days for the Compensation.</li> <li>• If no date is entered, the system will populate a random date.</li> <li>• Format as 00/00/0000</li> </ul>	CONTRACT_STOP_DATE	JOB SCN	Cont stop
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<p>contractWorkDays</p>	<p>Compensation</p>	<p>New Contract Work Days</p> <ul style="list-style-type: none"> <li>If not provided in the import file, then will default to the calculated value.</li> </ul> <p><i>This value currently can only be loaded for new contracts.</i></p>	<p>WORK_DAYS_IN_CONTRACT</p>	<p>JOB SCN</p>	<p>Work Days</p>
<p>payPlan</p> <p><i>Not an option at this time. Use Mass Change in New Contract to update Pay Plan.</i></p> 	<p>Compensation</p>	<p>New Pay Plan</p> <ul style="list-style-type: none"> <li>Biweekly</li> <li>Semimonthly</li> <li>Monthly</li> </ul>	<p>PAY_PLAN</p>	<p>JOB SCN</p>	<p>Pay Plan</p>
<p>payUnit</p>	<p>Compensation</p>	<p>New Pay Unit</p> <ul style="list-style-type: none"> <li>Daily</li> <li>Hourly</li> </ul>	<p>PAY_UNIT</p>	<p>JOB SCN</p>	<p>Pay unit</p>

unitAmount	Compensation	<p>New Unit Amount</p> <ul style="list-style-type: none"> <li>The Unit Amount will still be calculated for contracted Compensations when the new contract is imported even if the Start and Stop Dates are populated, or the user provides Contract Work Days in the import file.</li> </ul>		JOB SCN	Daily rate
retireHours	Compensation	New Retirement Hours	RETIRE_HOURS	JOB SCN	Retire hours
Accrued Wages <i>Not Loaded</i>	Compensation	<p>New Accrued Wages</p> <ul style="list-style-type: none"> <li>Calculated field</li> </ul>			

Amount Earned <i>Not Loaded</i>	Compensation	New Amount Earned <ul style="list-style-type: none"><li>• Calculated field</li></ul>			
Amount Paid <i>Not Loaded</i>	Compensation	New Amount Paid <ul style="list-style-type: none"><li>• Calculated field</li></ul>			
Amount Docked <i>Not Loaded</i>	Compensation	New Amount Docked <ul style="list-style-type: none"><li>• Calculated field</li></ul>			

<p>payPerPeriod</p>	<p><i>Compensation</i></p>	<p>New Pay Per Period</p> <ul style="list-style-type: none"> <li>• The Pay Per Period will be calculated if a Pay Per Period is not provided in the import file and the import file contains all of the necessary fields needed to calculate a Pay Per Period. The necessary fields are: <ul style="list-style-type: none"> <li>○ Contract Obligation</li> <li>○ Contract</li> </ul> </li> </ul>			
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		<ul style="list-style-type: none"><li>○ ra ct A m o u n t S t r e t c h P a y m u s t b e t r u e</li><li>○ P a y s i n C o n t r a c t m u s t b e g r e a t e r t h a n 0</li></ul>			
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		<ul style="list-style-type: none"> <li>○ P a y s P a i d m u s t n o t e q u a l P a y s i n C o n t r a c t</li> </ul>			
<b>contractAmount</b>  <i>Required for Stretch Paid Compensations</i>	Compensation	New Contract Amount  <ul style="list-style-type: none"> <li>• Format as a number</li> </ul>	CONTRACT_AMOUNT	JOB SCN	New contract

contractualObligation	Compensation	<p>New Contract Obligation</p> <ul style="list-style-type: none"> <li>• The Contract Obligation will be set to the Contract Amount the Contract Obligation is not provided in the import file.</li> <li>• The Contract Obligation will be set to the Contract Amount if the Contract Obligation is not provided in the import file and the user clicks the Calculate button. This will only occur if the Calculate option is used within New</li> </ul>	CONTRACTUAL_OBLIGATION	JOB SCN	Obligation
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		<p>Contract - not the Calculate option in the Compensation.</p> <ul style="list-style-type: none"> <li>If entered in import file, needs to be formatted as a number.</li> </ul>			
userContractType	Compensation	New Contract Type	USER_CONTRACT_TYPE	JOB SCN	Contract type
paysInContract	Compensation	New Pays In Contract	PAYS_IN_CONTRACT	JOB SCN	'# pays
Pays Paid <i>Not Loaded</i>	Compensation	New Pays Paid			
		<ul style="list-style-type: none"> <li>Calculated value</li> </ul>			
equalPays	Compensation	New Stretch Pay	EQUAL_PAYS	JOB SCN	Equal pays
		<ul style="list-style-type: none"> <li>Y</li> <li>N</li> </ul>			
retroNextPay		New Retro Next Pay			
		<ul style="list-style-type: none"> <li>Calculated value</li> </ul>			

salaryScheduleColumn	Compensation	New Salary Schedule Column <ul style="list-style-type: none"> <li>Numeric</li> </ul>	SALARY_SCHEDULE_COLUMN		
salaryScheduleId	Compensation	New Salary Schedule Id <ul style="list-style-type: none"> <li>Alpha or Numeric</li> </ul>	SALARY_SCHEDULE_ID		
salaryScheduleStep	Compensation	New Salary Schedule Step <ul style="list-style-type: none"> <li>Numeric</li> </ul>	SALARY_SCHEDULE_STEP		
Local Contract Code  <i>Not Loaded</i>	Compensation	Local Contract Code <ul style="list-style-type: none"> <li>Automatically populated when Compensation is included in a Data Collection. Used for EMIS reporting</li> </ul>			
calendarStartDate	Compensation	New Calendar Start Date <ul style="list-style-type: none"> <li>Format as 00/00/0000</li> </ul>	CALENDAR_START_DATE	JOB SCN	Calendar start

calendarStopDate	Compensation	<p>New Calendar Stop Date</p> <ul style="list-style-type: none"> <li>Format as 00/00/0000</li> </ul>	CALENDAR_STOP_DATE	JOB SCN	Calendar stop
hoursInDay	Compensation	<p>New Hours in Day</p> <ul style="list-style-type: none"> <li>Required for Contract Compensations with the Pay Unit set to Hourly.</li> </ul>	HOURS_IN_DAY	JOB SCN	Hours per day
retirementCode	Position	Retirement System	RETIREMENT_CODE		
jobTitle	Position	Position Description			
jobStatus	Position	<p>Job Status</p> <ul style="list-style-type: none"> <li>Active or A</li> <li>Inactive or I</li> <li>Deceased or D</li> <li>Terminated or</li> </ul>	JOB_STATUS		
payGroup	Position	Pay Group	PAY_GROUP		
building	Position	<p>Building Code</p> <ul style="list-style-type: none"> <li>All lower case</li> </ul>	BUILDING		

department	Position	Department Code <ul style="list-style-type: none"> <li>All lower case</li> </ul>	DEPARTMENT		
extendedService	Position	Extended Service	EXTENDED_SERVICE		
fte (must be all lower case)	Position	FTE <ul style="list-style-type: none"> <li>All lower case</li> </ul>	FTE		
positionCode	Position	Position Code	POSITION_CODE		
buildingIrn	Position	Building IRN	BUILDING_IRN		
assignmentArea	Position	Assignment Area	ASSIGNMENT_AREA		
positionStartDate	Position	Position Start Date	POSITION_START_DATE		
positionStopDate	Position	Position Stop Date	POSITION_STOP_DATE		

<p>paraprof (must be all lower case)</p>	<p>Position</p>	<p>Paraprofessional</p> <ul style="list-style-type: none"> <li>• All lower case</li> <li>• * = (NA(not valid for PosCode =505 or 414))</li> <li>• N = (No)</li> <li>• Y = (Yes, meets definition of Qualified Paraprofessional)</li> </ul>	<p>PARAPROF</p>		
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emisHoursInDay	Position	<p>EMIS Hours In The Day</p> <ul style="list-style-type: none"> <li>• If nothing is supplied in the import file or in New Contract Maintenance, the system will use the value in Position Grid for Employee&gt;Position.</li> <li>• If a value is supplied in the import file or in New Contract Maintenance, the Position will be updated when the contract is activated.</li> </ul>	EMIS_HOURS_IN_DAY		
emisWorkDaysInContract	Position	EMIS Workdays	EMIS_WORK_DAYS_IN_CONTRACT		

emisFteUnit	Position	<p>EMIS FTE</p> <ul style="list-style-type: none"> <li>• If nothing is supplied in the import file or in New Contract Maintenance, the system will use the value in Position Grid for Employee&gt;Position.</li> <li>• If a value is supplied in the import file or in New Contract Maintenance, the Position will be updated when the contract is activated.</li> </ul>	EMIS_FTE_UNIT		
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emisContractAmount	Position	<p>EMIS Contract Amount</p> <ul style="list-style-type: none"> <li>• If nothing is supplied in the import file or in New Contract Maintenance, the system will use the value in Position Grid for Employee&gt;Position.</li> <li>• If a value is supplied in the import file or in New Contract Maintenance, the Position will be updated when the contract is activated.</li> </ul>	EMIS_CONTRACT_AMOUNT		
checkDistribution	Employee	Employee Check Distribution	CHECK_DISTRIBUTION		

The New Reportable to EMIS checkbox can only be mass updated using Mass Change in New Contract. The Mass Change definitions below can be used to mass uncheck or check the New Reportable to EMIS checkboxes.

- Mass Uncheck the New Reportable to EMIS checkbox - [New Contract EMIS Reportable Flag Mass Change.mcd-json](#)
- Mass Check the New Reportable to EMIS checkbox -

**jobTitle** will also update the **Position Description** field on the **Position** record when the new contract is activated.

Compensation drop down information on the **Future** records comes from the **Position Description (Position record)** and **Label (Compensation record)** data .

Compensation drop down information on the **Current** record comes from the **Position Description** field on the **Position** record..

# Creating New Non-Contract Compensations

To create new non contract compensation record the **Reports/Report Manager/SSDT Non Contract Compensation Mass Load Extract** can be processed to create an excel file with the appropriate headers. The file then can then be updated-removing unwanted records, updating unit amount, start/stop date, etc. Once the file has been updated it will need to be saved in csv format. This will then allow the file to be loaded directly to Compensation. using **Utilities/Mass Load/Compensation**.

There is an available [Non Contract Compensation Mass Load Worksheet](#) available that contains the Pay Group and excludes archived employees.

New Contract

Employee: Benjamin Lee Givens  
 Position: Information  
 Compensation: FY24

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Type  
 New Contract

Compensation

New Job Control 101 - Individually	Contract	Apply Date 01/01/24	Days Since Rate 0	New Type Contract
New Description FY24	New Label FY24	New Compensation Start Date 01/01/24	New Compensation Stop Date 01/01/24	New Pay Plan Standard
New Pay Unit Daily	New Job Amount 100.00	New Retirement Rate 0.00	New Job Address New York Address	New Supplemental Pay Option None
New Amount 0.00	New Contract Days Worked 0.00	New Contract Work Days 200.00	New Hours In Day 7.00	New Primary Compensation

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Position

Position Description Secretary	Job Status Active	Pay Group F - Welfare I	Building Code 000	Department Code 000
Selected Series 000000	FTE 0.00000	Position Start Date 01/01/24	Position Stop Date 01/01/24	Retirement System 0000
Position Code 000 - Other Official Administration	SSDT FTE 0.00000	Professional F - No. needs definition of Qualification	SSDT Contract Amount 0.00	SSDT Work Days 0.00
SSDT Hours In The Day 0.00	Building Site 000000	Assignment 00000 - Other and Special	Employee Work Structure	

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Compensation Amounts

New Amount Range 0.00	New Amount Start 0.00	New Amount End 0.00	New Amount Default 0.00	New Pay Period 0.00
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Contract

New Pay Plan Period 0.00000	New Contract Amount 00.00000	New Contract Obligation 00.00000	New Contract Type	New Pay In Contract 0
New Rate Unit Pay	New Weekly Pay			

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Additional Contract

New Contract Start Date 01/01/24	New Contract Stop Date 01/01/24
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