



USPS-R New Contract Checklist

1. ___ **Job Calendars** - Make sure calendars for the new fiscal year are created so new contracts pay information and days are calculated accurately.

2. ___ **Processing > New Contracts** - One of 3 options can be used to create new contracts. Whichever option is used make sure to enter **Compensation Start** and **Compensation Stop** dates.
 - A. **Mass Copy Compensations:** Similar to BUILD in Classic NEWCNT. This option allows you to include concealed employees, if desired.
 - To **Include Compensations** that are only active from a particular date, choose or enter the date in the box provided.
 - Select the **Pay Group(s)** you wish to build the compensations for.
 - Enter a **Contract Start Date** and a **Contract Stop Date**.
 - Click on the **Build New Contracts** button.

 - B. **Import New Contracts:** Similar to IMPORT in Classic NEWCNT. This feature will allow a correctly formatted CSV file to be imported with new contract information. This is the recommended method.
 - To use an existing spreadsheet, edit your columns headers in row one to match exactly what is defined in the [New Contracts chapter](#) in the USPS-R User Manual in order for the Import program to recognize and load the data.
 - New Contract CSV file *required columns*:
 - **employeeId**
 - **jobNo**
 - **contractType**
 - **compensationLabel** - only required if employee has more than one Compensation for a Position.

Other columns on the import spreadsheet template are for including optional information and will be dependent upon the contract type being imported. See the [New_Contract_Template](#).

Important: Columns headers are case sensitive.

- A spreadsheet can also be created using the **Compensation** view and selecting the appropriate fields from the grid. Choosing the **Format-Excel-FieldNames** will create an Excel type file. The user should update the obligation amount and header information, add the header-contractType and add NewContract in that column for all employees. Save the file as a CSV.

C. **New Contract Maintenance:** Similar to the MAINT option in Classic NEWCNT. This will allow you to create a single employee's New Contract. This option is best used when creating a mid-year contract change.

3. **New Contract Reports**

- **Reports > New Contract Report** - can be run to show all new contract information created.
- **Reports > Report Manager > SSDT New Contract Summary Report** - run to show a summary of the new contract data for each employee.
- **Reports > Report Manager > SSDT New Contract Payroll Accounts Report** - this report will only list any new expenditure account information that was added or imported into the new contract screen.
- Use the **New Contact Grid**, filter for specific Pay Group(s) and then choosing the properties such as **Number, Last name, First Name, Code, Position, Label, Contract Obligation** and **Contract Amount**. The report will total the **Contract Obligation** and **Contract Amounts** for balancing purposes before new contract activating is performed.

4. **Non Contract Compensations**

- **Reports > Report Manager > SSDT Non Contract Compensation Mass Load Extract** - the data in this file should be manually updated and then saved as a CSV file.
- **Utilities > Mass Load > Compensation** - load the Non Contract Compensation data.

5. **Processing > New Contracts**

Activate process can be run at any time because of the use of **Compensation Start** and **Compensation Stop Dates**.

	Name	Pos #	Position Description	Compensation Start Date	Description	Code	Label
<input checked="" type="checkbox"/>						08	
<input checked="" type="checkbox"/>	ny	1	Cook	07/01/2018	COOK FY18	08	discovered
<input checked="" type="checkbox"/>	stoph	1	Cook	08/21/2017		08	constantly
<input checked="" type="checkbox"/>	ny	6	Aide	07/01/2018		08	constantly
<input checked="" type="checkbox"/>	ny	1	Cook	07/01/2018		08	discovered
<input checked="" type="checkbox"/>	ah	1	Teacher	07/01/2018		08	constantly
<input checked="" type="checkbox"/>	ny	6	Aide	07/01/2018		08	constantly
<input checked="" type="checkbox"/>	ah	1	Teacher	07/01/2018		08	constantly