



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 three 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. To create new contracts this way, please follow the instructions in the "**New Contract Import Instructions.pdf**".
 - 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.
 - A report can also be created on 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.
 - **NonContractCompensation.payPlan: may not be null (Value: 'null')**,
 - **NoncontractCompensation.payUnit: may not be null (Value: 'null')**

Compensation

Allows all Compensations (Non Contract, Contract and Legacy Compensations) to be updated

Contract and Non Contract Compensations can be added (created) but Legacy CANNOT be added

To **Update** Compensation record:

code - (this replaces the id of the compensation)

position.number

position.employee.number

type

- Legacy
- Contract
- NonContract

To **Add** a new Compensation record:

code - (enter unique code: Example: 1234-33. **cannot** be left blank)

position.number

position.employee.number

type

- Contract
- NonContract

payUnit

- Daily
- Hourly

payPlan

- Biweekly
- Semimonthly
- Monthly

Compensation:

type

jobCalendar.description

jobCalendar.type

jobCalendar.archived

description (compensation)

label

dateRange.startDate (compensation)

dateRange.stopDate (compensation)

payPlan

- Biweekly
- Semimonthly
- Monthly

payUnit

- Daily
- Hourly

unitAmount

unitAmountManualCalculationMode

- TRUE
- FALSE

retirementHours

strAdvance

- TRUE
- FALSE

supplementalTaxOption

- ApplyAnnuities toSupplemental
- ApplyAnnuities toRegular
- None

archived

contractDaysWorked

hoursInDay

primaryCompensation

- true
- false

Contract:

payPerPeriod

payPerPeriodManualCalculationMode

- TRUE
- FALSE

contractAmount

contractObligation

payInContract

retroNeedPay

stretchPay

- TRUE
- FALSE

Salary Schedule:

salaryScheduleColumn

salaryScheduleId

salaryScheduleStep

State Reporting:

customFields.reportableToCMS.value

customFields.localContractCode.value

Historical Context:

calendarDate.startDate

calendarDate.stopDate

Legacy Compensations Headers:

- paynPaid
- contractWorkDays

5. Processing > **New Contracts**

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

The screenshot shows the 'New Contract Maintenance' interface in the USPS system. The top navigation bar includes 'Home', 'Core', 'Payments', 'Payroll', 'Processing', 'Reports', 'System', 'Utilities', and 'USAS Integration'. Below this, there are three tabs: 'New Contract Maintenance' (highlighted in yellow), 'Mass Copy Compensations', and 'Import New Contracts'. The main area contains a table with the following columns: Name, Pos #, Position Description, Compensation Start Date, Description, Code, and Label. The table has seven rows of data. The first row is highlighted in blue. The 'Code' column for the first row is highlighted in yellow. The 'Activate' button in the top toolbar is highlighted with a red arrow. The 'Copy' button is also highlighted with a red arrow.

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