

Welcome to training on how to create contract schedules, update existing schedules such as adding payroll schedules, employer contract units, and full time units.

In addition, the training will give instruction on how to change beginning and ending dates as well as delete schedules.

The **Maintain Contract Schedule** screen is only available for TRS Employers. This tab allows a TRS Employer to define a contract schedule for each plan year. Contract schedules only need to be set-up once a year.

Multiple contract schedules allow for DPAS to correctly process TRS employees working 9, 10, 11, or 12 month contracts.

### **What Are the Inputs to Create a Contract Schedule?**

To create a contract schedule, navigate to the **Contract Schedule** screen by clicking on **Report** and then selecting **Contract Schedule**.

The **Contract Schedule** screen displays.

Select the **Plan Year** from the drop-down menu.

**Note:** ESS will only allow an Employer to select the current plan year, immediately preceding plan year, or the immediately subsequent plan year.

Enter in the contract description. The **Contract Description** is an open text field, and the user can create a name to easily remember the purpose of each contract schedule which is created.

The **Begin Date** is the date for which the contract schedule will begin to be in effect. Enter in a beginning date by choosing from the calendar or typing in the date in the text box.

The **End Date** is the date for which the contract schedule will cease to be in effect. Enter in an ending date by choosing from the calendar or typing in the date in the text box.

Click **Save**. You must click save before moving onto the other sections on the contract schedule screen.

From the drop-down menu, choose the payroll schedule for which this contract schedule is aligned.

Choose from the drop-down menu the payroll period for which the contract schedule will align.

Click **Save**. You must click **Save** before moving onto the other sections on the contract schedule screen, or you will lose your information.

A contract schedule can have multiple types of units worked such as hours, shifts, days, or courses. For the contract schedule, select the units worked depending on how your employer schedules the employees. For example, a full-time worker on a 10 month schedule may be expected to work 1600 hours, or 200 days, but a full-time for a 9 month schedule may be 1440 hours or 180 days.

For each Type of Units Worked, enter the number of units contracted. It's up to the employer to define the units for each contract schedule. For example, a full-time worker on a 10 month schedule may be expected to work 1,600 hours, or 200 days, but a full-time for a 9 month schedule may be 1,440 hours or 180 days.

If you do not create a contract schedule for a particular number of units contracted, you cannot enroll a member with that kind of contract. For example, you cannot enroll a member on a 200 days schedule until you've added that to a contract schedule.

A particular combination of units and days can only exist on one contract schedule. For example, you cannot have 200 days worked on 2 separate contract schedules for the same plan year.

Click **Save**.

The *Full Time Units per Pay Period* section displays the new schedule and will populate each time you add a record.

Click on the **Plus Sign** to expand the schedule.

The contract can be viewed in its entirety.

### **How Do I Add Payroll Schedules, Employer Contract Units, and Full Time Units Per Pay Period to an Existing Contract Schedule?**

To add a payroll schedule to the contract schedule, navigate to the **Contract Schedule** screen by clicking on **Report** and then selecting **Contract Schedule**.

Click on the button next to the contract schedule to view the schedule in its entirety.

Once selected, you can add a payroll schedule, an employer contract unit, or both. Each section has additional rows, and new rows will be added after clicking save.

In addition, you can add full time units to a pay period within the contract schedule.

To add a payroll schedule, select the payroll schedule in the new row under the Employer Contract and Payroll Schedule section.

Select the first pay period end date for the additional payroll schedule.

Click **Save**.

You can also add employer contract units.

Select the contract schedule you would like to edit.

Under **Employer Contract Units**, select the type of units worked from the drop-down menu.

Then enter the **Units Contracted** value.

Click **Save**.

To add *Full Time Units per Pay Period*, click on the **Plus Sign** next to a schedule to view it in its entirety.

When the payroll schedule displays, click on **Edit** next to a pay period where the full time units need to be updated.

Enter the required updates to the full time units.

Click **Save**.

The schedule will be updated, and the new full time units will be displayed.

### **How Do I Edit a Contract Schedule's Beginning and/or Ending Date?**

To edit a contract schedule's beginning and or ending date, navigate to the **Contract Schedule** screen by clicking on **Report** and then selecting **Contract Schedule**.

Click on the **Edit** icon next to the plan year you would like to edit.

You can update the beginning date by choosing from the calendar or typing in the date in the text box.

You can update the ending date by choosing from the calendar or typing in the date in the text box.

Click **Save**.

The contract schedule displays with the new beginning and ending dates.

How do I delete a contract schedule?

To delete a contract schedule, navigate to the **Contract Schedule** screen by clicking on **Report** and then selecting **Contract Schedule**.

Click on the red **X** icon next to the **Plan Year** you would like to delete.

A confirmation message will appear asking if you are sure you want to delete the contract schedule record.

Click **OK**.

The contract schedule will delete and no longer be listed.

For additional information or assistance, please contact an Employer Services Representative (ESR) at 334-517-7005 or [employer.services@rsa-al.gov](mailto:employer.services@rsa-al.gov).