



Contract Schedules

Linking the Payroll Schedule and the Contract Schedule

It is important the payroll schedule is created prior to creating the contract schedule, so the two can be linked together once the contract description and length have been identified and input into the "Employer Contracts" selections.

2

Employer Contract and Payroll Schedule

	Payroll Schedule *	First Pay Period End Date *
Action ▾	Monthly, Initial Pay Date 03/30/2019, 0 days in arrears.	03/30/2019
Action ▾	Bi-Weekly, Initial Pay Date 03/30/2019, 0 days in arrears.	03/30/2019
Action ▾	<input type="text"/>	<input type="text"/>

Employer Contract Units		
	Type of Units Worked *	Units Contracted *
Action ▾	Days	180
Action ▾	Days	187
Action ▾	Days	189
Action ▾	Hours	732
Action ▾	Hours	1,104
Action ▾	Hours	1,196
Action ▾	Hours	1,288
Action ▾	Hours	1,365
Action ▾	Hours	1,373
Action ▾	Hours	1,380
Action ▾	<input type="text"/>	<input type="text"/>

3

Defining the Contracts

This field is where the employer would enter all of the possible units contracted for a particular contract schedule. For example, certain employees may work 180 days, while others work 187 days for a 9-Month contract.

Full Time Units per Pay Period

This field is needed in the rare instance when the employer's software is not able to provide the full time units for each pay period on the file.

4

Full Time Units per Pay Period

Plan Year	Contract Description	Payroll Schedule	Contract Length		Pay Date	Pay Period Begin Date	Pay Period End Date	Full Time Units
2018 - 2019	9 Month	Monthly, Initial Pay Date 03/30/2019, 0 days in arrears	180 Days		03/29/2019	03/01/2019	03/30/2019	21.00 Days
					04/30/2019	03/31/2019	04/30/2019	22.00 Days
					05/30/2019	05/01/2019	05/31/2019	23.00 Days

IMPORTANT: When entering an enrollment, the values entered in the "Annual Units Contracted to Work" field must tie back to the Employer Contract Units entered, to the left. Otherwise, there will be an error.

5

Breaking down the Pay Period Full Time Units

Once a contract is expanded, each pay period will be viewable. Above is an example of how many days per pay period a full time employee that is contracted to work 187 days for the fiscal year would be input into the "Full Time Units" field.