

# **Contract Schedules**

### What is a Contract Schedule?

Since TRS employees work contracts of varying lengths from 9 to 12 months, a contract schedule is needed to correctly calculate salary and service credit for TRS members.

	Land	<b>Contr</b> An emp working 22 <sup>nd</sup> , wh 5 <sup>th</sup> , and date and contract				
E	mployer Certification	Employing Agency		Employment Date		
+	To be completed by	Annual Contract Salary		Number of Days Contracted		
To be completed by the employing agency		Number of Pay Periods Per Yea	ar9	% of Full Time		
	Sign Here → Employer	Employer Signature		Date Submitted		
Em	Employer Contracts Plan Year * Contract Description * Begin Date * End Date * End Date *					
		Plan Year *	Contract Description *	Begin Date *	End Date *	
۲	🌣 Action 👻	2018 - 2019	12 Month	03/01/2019	06/30/2019	
$\bigcirc$	🌣 Action 👻	2018 - 2019	11 Month	03/01/2019	06/28/2019	
$\bigcirc$	🌣 Action 👻	2018 - 2019	10 Month	03/01/2019	06/07/2019	
$\bigcirc$	🌣 Action 👻	2018 - 2019	9 Month	03/01/2019	05/28/2019	

## **Initial Setup**

- Before an employer can create a Contract Schedule, a Payroll Schedule must first be created.
- Multiple payroll schedules can be connected to a contract.

# **Contract Begin and End Dates**

An employer may have multiple 9 month contracts. An employee working a 180 day contract may start August 14<sup>th</sup> and end on May 22<sup>nd</sup>, while an employee on a 187 day contract may start on August 5<sup>th</sup>, and end on May 27<sup>th</sup>. You will want to use one payroll begin date and payroll end day to encompass all of the various 9 month contracts.

### **Contract Description**

When creating a contract schedule, the <u>Contract Description</u> is any title the employer would want to use to help him/her define the contract and its length.

### For Example

 A contract description can be titled "9 Month Contracts". All contracts whose units (days, hours, shifts, and courses) are equivalent to 9 months, would be categorized under this contract description, such as 180 days, 1196 hours, and 366 shifts.

# **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.

#### 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 👻	<b>T</b>	•

#### 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 👻	~	
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#### **Defining the Contracts**

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

#### Full Time Units per Pay Period

#### **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.

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	Plan Year	Contract Description	Payroll Schedule	Cont	tract	Length				
	2018 - 2019 9 Month	Monthly, Initial Pay Date 03/30/2019, 0 days in arrears	) 180 Days							
						Pay Date	Pay Period Begin	Pay Period End	Full Time	
<b>IMPORTANT</b> : 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.						Date	Date	Units		
			¢	Act	tion 👻	03/29/2019	03/01/2019	03/30/2019	21.00 Days	
			¢	F Act	tion 👻	04/30/2019	03/31/2019	04/30/2019	22.00 Days	
						05/30/2019	05/01/2019	05/2019	23.00 Days	

05/30/2019 05/01/2019 🌣 Action 🗸

#### 23.00 Davs

#### **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.