

New Contract Checklist

This document outlines a general guide to follow to create New Contracts.


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Job Calendars

Make sure that Job Calendars for the new fiscal year are created in order for new contracts (with the type set to contract) to calculate pay information and days accurately.


Create New Contracts

There are three different ways to create new contracts. You can use one or a combination of the three to create your new contracts.

 For all contract type contracts, make sure Compensation Start and Compensation Stop dates are defined.


 This option allows you to **Include Concealed Employees** if desired.

- a. Go to Processing/New Contracts
- b. Click on Mass Copy Compensations tab
- c. Check the 'include archived employees' ONLY if you want archived employees included.
- d. Select a Job Status
- e. If you want to include Compensations that are only active from a particular date, you would choose or enter the date in the box provided.
- f. Select Pay Groups by moving them over the left 'selected' box
- g. Enter in a Contract start and stop date
- h. Click on the Build New Contracts button.
- i. New contracts can be seen under Processing/New Contracts/New Contract Maintenance

 The following [New Contract Load .rpd-json](#) (It can also be found in the [NWOCA Report Repository](#)) may be generated to assist in creating a spreadsheet to load new contracts. The report definition will first need to be downloaded and import it into the Redesign to generate it. Instructions on how to import a .json file can be found at [Using Report Definitions](#). Save the file in .csv format.


If preferred, a spreadsheet can be created using the Core/Compensation grid and selecting the appropriate fields from the grid. Click on Report at the top of the grid choosing the Format-Excel-FieldNames. Save the file in .csv format.

If you have an existing spreadsheet, update row one to the appropriate column headings. Save the file in .csv format.


 For contract type new contracts, the following columns (with the appropriate column headings) must be included in your spreadsheet.

- employeeld - formatted as a number
- jobNo - formatted as a number
- contractType - 4 for new contract
- compensationLabel - only required if a position has more than one compensation (not common)
- newCompensationLabel - fiscal year (such as 20 - 21 or 2020 - 2021)
- contractAmount - required for all stretch pay compensations
- contractStartDate - first work day on job calendar
- contractStopDate - one day prior to next year's first work day on job calendar

Any additional information you wish to have loaded in the new contracts need to have the headings to match what is defined in the [New Contracts chapter](#) in the USPS-R User Manual.

 Please be aware that the header columns are case sensitive.


- a. Go to Processing/New Contracts
- b. Click on Import New Contracts Tab
- c. Choose your file
- d. Enter a Contract Start Date
- e. Click on Import
- f. New contracts can be seen under Processing/New Contracts/New Contract Maintenance

 This option is best used when creating a mid year contract change.

This will allow you to create a single employee's New Contract.

- a. Go to Processing/New Contract Maintenance
- b. Click on Copy at the top left of the grid
- c. Select an Employee
- d. Compensation
- e. Contract Type (New contract)
- f. Click on Create
- g. Make necessary changes to the contract
- h. Click on Save

Non Contract Compensations


- Go to Reports/Report Manager
- Click on  beside the SSDT Non Contract Compensation Mass Load Extract.
- Make necessary changes and save as CSV
- Go to Utilities/Mass Load/Compensation and load the CSV file.

New Contract Reports


This will show all new contract information created

1. Go to Reports/New Contract Report

This report will show a summary of the new contract data for each employee

1. Go to Reports/Report Manager/SSDT New Contract Summary Report
2. Click on  beside the report name

This report will only list any new expenditure account information that was added or imported into the new contract screen.

1. Go to Reports/Report Manager/SSDT New Contract Payroll Accounts Report
2. Click on  beside the report name

A report can also be created on the New Contracts Grid by filtering the Pay Group Code 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. Once the grid is filtered as desired, click on Report at the top right of the grid. The report will total the Contract Obligation and Contract Amounts for balancing purposes before new contract activating is performed.

Activate New Contracts



Activating New Contracts can be run at any time because of the use of the Compensation Start and Stop Dates.

- Go to Processing/New Contracts
- Select all desired New Contracts
- Click on Activate
 - When the pop-up box appears, verify the number of new contracts being activated and make sure the 'Lock in Pay Per Period?' box is checked.