TOPIC: PeopleSoft Contingent 1 Contract Renewal – Department Manager

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C1 Contract Renewal Approval Options

A Department Manager has <u>two</u> (2) options to approve a pending online contract renewal:

1) On the **Contingent 1 Approval Page** (advisable for low volume contract renewals).
   Navigate to *SU Custom > Employment Contract Processing > Contingent 1 Renewal System > Contingent 1 Approval Page*

OR

2) On the **C1 Contract Appr List Page** (for high volume contract renewals).
   Navigate to *SU Custom > Employment Contract Processing > Contingent 1 Renewal System > C1 Contract Appr List Page*

Option 1 – Contingent 1 Approval Page

The Contingent 1 Approval Page shows all the contract information entered by the contract submitter for the employee's contract renewal (see screen print on page 5).

- Navigate to *SU Custom > Employment Contract Processing > Contingent 1 Renewal System > Contingent 1 Approval Page*

- Enter any information you have (Empl. ID, Last Name, First Name, etc.) and click
  Search OR leave fields b(S)-2(U9p6)-4(e f)-1(i5-11(a)-1(ch 0.53 0 -10(L)11(a)-6(s)-1(t)-2(N)-8(a)4(n
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- Once the Submit button is clicked, the contract will automatically be moved from the C1 Contract Appr List Page to the "Completed/Closed" section.

- To approve another contract renewal, click on the Return to Search button and then click the Clear button to clear your search criteria and enter your search data to search for the next record.

REJECTING A CONTRACT: After you click the "I reject this contract" radio button and click the Save button, a confirmation message will be displayed stating, "*You are about to reject the contract for [Name]. Click OK to continue and reject this contract or Cancel to cancel this operation.*"

- Click **OK** to c

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Contingent 1 Contract Renewal Approval

	Current Contract Data (view only)	New Contract Data (view only)
Department Account Number:	310000	310000
Name:		
	000-00-	Social Security # (Last 4)
Address Line 1:		
Address Line 2:		
City:	Salisbury	Salisbury
State:	MD	MD
Postal Code:	21804	21804
Job Title:	Food Serv Aide I	Food Serv Aide I
Internal Title:	Food Service Aide I	Food Service Aide I
		Job Duties:
Reports To Name:	Douglas Jones	Douglas Jones
Contract From Date:	01/03/2012	08/27/2012
Contract End Date:	07/01/2012	12/20/2012
Hours Per Week:	19.00	19.00
Seasonal or Intermittent (Y/N):		No
If Yes, details:		
Supervisor (Y/N):		No

Dept Manager Oprid: kjmann

○ I approve this contract   ○ I reject this contract

Dept Manager Name: Kevin Mann

Dept Manager Approval Date:

Electronic Signature   Employee E

Oprid: Electronic Signature   Employee

☐ I accept this position

al Date: Employee Name: Employee Approv

HR Representative Approval

HR Representative Oprid:

○ I approve this contract   ○ I reject this contract

HR Rep Name:

🔍 Return to Search

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Option 2 – C1 Contract Appr List Page

On the Department Manager's access, the C1 Approval List Page lists all employees' contracts which were prepared by the Contract Submitter and are ready for the Department Manager's approval.

- *Navigate to SU Custom > Employment Contract Processing > Contingent 1 Renewal System > C1 Contract Appr List Page.*
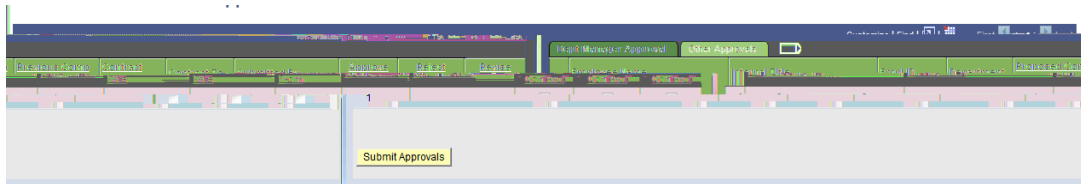
- On this page there are two tabs which list the employee(s) and where they stand in the approval process.

Contract Approvals:
- To approve the employee's contract you simply click/check the "Approve Contract" checkbox on the right hand side of the "Dept Manager Approval" page.
- After approving all contracts, click on the lower left hand yellow button "Submit Approvals", this will send an email to the employee. It will also give the employee security to log into GullNet and electronically sign their contract.
- Once the submit button is pushed, a confirmation message is generated. Click OK and the contract will drop off the list.

    Note! All approved contracts should be checked for approval first and submitted (skip any contract you are not approving). Then check the contract that you are returning for revision, or a contract that you are rejecting. (If multiple actions are selected, the approval checkmarks will be lost after confirming a rejection or request for revision).

Contract Rejection:
- To reject a contract, click the "Reject Contract" checkbox; you will be asked to confirm the rejection.
- After confirming, the contract will automatically be moved from the C1 Contract Appr List Page to the "Completed/Closed" section.

Contract Revision:
- To return a contract to the Contract Submitter for revision, click the "Revise Contract" check box. You will be asked to confirm the request for revision.
- After confirming, the name drops off the page and the Contract Submitter has gained edit access to the contract.
- Send an email or other form of communication to the Contract Submitter requesting a revision to the contract and to resubmit

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Contingent 1 Completed/Closed Contract

This page is read only and contains an historical record of the contract that was submitted after the employee job record is inserted in PeopleSoft or when the contract was cancelled/rejected.