PTK Contracts System

8.9.2021

Introduction

If you're new to the PTK Contracts System, you can probably skip this section. Otherwise, welcome to the new version of the PTK Contracts System. I think this is version 3.0 – and I am so grateful for all the people who patiently used versions 1 and 2 and offered their suggestions for improvement.

The main difference between this version and the previous one is that information from PHR is used to verify much of what's entered in a contract. PHR appointment information is also used to pre-populate information you used to have to enter yourself. So where you used to have to enter the appointee's name, title, pay type, etc. – now that information is entered from the appointee's previous appointment. You can alter the information as needed – if, for example, the appointee has a new title that isn't yet reflected in PHR. If you're creating a contract for a new appointee who doesn't yet have a PHR appointment, you can enter the necessary information in a blank contract, just as you always have.

Another difference is that the system is a little more restrictive about when you can edit a contract, when you can email an appointee to sign the contract, or when you can create an amendment. Generally, after the appointee has signed the contract, you can no longer edit it. If you need to make changes, you would have to cancel the current contract and create a new one. The email button disappears if the appointee does not have an active PHR appointment, even if you entered the correct UID. After all, without an active PHR appointment, the appointee can't log in to the system to sign. On the other hand, you can record a new appointee's signature yourself, so the chair or PI can sign electronically. Finally, you can't amend a contract unless the contract is at least partially signed. After all, if the contract hasn't been signed, you could just edit it – no amendment would be necessary.

The new system will list contracts that were created in the old system, and those old contracts can be signed in the new system. However, contracts created in the new system are not visible in the old system. A contract created in the old system cannot be renewed in the new system; instead a new contract would have to be created.

Creating a Contract

To create a contract for an appointee with a current PHR appointment, choose "Create/Find Contract" from the Contracts menu. Next, find the faculty member on the dropdown list and click submit. This list includes only the faculty from your unit, but it is a list of both tenuredtenure track and professional track faculty. You can quickly navigate the list by typing the first few letters of the appointee's last name. After you click the submit button, you'll see some basic information from the faculty's PHR appointment, on the left, and a list of previous and/or current contracts on the right. Click the Add New Contract button to open a new contract form for the faculty member.

CHANGES IN THE FORM

- FTE can be entered as a decimal or a whole number.
- Salary can be entered with comma and dollar sign.
- Grant PI is chosen from a dropdown list of faculty.
- Contract can be saved as draft.

The contract form should look very familiar to you, as it is unchanged with a few exceptions. It is necessary to indicate the contract form now – just choose from the dropdown list. It is necessary to specify whether the appointee is a full-time grad student or not. Faculty who are also full-time graduate students get an additional sentence in their contract to specify that they are subject to the policies relating to faculty.

The contract form includes a check box for whether the appointee's salary is paid by grants; if the box is checked, the official university leave payout language is automatically included in the additional terms section, without reducing the amount of space available for other additional terms. If the contract includes course information for an instructional faculty member, you can enter as many courses as you need, and there is room for more specific information about the course – such as meeting time and semester.

The Additional Terms section is the same, but there is now a counter in the bottom right of the text box, so you'll know how much information you've entered. Additional terms cannot be longer than 4000 characters. Remember that bullets or numbered items take more characters than are counted, and if you paste in from Word, you may also be including a lot of extra characters that are invisible.

If appropriate, choose the Grant PI from the dropdown list. As a reminder, you should not list the Chair as PI on the contract. If you do, the Chair will have to sign the contract twice. Click Save as Draft or Save Contract. If you save the contract as a draft, the appointee will not be able to see it. When you save the contract in Draft mode, you may need to click the "Preview" button to see it as the appointee would see it. If the contract is not in Draft mode, it will be visible to the appointee and you can send them an email to sign electronically, using the blue action button to the right.

To create a contract for a new appointee, who does not appear on your dropdown on the Create/Find Contract form, simply click the button labeled "Blank Contract Form", and fill in the form that appears. For now, contracts for an appointee with no UID or who does not appear in

PHR will automatically include the university-required vaccination language in the additional terms section, without reducing the amount of space available for other additional terms.

Creating an Amendment

Use the amendment feature for just a few specific reasons:

- If there is a merit pay increase,
- If there is a COLA from the state,
- If there is an in-band pay adjustment, or
- If the appointee's FTE changes.

If the amendment doesn't fall into one of the above categories, you should create a new contract and cancel the old one.

To create the amendment, preview the contract. One of the action buttons to the right is labeled "Amend Contract." Click that button to create the amendment. Amendments should be created in chronological order, because salary changes must be calculated from oldest to newest.

Both merit and COLA amounts can be entered as decimals or in whole numbers. If the amendment includes a change in FTE, you must provide an explanation of the change in duties.

As with the contract, you can save the amendment as a draft. If you submit the amendment, you can email the appointee to sign it.

Using the Contracts List

The list screen has been updated, and you now have the option to filter the list to help with managing contracts. Click on the heading of any column to sort on that column. Use the Filter On dropdown at the top of the list to apply a filter to the list. To remove the filter, just click "Clear Filter" at the bottom of the dropdown.

If a contract has been amended, you'll see a button to the right of the status column labeled "Contract Amendments". Click the button to display a list of the amendments for that contract. Click on any of the displayed amendments to open or preview the amendment.

You can also choose List Amendments from the Contracts menu. This list shows all the amendments for a particular faculty member, along with a link to each contract. This list can also be filtered or sorted by clicking on the column heading.

If the list shows you duplicate contracts for a particular appointee, simply open the duplicate contract and set its status to Cancelled. Click the submit button and the contract will disappear from your list.

Using the e-Signatures Feature

The electronic signatures feature requires that the contract or amendment be signed in the following order:

1. Appointee
2. PI / Supervisor (if applicable)
3. Chair

The chair and the PI will see the contract listed if they log in. When it is their turn to sign, the contract row will be highlighted in blue. Otherwise, it will show in the list as Awaiting Signature.

When faculty log in to the contracts system, they are taken directly to a page that lists contracts and amendments that are awaiting signature. If they wish to see contracts that have already been signed, they would need to choose List Contracts or List Amendments from the Contracts menu.

FOR APPOINTEES

For appointees, the electronic signatures feature is only available if the appointee has an active PHR appointment. When previewing the contract, you'll see a blue button labeled "Email Appointee to Sign." Click this button to send a notice to the appointee that the contract is ready for review and signature. You'll be copied on the email so you can be sure it has gone out.

If the appointee doesn't have an active PHR appointment, you'll have to use an alternate method to get the contract signed, such as Adobe Sign, or having the appointee come by your office to sign on paper. In this case, you'll see a green button labeled "Record Appointee Signature". Click this button to record the appointee's signature in the system. A notice is automatically sent to the next person in the workflow (PI or chair) The PI (if appropriate) and chair can then continue with electronic signatures.

FOR PI OR CHAIR

If necessary, you can send a reminder notice to the PI or the Chair. The blue "Remind" button is dynamic, so for example if the appointee has already signed, and there is a PI in the contract, the button will read "Remind PI / Supervisor to Sign".

Other Utilities

STORED ADDITIONAL TERMS

Anyone may create stored additional terms, using the Add / Edit Additional Terms item on the Utilities menu. The form includes a list of current additional terms, in case there are some that are no longer relevant. You also have the option to share terms with others in your unit. If a college manager creates additional terms and shares them with the unit, they will be available to all department managers and college managers in the college.

OTHER USERS

College managers can create new users in their college from the Add / Edit User item on the Utilities menu. Enter the user's name and directory ID (first part of email address) and then choose the correct unit.

UNIT ADMINISTRATORS

If there is a change in Unit Administrators, college and department managers can make the update from the Update Unit Administrator item on the Utilities menu. Click the appropriate unit where it appears in the list below the form, and then choose the new administrator from the dropdown list. If your unit has a staff administrator, click the button labeled "Add Staff Administrator" and fill out the form that appears. To remove a staff administrator, go to the Add / Edit Users form, find the staff administrator and delete the record.

PHR-CONTRACT COMPARISON

This report compares contracts in the unit with the PHR appointments for the unit, and identifies any discrepancy, such as variation in title or FTE. The report also identifies multiple contracts for an appointee. You can use this to find contracts which may be in error or otherwise problematic.