

From: McElhinney, Sandra D
 Sent: Monday, October 12, 2015 8:57 AM
 To: payroll_bl@indiana.edu
 Subject: HRMS: Payroll - Contract Payment Details - New Screen

Contract Payment Details has been added to the **HRMS:Payroll** section under *Employee Data*. Please use this information to review contract details for your contract employees. You need the Contract ID and Sequence to submit adjustment vouchers.

The screenshot shows the HRMS Payroll interface. At the top left is the Indiana University logo and 'INDIANA UNIVERSITY'. Below it is 'HRMS Payroll'. The main navigation area is divided into three sections: 'Voucher Data', 'Employee Data', and 'Direct Deposit'. The 'Employee Data' section is circled in red, and within it, 'Contract Payment Details' is circled in blue. Other items in 'Employee Data' include 'Additional Pay', 'Contract Pay', 'Departmental Paycheck view', 'Departmental YTD View', 'Job Data', 'Paycheck Data', and 'Paycheck Weekly View'. The 'Direct Deposit' section includes 'Bank Rejects/DIRDEP' and 'Stop Pending Direct Deposit Transaction'. At the bottom left, there is a link for 'MORE INFO: Payroll Support Form'.

FULLFILLING the PROMISE

We use contract pay processing in HRMS to manage Graduate Student (AS0,AS2) and Part-Time Adjunct Faculty (A10,A12) payments. The contract amount is divided over the designated months and paid in equal installments. The Contract Payment Details screen reflects the **Contract ID, Contract Sequence, Contract Begin/End Dates, Contract Worth, Current Goal Balance (paid), and Projected Payments** over the remainder of the contract period.

Favorites | Main Menu > Payroll for North America > Employee Pay Data USA > Contract Payment Details

Contract Payment Details

Employee [Redacted] Empl Record 4
 Contract ID 0000003 Status Active Recalculate Contract No

Contract Payment Sequence Find | View All First 1 of 1 Last

Contract Sequence 0 Effective 09/01/2015

Contract Information

Company	IU	Indiana University
Pay Group	AS0	Academic Student 10 Month
Contract Begin Date	09/01/2015	Contract End Date 12/31/2015
Payment Begin Date	09/01/2015	Payment End Date 12/31/2015
Contract Worth	4003.00	Current Goal Balance 1000.75

Contract Calendar

Holiday Schedule School Schedule Work Schedule

Pay Rates

Payment Summary

Projected Payments and Actual Earnings Personalize | Find | View 3 | First 1-4 of 4 Last

Status	Pay Period End Date	Off Cycle	Separate Check	Work Days	Contract Regular	Paid Not Earned	Earned Not Paid	Total Paid	Worked	Leave of Absence		
1 Payroll Confirmed	09/30/2015	N	0	22	1000.75	0.00	0.00	1000.75	1000.75		+	-
2 Active	10/31/2015	N	0	22	1000.75	0.00	0.00	1000.75	1000.75		+	-
3 Active	11/30/2015	N	0	21	1000.75	0.00	0.00	1000.75	1000.75		+	-
4 Active	12/31/2015	N	0	23	1000.75	0.00	0.00	1000.75	1000.75		+	-

Save Return to Search