Contract Class - HRS2500

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Personnel > Tables > Job/Contract > Contract Class

This tabis used to create and maintain the codes used on the Employment Info tab of the Staff Job/Pay Data page. It is used to manage employee contract information.

Note: The CYR or NYR Contract Class page is displayed depending on the payroll logon.

Set up contract class codes:

❏ Click **+Add** to add a row.

Field	Description
Contract Class Code	Type a code to identify the contract class. The field can be a maximum of two characters.
Contract Class Description	Type a description for the contract class. The field can be a maximum of 20 characters.

❏ Click **Save**.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.	

| **Print** | Click to print job/contract table data. | Click to print job contract table data. The following Job Contract Table options are displayed:
Current Tab Page - prints only the tab page currently open.
Selected Code Tables - displays the following Job Contract Table options:
• Job Code Table
• Contract Class Table
• Contract Term Table
• Contract Year Table
• Extract ID Table
• Termination Reason Table
All Code Tables - prints all the Job/Contract tab pages. Select an option, and then click **OK** to view a copy of the report. Otherwise, click **Cancel** to return to the tab.
Review the report.
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| 🗑 | Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.

Click **Save**. | |