Contract Term - HRS2500

Table of Contents

Contract Term - HRS2500

Personnel > Tables > Job/Contract > Contract Term

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

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

Set up contract term codes:

❏ Click **+Add** to add a row.

Field	Description
Contract Term Code	Type a code used to identify the contract term. The field can be a maximum of two characters.
Contract Term Description	Type a description for the contract term. 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. 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.
🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.