



Contract Year - HRS2500

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Personnel > Tables > Job/Contract > Contract Year

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 Year page is displayed depending on the payroll logon.


Set up contract year codes:

☐ Click **+Add** to add a row.

| Field | Description |
|----------------------------------|--|
| Contract Year Code | Type a code to identify the contract year. The field can be a maximum of two characters. |
| Contract Year Description | Type a description for the contract year. 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 | <p>Click to print job contract table data. The following Job Contract Table options are displayed:</p> <p>Current Tab Page - prints only the tab page currently open.</p> <p>Selected Code Tables - displays the following Job Contract Table options:</p> <ul style="list-style-type: none"> • Job Code Table • Contract Class Table • Contract Term Table • Contract Year Table • Extract ID Table • Termination Reason Table <p>All Code Tables - prints all the Job/Contract tab pages.</p> <p>Select an option, and then click OK to view a copy of the report. Otherwise, click Cancel to return to the tab.</p> <p>Review the report.</p> |
|  | <p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click Save.</p> |