Mastering Mid Year Contract Changes

SSDT Educational Software Solutions

Items to Consider Before Creating the Mid-Contract

Is the existing Compensation set up correctly?

1. Is the <u>Contract Days Worked</u> correct?
   - How many days are from the Compensation Start Date through Last payroll posted>Stop Date?
   - How many days are on the Job Calendar the Compensation is pointing to for this same date range?

- If the two values **are** the same -
- If the two values **are no**t the same, create a Compensation Adjustment for Days Worked.

Amount Paid	0.00
Amount Earned	0.00
Amount Docked	0.00
Pays Paid	0
Days Worked	0.00
Transaction Date	9/14/23
Description	

Items to Consider Before Creating the Mid-Contract

Is the existing Compensation set up correctly?

Amount Paid		0.00
Amount Earned		0.00
Amount Docked		0.00
Pays Paid		0
Days Worked		0.00
Transaction Date	9/14/23	
Description		

2. Is the <u>Amount Earned</u> correct?
- Amount Earned = Unit Amount X Contract Days Worked
    - If Pay Unit = Daily
        - Unit Amount = Contract Obligation/Contract Work Days
    - If Pay Unit = Hourly
        - Unit Amount = Contract Obligation/Contract Work Days/Hours In Day

- If the calculated value **is** the same as the Compensation>Amount Earned - ✓
- If the calculated value **is not** the same as the Compensation>Amount Earned, create a Compensation Adjustment for Amount Earned.

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Items to Consider Before Creating the Mid-Contract

Is the existing Compensation set up correctly?

3. Is the <u>Amount Paid</u> correct?
   - Amount Paid = Contract Obligation/Pays In Contract X Pays Paid
   - Run Earnings Register for same time frame to verify amount paid.

- If the calculated value **is** the same as the Compensation>Amount Paid + Amount Docked - ✓
- If the calculated value **is not** the same as the Compensation>Amount Paid + Amount Docked, Compensation most likely has not been paid correctly.

Items to Consider Before Creating the Mid-Contract

Is the existing Compensation set up correctly?

4. Is the <u>Amount Docked</u> correct?
   - Run an Earnings Register. In the Employee Totals section, does the Total Dock amount equal the Compensation>Amount Docked.

- If the two values **are** the same - ✓
- If the two values **are not** the same, create a Compensation Adjustment for Amount Docked.

Amount Paid	0.00
Amount Earned	0.00
Amount Docked	0.00
Pays Paid	0
Days Worked	0.00
Transaction Date	9/14/23
Description	

Creating a Mid-Contract

- Go to Processing>New Contracts>New Contract Maintenance tab, select Copy.

Create New Contract from existing Compensation

Employee - Begin typing the employee name and select from the drop down.

Employee:	Spice, Pumpkin - SPIC00101
Compensation:	Pos: 1 - TEACHER - SOCIAL STUDIES (Comp: C -
Contract Type	New contract
Contract Start Date:	
Contract Stop Date:	8/15/25

+ Create

Creating a Mid-Contract

- Go to Processing>New Contracts>New Contract Maintenance tab, select Copy.

Create New Contract from existing Compensation

Employee:	Spice, Pumpkin - SPIC00101 ⌄
Compensation:	Pos: 1 - TEACHER - SOCIAL STUDIES (Comp: C - ⌄
Contract Type	New contract
Contract Start Date:	📅
Contract Stop Date:	📅 8/15/25

➕ Create

Compensation - If Compensations aren't Archived, be sure to select the correct Compensation.
    Helpful Tip: *Use Compensation>Label.*

Employee:	Spice, Pumpkin - SPIC00101 ⌄
Compensation:	Pos: 1 - TEACHER - SCIENCE 7-12 (Comp: C - TE ⌄

Pos: 1 - TEACHER - SCIENCE 7-12 (Comp: C - TEACHER - FY24)
Pos: 1 - TEACHER - SCIENCE 7-12 (Comp: C - TEACHER SCIENCE)

Contract Type	
Contract Start Date:	📅
Contract Stop Date:	📅 8/15/25

➕ Create

Creating a Mid-Contract

- Go to Processing>New Contracts>New Contract Maintenance tab, select Copy.

Create New Contract from existing Compensation
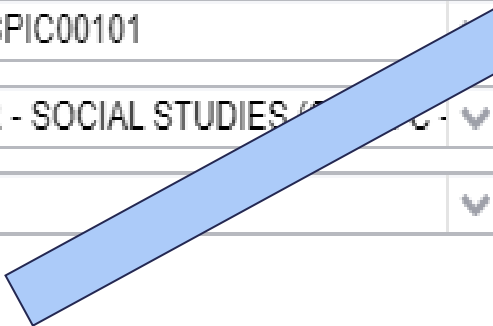
Employee:	Spice, Pumpkin - SPIC00101
Compensation:	Pos: 1 - TEACHER - SOCIAL STUDIES (Comp: C...
Contract Type	New contract
Contract Start Date:	Mid-contract with no retro
	Mid-contract with retro spread over remaining pays
Contract Stop Date:	Mid-contract with lump sum retro
	New contract

Contract Type:
- Mid-contract with no retro
- Mid-contract with retro spread over remaining pays
- Mid-contract with lump sum retro

10/7/2020

Creating a Mid-Contract

- Go to Processing>New Contracts>New Contract Maintenance tab, select Copy.

Create New Contract from existing Compensation

Employee: Spice, Pumpkin - SPIC00101

Compensation: Pos: 1 - TEACHER - SOCIAL STUDIES

Contract Type: New contract

Contract Start Date: 8/31/23

Contract Stop Date: 8/15/24

+ Create

Contract Start Date - This date should be the day *after* the last posted payroll's Stop Date.

Payroll>Payroll Processing>Details

Status: Posted

Description: 08/30/2023 PAYROLL

Pay Date: 8/30/23

Pay Plan: Semi-monthly

Pay Cycle: Second Pay of a two pay month

☐ Suppress Voluntary Deductions

☐ Ignore Direct Deposit

Start Date: 8/16/23

Stop Date: 8/30/23

Creating a Mid-Contract

- Go to Processing>New Contracts>New Contract Maintenance tab, select Copy.

Create New Contract from existing Compensation

Employee: Spice, Pumpkin - SPIC00101

Compensation: Pos: 1 - TEACHER - SOCIAL STUDIES p. C

Contract Type: New contract

Contract Start Date: 8/31/23

Contract Stop Date: 8/15/24

+ Create

Contract Stop Date - This date should be **one day less than** next fiscal year's Compensation Start Date.

Job Calendar
004 - 183 DAY EMPLOYEE

Next year's first work day is August 16, 2024.

 August 2024 calendar, work days highlighted, 16 highlighted yellow.

10/7/2020

Creating a Mid-Contract

- Click Create.

Create New Contract from existing Compensation

Employee:	Spice, Pumpkin - SPIC00101 ⌄
Compensation:	Pos: 1 - TEACHER - SOCIAL STUDIES (Comp: C - ⌄
Contract Type	New contract ⌄
Contract Start Date:	🗓 8/31/23
Contract Stop Date:	🗓 8/15/24

+ Create

Creating a Mid-Contract

- Once the contract is saved, it is listed in the New Contract Maintenance grid.

New Contracts/Mid-year Change Options

Contract Type:
- Mid-contract with no retro
- Mid-contract with retro spread over remaining pays
- Mid-contract with lump sum retro

Mid-contract with no retro

- **New Compensation Contract Obligation** = Amount to be Earned + Old Compensation Accrued Wages
- **New Compensation Amount Earned** = Old Compensation Accrued Wages
- **Amount to be Earned** = ((Old Compensation Contract Work Days - Old Compensation Contract Days Worked) X New Compensation Unit Amount)
- **New Compensation Pays in Contract** = Old Compensation Pays in Contract - Old Compensation Pays Paid

Mid-contract with no retro

****Last Payroll Processed: 08/16/23 – 08/31/23 with a Pay Date of 09/05/23****

This employee is moving from 5.00 hours to 6.00 hours effective 09/01/23 to be paid on 09/20/23.

Current Compensation:

Employee: Spice, Pumpkin
Employee Number: SPIC00102

Position Number: 1
Position Description: Bus Driver - Route

Compensation

Type	Code	Job Calendar	Description
Contract	082023-41d94	600 - 9 MONTH EMPLOYEE	23-24
Label	**Compensation Start Date**	**Compensation Stop Date**	**Pay Plan**
BUS DRIVER F\	8/16/23	8/15/24	Semi-monthly
Pay Unit	**Unit Amount**	**Retirement Hours**	☐ Strs Advance
Hourly	21.490	5.00	
Supplemental Tax Option	☐ Archived	**Contract Days Worked**	**Contract Work Days**
None		5.000	195.00
Hours In Day	☐ Primary Compensation		
5.00			

Contract

Pay Per Period	Contract Amount	Contract Obligation	Contract Type
873.03	20,952.75	20,952.75	
Pays In Contract	**Retro Next Pay**	☑ Stretch Pay	
24			

Compensation Amounts

Accrued Wages	Amount Earned	Amount Paid	Amount Docked
-335.78	537.25	873.03	0.00
Pays Paid			
1			

Mid-contract with no retro

****Last Payroll Processed: 08/16/23 – 08/31/23 with a Pay Date of 09/05/23****

This employee is moving from 5.00 hours to 6.00 hours effective 09/01/23 to be paid on 09/20/23.

Click **Copy:**

Employee:	Spice, Pumpkin - SPIC00102
Compensation:	Pos: 1 - Bus Driver - Route (Comp: C - BUS DRIVE
Contract Type	Mid-contract with no retro
Contract Start Date:	9/1/23
Contract Stop Date:	8/15/24

+ Create

Mid-contract with no retro

Mid-contract with no retro

****Last Payroll Processed: 08/16/23 – 08/31/23 with a Pay Date of 09/05/23****

This employee is moving from 5.00 hours to 6.00 hours effective 09/01/23 to provide 09/30/23

Enter Values in the Following Fields:

Raise Date = Will be blank.

New Compensation Start Date = Should be one day after the Stop Date of the last payroll processed.

New Retirement Hours = New Value.

New Hours in Day = New Value.

New Contract Amount - The _full_ amount of the contract.

System Automatically Populates:

Days Since Raise = Should populate to 0.

New Accrued Wages = Should remain the same as Accrued Wages was on original Compensation.

New Amount Earned = Should remain the same as Amount Earned was on original Compensation.

New Pay Per Period **=** New Contract Obligation – New Amount Paid- New Amount Docked/New Pays In Contract – New Pays Paid

New Contract Obligation = New Amount Earned + Amount to be Earned

10/7/2020
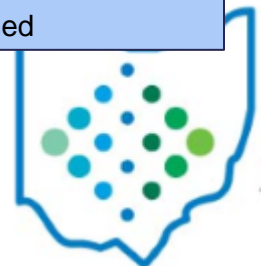
Terminology

- <u>Contract Obligation:</u> Amount the board is obligated to pay the employee for the current contract.

- <u>Contact Amount:</u> Indicates where the Compensation is placed on the salary schedule. This amount is for informational purposes.

Mid-contract with no retro

****Last Payroll Processed: 08/16/23 – 08/31/23 with a Pay Date of 09/05/23****

This employee is moving from 5.00 hours to 6.00 hours effective 09/01/23 to be paid on 09/20/23.

Contract Obligation =

$537.25 = 5.0 Original Hours In Day X $21.49 Unit Amount X 5 days New Contract Days Worked

+$24,498.60 = 6.0 New Hours In Day X $21.49 Unit Amount X 190 (195 New Contract Work Days – 5 New Contract Days Worked)

= $25,035.85 Contract Obligation

Contract Amount =

$128.94 New Daily Rate (6.0 Hours in Day x $21.49 Hourly Rate)

-$107.45 Original Daily Rate (5 Hours in Day x $21.49 Hourly Rate)

=$21.49

X 5 (Days Worked)

=$107.45

+$25,035.85 Contract Obligation

= $25,143.30 Contract Amount

Mid-contract with no retro

****Last Payroll Processed: 08/16/23 – 08/31/23 with a Pay Date of 09/05/23****

This employee is moving from 5.00 hours to 6.00 hours effective 09/01/23 to be paid on 09/20/23.

Double Check the Math!!

$24,162.8823 = 23 News Pays In Contract X $1,050.56 New Pay Per Period
+ $873.03 New Amount Paid
+ $0.00 New Amount Docked
—----------------
$25,035.91

New Contract Obligation
25,035.85

Mid-contract with retro spread over remaining pays

- **New Compensation Contract Obligation** = Amount to be Earned + Old Compensation Accrued Wages
- **New Compensation Amount Earned** = Old Compensation Accrued Wages
- **Amount to be Earned** = ((Old Compensation Contract Work Days - Old Compensation Contract Days Worked) X New Compensation Daily Rate)
- **New Compensation Pays in Contract** = Old Compensation Pays in Contract - Old Compensation Pays Paid
- **Retro Amount** equals (New Compensation Daily Rate - Old Compensation Daily Rate) X Days Since Raise
- Add Retro Amount to New Compensation Amount Earned
- Add Retro Amount to New Compensation Contract Obligation

Mid-contract with retro spread over remaining pays

****Last Payroll Processed: 08/16/23 – 08/31/23 with a Pay Date of 09/05/23****

This employee is moving from the salary of $58,275.00 to $62,500.00 effective 08/16/23 to be paid on 09/20/23.

Current Compensation:

Employee: Spice, Pumpkin
Employee Number: SPIC00101

Position Number: 1
Position Description: TEACHER - SCIENCE 7-12

Compensation

Type	Code	Job Calendar	Description
Contract	082023-73d4e	TEA - TEACHERS	23/24
Label	Compensation Start Date	Compensation Stop Date	Pay Plan
TEACHER - FY2	8/16/23	8/15/24	Semi-monthly
Pay Unit	Unit Amount	Retirement Hours	☐ Strs Advance
Daily	315.000	7.67	
Supplemental Tax Option	☐ Archived	Contract Days Worked	Contract Work Days
None		9.000	185.00
Hours In Day	☐ Primary Compensation		
7.67			

Contract

Pay Per Period	Contract Amount	Contract Obligation	Contract Type
2,428.13	58,275.00	58,275.00	
Pays In Contract	Retro Next Pay	☑ Stretch Pay	
24			

Compensation Amounts

Accrued Wages	Amount Earned	Amount Paid	Amount Docked
406.87	2,835.00	2,428.13	0.00
Pays Paid			
1			

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Mid-contract with retro spread over remaining pays

****Last Payroll Processed: 08/16/23 – 08/31/23 with a Pay Date of 09/05/23****

This employee is moving from the salary of $58,275.00 to $62,500.00 effective 08/16/23 to be paid on 09/20/23.

Click **Copy:**

Employee:	Spice, Pumpkin - SPIC00101
Compensation:	Pos: 1 - TEACHER - SCIENCE 7-12 (Comp: C - TE
Contract Type	Mid-contract with retro spread over remaining pays
Contract Start Date:	9/1/23
Contract Stop Date:	8/15/24

+ Create

10/7/2020

Mid-contract with retro spread over remaining pays

****Last Payroll Processed: 08/16/23 – 08/31/23 with a Pay Date of 09/05/23****

This employee is moving from the salary of $58,275.00 to $62,500.00 effective 08/16/23 to be paid on 09/20/23.

Mid-contract with retro spread over remaining pays

****Last Payroll Processed: 08/16/23 – 08/31/23 with a Pay Date of 09/05/23****

This employee is moving from the salary of $58,275.00 to $62,500.00 effective 08/16/23 to be paid on 09/20/23.

Enter Values in the Following Fields:

Raise Date = Should signify the first negotiated day the employee should

begin receiving the new pay amount.

New Compensation Start Date = Should be one day after the Stop Date of

the last payroll processed.

New Retirement Hours = New Value (if applicable).

New Hours in Day = New Value (if applicable).

New Contract Amount - The **_full_** amount of the contract.
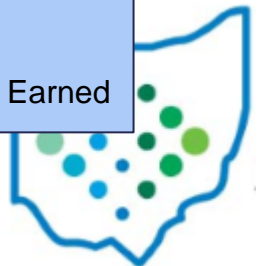
System Automatically Populates:

Days Since Raise = Populated based on Raise Date and Job Calendar the Compensation is pointing to.

New Accrued Wages = New Amount Earned - New Amount Paid

New Amount Earned = New Contract Days Worked X New Unit Amount (if Pay Unit is set to Hourly then also X New Hours In Day).

New Pay Per Period = New Contract Obligation – New Amount Paid- New Amount Docked/New Pays In Contract – New Pays Paid

New Contract Obligation = New Amount Earned + Amount to be Earned

Mid-contract with retro spread over remaining pays

******Last Payroll Processed: 08/16/23 – 08/31/23 with a Pay Date of 09/05/23****

This employee is moving from the salary of $58,275.00 to $62,500.00 effective 08/16/23 to be paid on 09/20/23.

Contract Obligation =

$2,835.00 = New Amount Earned

+**$59,459.49** = Amount to be Earned

176 New Contract Days Remaining (185 New Contract Work Days - 9 New Contract Days Worked) X $337.838 New Unit Amount ($62,500.00/185)

+ **$205.54**

$337.838 New Unit Amount - $315.00 Old Unit Amount X 9 New Contract Days Worked

10/7/2020

= **$62,500.00 Contract Obligation**

Contract Amount =

$337.84 New Unit Amount

($62,500.00/185)

X **185** New Contract Work Days

= **$62,500.00 Contract Amount**

Mid-contract with retro spread over remaining pays

****Last Payroll Processed: 08/16/23 – 08/31/23 with a Pay Date of 09/05/23****

This employee is moving from the salary of $58,275.00 to $62,500.00 effective 08/16/23 to be paid on 09/20/23.

Double Check the Math!!

$60,071.86 = 23 News Pays In Contract X $2,611.82 New Pay Per Period
+ $2,428.13 New Amount Paid
+ $0.00 New Amount Docked
—----------------
$62,4999.99

Mid-contract with lump sum retro

Is the Compensation>Stretch Pay checkbox marked?

☑ Stretch Pay

- If **yes**:
  - **New Unit Amount** = New Contract Amount (the full contract amount as if the amount was paid from the start of the contract)/New Contract Work Days
  - **Work Days Remaining** = New Contract Work Days - New Contract Days Worked
  - **Contract Amount to be Earned** = New Unit Amount X Work Days Remaining
  - **Full Retro Amount** = (New Unit Amount - Old Unit Amount) X Days Since Raise
    - For _Hourly_ Contracts:
      - If the New Unit Amount = Old Unit Amount, the Full Retro Amount = ((New Unit Amount X New Hours In Day) - (Old Unit Amount X Old Hours In Day)) X Days Since Raise
      - If the New Unit Amount does not equal the Old Unit Amount, the Full Retro Amount = ((New Unit Amount - Old Unit Amount) X (New Hours In Day)) X Days Since Raise

Mid-contract with lump sum retro

Is the Compensation>Stretch Pay checkbox marked?

- If **yes**:
  - **Full Pay Per Period** = New Contract Amount (the full contract amount as if the amount was paid from the start of the contract)/New Pays In Contract
  - **New Pay Per Period** equals New Compensation Contract Amount divided by Old Compensation Pays in Contract
  - **New Retro Next Pay** =
    - I*f the Days Since Raise = New Contract Days Worked, then the New Retro Next Pay = (Full Pay Per Period - Old Pay Per Period) X New Pays Paid*
      Otherwise, the calculations are based on frequency of pay as follows:
      - If the New Pay Plan is Biweekly, the New Retro Next Pay = (Full Pay Per Period - Old Pay Per Period) X (Days Since Raise/10)
      - If the New Pay Plan is Semi Monthly, the New Retro Next Pay = (Full Pay Per Period - Old Pay Per Period) X (Days Since Raise/11)
      - If the New Pay Plan is Monthly, the New Retro Next Pay =(Full Pay Per Period - Old Pay Per Period) X (Days Since Raise/21)

Mid-contract with lump sum retro

Is the Compensation>Stretch Pay checkbox marked?

- If *yes*:
  - **Retro Spread Over Remaining Pays** = Full Retro Amount - New Retro Next Pay, unless
    - The New Retro Next Pay is less than zero and the Full Retro Amount is greater than zero, then the Retro Spread Over Remaining Pays will be the Full Retro Amount + New Retro Next Pay
    - If the New Retro Next Pay is less than zero, the system will multiply the New Retro Next Pay by negative to calculate a dock amount.
  - New Contract Obligation = (Contract Amount Earned + Contract Amount to be Earned + New Retro Next Pay)
  - **Pays Remaining** = New Pays In Contract - New Pays Paid
  - **New Pay Per Period** = (New Contract Obligation - New Amount Paid - New Amount Docked)/Pays Remaining

☑ Stretch Pay

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Mid-contract with lump sum retro

Is the Compensation>Stretch Pay checkbox marked?

☐ Stretch Pay

- If *no*:
  - **New Unit Amount** = New Contract Amount /New Contract Work Days
  - **Work Days Remaining** = New Contract Work Days - New Contract Days Worked
  - **Contract Amount to be Earned** = New Unit Amount X Work Days Remaining
  - Full Retro Amount = (New Unit Amount - Old Unit Amount) X Days Since Raise
  - **New Contract Obligation** = (Contract Amount Earned + Contract Amount to be Earned + New Retro Next Pay)

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Mid-contract with lump sum retro

****Last Payroll Processed: 08/16/23 – 08/31/23 with a Pay Date of 09/05/23****

This employee is moving from the salary of $58,275.00 to $62,500.00 effective 08/16/23 to be paid on 09/20/23.

Current Compensation:

Employee: Spice, Pumpkin
Employee Number: SPIC00101

Position Number: 1
Position Description: TEACHER - SCIENCE 7-12

Compensation

Type	Code	Job Calendar	Description
Contract	082023-73d4e	TEA - TEACHERS	23/24

Label	Compensation Start Date	Compensation Stop Date	Pay Plan
TEACHER - FY2	8/16/23	8/15/24	Semi-monthly

Pay Unit	Unit Amount	Retirement Hours	Strs Advance
Daily	315.000	7.67	

Supplemental Tax Option	Archived	Contract Days Worked	Contract Work Days
None		9.000	185.00

Hours In Day	Primary Compensation		
7.67			

Contract

Pay Per Period	Contract Amount	Contract Obligation	Contract Type
2,428.13	58,275.00	58,275.00	

Pays In Contract	Retro Next Pay	Stretch Pay	
24		✔	

Compensation Amounts

Accrued Wages	Amount Earned	Amount Paid	Amount Docked
406.87	2,835.00	2,428.13	0.00

Pays Paid			
1			

10/7/2020

Mid-contract with lump sum retro

****Last Payroll Processed: 08/16/23 – 08/31/23 with a Pay Date of 09/05/23****

This employee is moving from the salary of $58,275.00 to $62,500.00 effective 08/16/23 to be paid on 09/20/23.

Click **Copy**·

Employee:	Spice, Pumpkin - SPIC00101
Compensation:	Pos: 1 - TEACHER - SCIENCE 7-12 (Comp: C - TE
Contract Type	Mid-contract with lump sum retro
Contract Start Date:	9/1/23
Contract Stop Date:	8/15/24

+ Create

10/7/2020

Mid-contract with lump sum retro

****Last Payroll Processed: 08/16/23 – 08/31/23 with a Pay Date of 09/05/23****

This employee is moving from the salary of $58,275.00 to $62,500.00 effective 08/16/23 to be paid on 09/20/23.

Mid-contract with lump sum retro

****Last Payroll Processed: 08/16/23 – 08/31/23 with a Pay Date of 09/05/23****

This employee is moving from the salary of $58,275.00 to $62,500.00 effective 08/16/23 to be paid on 09/20/23.

Enter Values in the Following Fields:

Raise Date = Should signify the first negotiated day the employee should begin

receiving the new pay amount.

New Compensation Start Date = Should be one day after the Stop Date of the

last payroll processed.

New Retirement Hours = New Value (if applicable).

New Hours in Day = New Value (if applicable).

New Contract Amount - The **_full_** amount of the contract.

System Automatically Populates:

Days Since Raise = Populated based on Raise Date and Job Calendar the Compensation is pointing to.

New Accrued Wages = New Amount Earned - New Amount Paid

New Amount Earned = New Contract Days Worked X New Unit Amount (if Pay Unit is set to Hourly then also X New Hours In Day) - New Retro Next Pay

New Pay Per Period = New Contract Obligation – New Amount Paid- New Amount Docked/New Pays In Contract – New Pays Paid

New Contract Obligation = New Amount Earned + Amount to be Earned (New Contract Work Days - New Contract Days Worked X Unit Amount or Unit Amount X New Hours In Day Hourly Pay Unit)

New Retro Next Pay = New Pay Per Period - Original Pay Per Period X New Pays Paid

10/7/2020

Mid-contract with lump sum retro

****Last Payroll Processed: 08/16/23 – 08/31/23 with a Pay Date of 09/05/23****

This employee is moving from the salary of $58,275.00 to $62,500.00 effective 08/16/23 to be paid on 09/20/23.

Contract Obligation =

$2,835.00 = New Amount Earned

+**$59,459.49** = Amount to be Earned

176 New Contract Days Remaining (185 New Contract Work Days - 9 New Contract Days Worked) X $337.838 New Unit Amount ($62,500.00/185)

+ **$205.54**

$337.838 New Unit Amount - $315.00 Old Unit Amount X 9 New Contract Days Worked

= **$62,500.00 Contract Obligation**

Contract Amount =

$337.84 New Unit Amount

($62,500.00/185)

X **185** New Contract Work Days

= **$62,500.00 Contract Amount**

Mid-contract with retro spread over remaining pays

******Last Payroll Processed: 08/16/23 – 08/31/23 with a Pay Date of 09/05/23******

This employee is receiving from the raise of $59,875.00 to $62,500.00 effective 08/16/23 to be paid on 09/20/23.

Double Check the Math!!

$59,895.91 = 23 News Pays In Contract X $2,604.17 Pay Per Period

+ $2,428.13 New Amount Paid

+ $0.00 New Amount Docked

+ $176.04 New Retro Next Pay

—----------------

$62,500.08

Helpful Resources

- **SSDT YouTube Channel**
  - *Mid-Year Contracts posted on August 26, 2022.*
    https://youtu.be/cxu13Bl8kjg?feature=shared

Helpful Resources

- **USPS Documentation**
  - *New Contracts Chapter>Mid Year Contract Change*
    https://wiki.ssdt-ohio.org/x/kQCFAg
  - Template provided that can be used in the Import New Contracts option.
    https://wiki.ssdt-ohio.org/display/uspsrdoc/New+Contracts#NewContracts-ImportNewContracts
  - *Appendix>Checklists>USPS-R Mid Year Contract Change Checklist*
    https://wiki.ssdt-ohio.org/x/ww_NBQ

Mastering Mid Year Contract Changes

Questions?