

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 Contract Days Worked 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 not** the same, create a Compensation Adjustment for Days Worked.

Amount Paid	<input type="text" value="0.00"/>
Amount Earned	<input type="text" value="0.00"/>
Amount Docked	<input type="text" value="0.00"/>
Pays Paid	<input type="text" value="0"/>
Days Worked	<input type="text" value="0.00"/>
Transaction Date	<input type="text" value="9/14/23"/>
Description	<input type="text"/>




Items to Consider Before Creating the Mid-Contract

Is the existing Compensation set up correctly?

2. Is the Amount Earned 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

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	


- 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.



Items to Consider Before Creating the Mid-Contract

Is the existing Compensation set up correctly?

3. Is the Amount Paid 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 Amount Docked 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	<input type="text" value="0.00"/>
Amount Earned	<input type="text" value="0.00"/>
Amount Docked	<input type="text" value="0.00"/>
Pays Paid	<input type="text" value="0"/>
Days Worked	<input type="text" value="0.00"/>
Transaction Date	<input type="text" value="9/14/23"/>
Description	<input type="text"/>





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	
<input type="button" value="+ 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:

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

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

Contract Start Date:

Contract Stop Date:



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



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

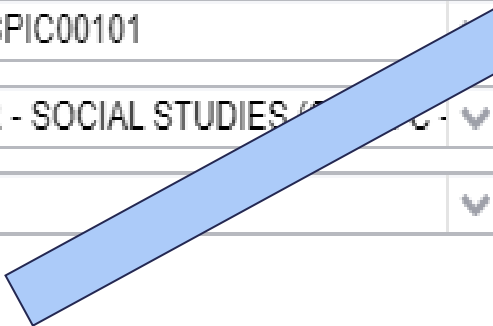
Compensation: Pos: 1 - TEACHER - SOCIAL STUDIES / ...

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:

Compensation:

Contract Type:

Contract Start Date:

Contract Stop Date:

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

Job Calendar

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



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1 Aug	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16 Work Day	17
18	19 Work Day	20 Work Day	21 Work Day	22 Work Day	23 Work Day	24
25	26 Work Day	27 Work Day	28 Work Day	29 Work Day	30 Work Day	31



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 Contract Maintenance													
Mass Copy Compensations													
Import New Contracts													
Salary Notices													
<input type="checkbox"/> + Copy <input checked="" type="checkbox"/> Mass Change <input type="checkbox"/> Delete <input type="button" value="▶ Activate"/> <input type="button" value="Q Advanced Query"/> <input type="button" value="↓ Report"/> <input type="button" value="☰ More"/> <input type="button" value="↺ Reset"/>													
<input type="checkbox"/>		Type	Employee #	Old Last Name	Old First Name	Position #	Old Position Description	Compensation Description	Compensation Label	Raise Date	Days Since Raise	Position Description	Job Star
<input type="checkbox"/>	<input type="checkbox"/>												
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mid-contract with no retro	SPIC00101	Spice	Pumpkin	1	TEACHER - SOCIAL STUD...	FY24	TEACHER FY24		0	TEACHER - SOCIAL STUD...	Active



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 Contract	Code 082023-41d94	Job Calendar 600 - 9 MONTH EMPLOYEE	Description 23-24
Label BUS DRIVER F\	Compensation Start Date 8/16/23	Compensation Stop Date 8/15/24	Pay Plan Semi-monthly
Pay Unit Hourly	Unit Amount 21,490	Retirement Hours 5.00	<input type="checkbox"/> Strs Advance
Supplemental Tax Option None	<input type="checkbox"/> Archived	Contract Days Worked 5.000	Contract Work Days 195.00
Hours In Day 5.00	<input type="checkbox"/> Primary Compensation		

Pay Per Period 873.03	Contract Amount 20,952.75	Contract Obligation 20,952.75	Contract Type
Pays In Contract 24	Retro Next Pay	<input checked="" type="checkbox"/> Stretch Pay	

Compensation Amounts

Accrued Wages -335.78	Amount Earned 537.25	Amount Paid 873.03	Amount Docked 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	
	<input type="button" value="+ Create"/>	



Mid-contract with no retro

Type
 Mid-contract with no retro

Compensation

New Job Calendar: afg - Bus Drivers Archived
 Raise Date: Days Since Raise: 0
 New Description: New Label: Bus Driver
 New Compensation Start Date: 9/1/23
 New Compensation Stop Date: 8/15/24
 New Pay Unit: Hourly
 New Unit Amount: 23.333
 New Retirement Hours: 5.00
 New Strs Advance
 New Primary Compensation
 New Contract Work Days Worked: 3.000
 New Contract Work Days: 160.00
 New Hours In Day: 5.00

Position

Position Description: Bus Driver Job Status: Active
 Pay Group: 1 - Bus Drivers Building Code: Department Code:
 Extended Service: FTE: 1.00000
 Position Start Date: 7/26/23 Position Stop Date: Retirement System: SERS
 Position Code: 909 - Attendant Assignment EMIS FTE: 1.00000
 Paraprofessional: EMIS Contract Amount: EMIS Work Days: 172.000
 EMIS Hours In The Day: 7.50 Building IRN: Assignment Area: Employee Check Distribution:

Compensation Amounts

New Accrued Wages: -551.93
 New Amount Earned: 524.99
 New Amount Paid: 1,076.92
 New Amount Docked: 0.00
 New Pays Paid: 1

Contract

New Pay Per Period: 1,076.92
 New Contract Amount: 28,000.00
 New Contract Obligation: 27,999.99
 New Contract Type:
 New Pays In Contract: 26



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

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.

10/7/2020

System Automatically Populates:

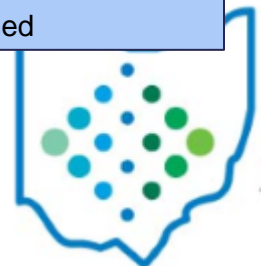
Days Since Raise = Should populate to 0.

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



Terminology

- Contract Obligation: Amount the board is obligated to pay the employee for the current contract.
- Contact Amount: 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.

Employee: Pumpkin Spice
 Position: 1 (Bus Driver - Route)
 Compensation: BUS DRIVER FY24

Type: Mid-contract with no retro

Compensation

New Job Calendar: 600 - 9 MONTH EMPLOYEES

New Description: 23-24

New Pay Unit: Hourly

New Unit Amount: 21.490

New Contract Days Worked: 5.000

Raise Date: [Calendar]

New Compensation Start Date: 9/1/23

New Retirement Hours: 6.00

New Contract Work Days: 195.00

Days Since Raise: 0

New Compensation Stop Date: 8/15/24

New Hours In Day: 6.00

New Type: Contract

New Pay Plan: Semi-monthly

New Supplemental Tax Option: None

Position

Position Description: Bus Driver - Route

Job Status: Active

FTE: 1.00000

EMIS FTE: 0.00000

Building IRN: 043992

Pay Group: 60 - 9 MONTH EMPLOYEES

Position Start Date: 8/30/21

Paraprofessional: *- NA (not valid for PosCode=505)

Assignment Area: [Dropdown]

Building Code: 030

Position Stop Date: [Calendar]

EMIS Contract Amount: 0.00

Employee Check Distribution: [Dropdown]

Department Code: 007

Retirement System: SERS

EMIS Work Days: 0.000

Compensation Amounts

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

New Pay Per Period: 1,050.56	New Contract Amount: 25,143.30	New Contract Obligation: 25,035.85	New Contract Type: [Dropdown]	New Pays In Contract: 24
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New Retro Next Pay: 0.00

New Stretch Pay

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

Contract

Pay Per Period 2,428.13	Contract Amount 58,275.00	Contract Obligation 58,275.00	Contract Type
Pays In Contract 24	Retro Next Pay	<input checked="" type="checkbox"/> Stretch Pay	

Compensation Amounts

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





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	
<input type="button" value="+ Create"/>		



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.

Type Mid-contract with retro spread over remaining pays				
Compensation				
New Job Identifier TEA - TEACHERS	<input type="checkbox"/> Subtotal	New Date 8/16/23	New Compensation Start Date 8/16/23	New Compensation Stop Date 8/31/23
New Description 2028	New Label TEACHER - K-12	New Retirement Hours 1.00	New Retirement Hours 1.00	New Hours in Day 7.87
New Pay Unit Daily	New Unit Amount 357.888	New Contract Days/Week 5.000	New Contract Week/Days 188.00	New Type Contract
<input type="checkbox"/> New Adjusted	New Contract Days/Week 5.000	New Contract Week/Days 188.00	New Hours in Day 7.87	New Pay Plan Comp Monthly
Position				
Position Description TEACHER - SCIENCE K-12	Job Status Active	Pay Group T - TEACHERS	Building Code 821	Department Code 000
Extended Service	FTE 1.00000	Position Start Date 8/16/23	Position Stop Date 8/31/23	Management System STRS
Position Code 200 - Teacher Assignment	Min FTE 1.00000	Professional * - Not used for ProClass-5000	Min Contract Amount	Week Work Days 5
6000 Hours in the Day	Building ID 821000	Assignment Area 880070 - General Education K-12	Employee Check Distribution	Week Work Days 5
Compensation Amounts				
New Annual Budget 6248	New Annual Budget 249054	New Annual Pay 242013	New Annual Budget 630	New Pays Paid 1
Contract				
New Pay Per Period 2,811.82	New Contract Amount 62,500.00	New Contract Obligation 62,500.00	New Contract Type	New Pays in Contract 24
New Base Hourly Pay 6.00	<input type="checkbox"/> New Student Pay	New Contract Type	New Contract Type	New Pays in Contract 24



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:

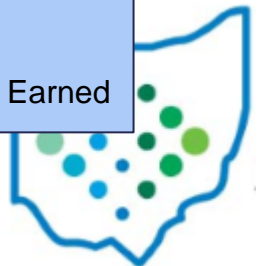
Days Since Raise = Populated based on Raise Date and Job Calendar the Compensation is pointing to.

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.

Save Cancel Calculate Clear

Employee: Pumpkin Spice
Position: 1 (TEACHER - SCIENCE 7-12)
Compensation: TEACHER - FY24

Type: Mid-contract with retro spread over remaining pays

Compensation

New Job Calendar: TEA - TEACHERS Archived
New Description: 23/24
New Pay Unit: Daily New Archived

New Label: TEACHER - FY2
New Unit Amount: 337.838
New Contract Days Worked: 9.000

Raise Date: 8/16/23
New Compensation Start Date: 9/1/23
New Retirement Hours: 7.67
New Contract Work Days: 185.00

Days Since Raise: 9
New Compensation Stop Date: 8/15/24
 New Strs Advance
New Hours In Day: 7.67

New Type: Contract
New Pay Plan: Semi-monthly
New Supplemental Tax Option: None New Primary Compensation

Position

Position Description: TEACHER - SCIENCE 7-12
Job Status: Active
FTE: 1.00000
EMIS FTE: 1.00000
Building IRN: 012039

Pay Group: T - TEACHERS
Building Code: 021
Position Start Date: 8/15/22
Paraprofessional: * - NA (not valid for PosCode=505)
Assignment Area: 999370 - General Education K-12

Department Code: 003
Retirement System: STRS
EMIS Work Days:

Compensation Amounts

New Accrued Wages: 612.41	New Amount Earned: 3,040.54	New Amount Paid: 2,428.13	New Amount Docked: 0.00	New Pays Paid: 1
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Contract

New Pay Per Period: 2,611.82	New Contract Amount: 62,500.00	New Contract Obligation: 62,500.00	New Contract Type:	New Pays In Contract: 24
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Historical Context

Double Check the Math!!

\$60,071.86 = 23 News Pays In Contract X \$2,611.82
 + \$2,428.13 New Amount Paid
 + \$0.00 New Amount Docked

\$62,4999.99

New Contract Obligation

62,500.00



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?

Stretch Pay

- 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 =**

- *If 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**:

Stretch Pay

- **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



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)



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

Contract

Pay Per Period 2,428.13	Contract Amount 58,275.00	Contract Obligation 58,275.00	Contract Type
Pays In Contract 24	Retro Next Pay	<input checked="" type="checkbox"/> Stretch Pay	

Compensation Amounts

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





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	
<input type="button" value="+ Create"/>		



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.

Type Mid-contract with lump sum retro				
Compensation				
New Job Calendar TCA - TEACHERS	<input type="checkbox"/> Restricted	Class Code 00 - 015-23	Days Since Salary 00 - 015-23	New Type Contract
New Description 2024	New Label TEACHER - FTE	New Compensation Class Code 00 - 015-23	New Compensation Class Code 00 - 015-23	New Pay Plan Salary-Standard
New Pay Unit Daily	New Limit Amount 207,900	New Retirement Hours 7.57	<input type="checkbox"/> New Dis. Advance	New Supplemental Tax Option None
<input type="checkbox"/> New Archived	New Contract Days Worked 9.000	New Contract Work Days 193.00	New Hours In Day 7.57	<input type="checkbox"/> New Primary Compensation
Position				
Position Description TEACHER - BUSINESS FTE	Job Status Active	Pay Group T - TEACHERS	Building Code 0001	Department Code 0001
Extended Service	FTE 1.0000	Position Start Date 08/15/23	Position Stop Date	Retirement System STRS
Position Code 2000 - Teacher Assignment	Hours FTE 1.0000	Payroll System 000070 - General Education FTE	New Contract Amount	New Hours Days
Hours In The Day	Building ID 012000	Assign Billable 000070 - General Education FTE	Employee Class Distribution	
Compensation Amounts				
New Approved Wages 408.00	New Amount Earned 2,864.00	New Amount Paid 2,426.70	New Amount Deducted 0.00	New Pays Paid 1
Contract				
New Pay Plan Period 2024-17	New Contract Amount 62,500.00	New Contract Dispenser 62,500.00	New Contract Type	New Pays In Contract 24
New Rate (incl. Pay) 176.00	<input type="checkbox"/> New Status Pay			



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

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******

Save Cancel Calculate Clear

Employee: Pumpkin Spice
Position: 1 (TEACHER - SCIENCE 7-12)
Compensation: TEACHER - FY24

Type: Mid-contract with lump sum retro

Compensation

New Job Calendar: TEA - TEACHERS
New Description: 23/24
New Pay Unit: Daily
New Unit Amount: 337.838
New Contract Days Worked: 9.000

Archived:
Raise Date: 8/16/23
New Compensation Start Date: 8/1/23
New Retirement Hours: 7.67
New Contract Work Days: 185.00

Days Since Raise: 9
New Compensation Stop Date: 8/15/24
New Strs Advance:
New Hours In Day: 7.67

New Type: Contract
New Pay Plan: Semi-monthly
New Supplemental Tax Option: None
New Primary Compensation:

Position

Position Description: TEACHER - SCIENCE 7-12
Job Status: Active
Pay Group: T - TEACHERS
Building Code: 021
Department Code: 003

Extended Service:
FTE: 1.00000
Position Start Date: 8/15/22
Position Stop Date:
Retirement System: STRS

Position Code: 230 - Teacher Assignment
EMIS FTE: 1.00000
Paraprofessional: * - NA (not valid for PosCode=505)
EMIS Contract Amount:
EMIS Work Days:

EMIS Hours In The Day:
Building IRN: 012039
Assignment Area: 999370 - General Education K-12
Employee Check Distribution:

Compensation Amounts

New Accrued Wages: 436.37	New Amount Earned: 2,864.50	New Amount Paid: 2,428.13	New Amount Docked: 0.00	New Pays Paid: 1
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Contract

New Pay Per Period: 2,604.17	New Contract Amount: 62,500.00	New Contract Obligation: 62,500.00	New Contract Type: <input type="text"/>	New Pays In Contract: 24
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New Retro Next Pay: 176.04
New Stretch Pay:

Historical Context

**Give 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

New Contract Obligation

New Contract Obligation
62,500.00



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?



10/7/2020

