

# PPMS Employee Contracts Overview

## Overview of Employee Contracts

The Employee Contracts module contains information about your college's contracts. Use the Employee Contracts module to:

- Produce employee contracts.
- Produce special assignment contracts such as community service courses and stipends.

The Employee Contracts module is driven by codes maintained in the PPMS Control Tables module. Employee Contracts is integrated with and interacts with the other PPMS modules:

- Employee Maintenance
- Government Reporting
- Leave Accounting
- Payroll Processing

The Employee Contracts module is also integrated with the Student Management System (SMS). The Employee Contracts process is based on data in the Course Schedule Screen (IS1001) in SMS, which is entered each session as the course schedule is established.

The Employee Contracts module consists of online data entry screens that you use to add and maintain employee contract data directly into the Employee Contracts (EC) database.

Employee Contracts includes batch (offline) processes that update the EC database. Batch processes are scheduled using the Job Scheduling module of the Production Management System (PMS). Batch processes are also available that extract information from the EC database and produce reports. For each type of employee contract information, there is a generalized extract for which you can specify the selection criteria (by data element) and sort sequences for the resulting reports.

## Features of Employee Contracts

With the Employee Contracts module, you can:

- Produce contracts based on class information.
- Calculate course salary costs.
- Calculate course percent of full time.
- Build a default salary account.
- Allow single or multiple courses per contract.
- Allow single or multiple contracts per employee.
- Print Class Personnel Action Forms for classes.
- Print Personnel Action Forms for special assignments.
- Enter remarks on specific contracts or on all contracts.
- Update contracts to job screens.
- Track contract status.
- Track changes in the course schedule file that may affect contracts.
- Correct contracts as necessary.
- Create a basic "skeleton" employee record if the instructor is a new employee.