

# Checklist for Contractual SPMS employees:

When a payroll error notification is received for a contractual worker, please check **ALL** of the following areas on the employee's Workday profile (**for each job**) not just what is mentioned in the email notification.

## 1) Employee's **COMPENSATION** tab:

- Plan Type = **Hourly**
- There should be an **Allowance: Contract NTE\$** information with a **Future End Date**



Plan Assignments 2 items

Effective Date	Plan Type	Compensation Plan	Assignment	Expected End Date	End Date
01/01/2017	Hourly	Hourly Plan ✓	14.25 USD Hourly		
07/01/2016	Allowance	Contract NTE\$ ✓	29,130.40 USD Contract NTE\$	06/30/2017	06/30/2017 ✓



Plan Assignments 2 items

Effective Date	Plan Type	Compensation Plan	Assignment	Expected End Date
07/01/2016				
07/01/2016	Allowance	Contract NTE\$	45,023.00 USD Contract NTE\$	01/27/2016

## 2) Employee's **PAY** tab:

- Under **Pay Group**:
  - Pay Group = **Contractuals Internal**



Pay Group | Results | Inp

Pay Group	Contractuals Internal ✓
Frequency	Bi-weekly ✓

- Under **Costing Allocations**:
  - **Not Empty**
  - **Costing Allocation Level** = *Position Restrictions* for each SPMS job (**review job aid to correct**)
  - **Distribution Percent** = 100%



Maintain

Current and Future Costing Allocations 1 item

Start Date	End Date	Costing Allocation Level	Position Restrictions	Costing	Distribution Percent
01/01/1900		Position Restrictions ✓	102662 Admin Spec III - Dara Moore (W1185382)	Fund: 03 Special	100.00% ✓

View All Costing Allocations



Maintain

Current and Future Costing Allocations 1 item

Start Date	End Date	Costing Allocation Level	Position	Costing	Distribution Percent
05/19/2017		Worker Position	103470 WIC Services Assoc - HANNAH BENDEN (W2010689)	Fund: 07 Non-Budgeted	100.00%

View All Costing Allocations



Maintain

none entered

### 3) Job Change>Employee Contracts:

- Must have a current contract (*for each Contractual job*)
  - Must have **Future End Date**
  - Must have an **Open Status**
- All completed/ended contracts must have a **Closed Status**



3 items

Employee Contract	Contract Type	Contract Start Date	Contract End Date	Contract Status	Position at Contract Start	Current or Last Position	Current Position is Active	Contract Description
Q		07/01/2016	06/30/2017	Open ✓	216580 Autopsy Assistant	216580 Autopsy Assistant	Yes	99
Q		07/01/2015	06/30/2016	Closed ✓	216580 Autopsy Assistant	216580 Autopsy Assistant	Yes	99
Q	Contractual - Contract	04/01/2015	06/30/2015	Closed ✓	216580 Autopsy Assistant	216580 Autopsy Assistant	Yes	07



2 items

Employee Contract	Contract Start Date	Contract End Date	Contract Status	Position at Contract Start	Current or Last Position	Current Position is Active	Contract Description
Q	06/01/2016	05/31/2017	Open	103087 Nat Res Police Off	103087 Nat Res Police Off	Yes	99
Q	11/14/2007	05/31/2016	Open	103087 Nat Res Police Off	103087 Nat Res Police Off	Yes	11