

Title	FY Contracts
Version	1.1
Date	05/21/2010
Created by	Ogan, Nicole
Copyright	South Dakota Board of Regents
Process Owner	Janice Minder, Director – Human Resources, SDBOR Doug Corwin – Regents Information Systems
Dept/Division	Human Resources
Processes	Not Applicable

Description

In 2009, a process was developed allowing RIS, with the help of institutional HR to pull NFE and Faculty contracts into a mail merge via BI Publisher. This process will mirror the PZRSAPO salary policy data and has much of the same logic. For more information on Salary Policy, see the whitepaper on PZRSAPO.

Forms Impacted

PPAIDEN (SPRIDEN)

PEAEMPL [PEBEMPL]

PEAFAC [PERBFAC, PERAPPT, PERRANK]

NBAJOBS [NBRJOBS]

Salary Planner [NBREJOB]

PEABARG [PERBARG]

PPACMNT [PPRCCMT, PPRCMNT]

Process Defined by Forms

- PPAIDEN

The screenshot displays the 'Identification PPAIDEN 8.0 (PROD)' web interface. At the top, there is a header bar with the text 'Identification PPAIDEN 8.0 (PROD)'. Below this, the 'Current Identification' tab is selected, showing the ID 'A00091568' and the name 'Nicole R. Ogan'. The 'Name Type' is set to 'SSN/SIN/'. The form is divided into two sections: 'Person' and 'Non-Person'. The 'Person' section contains fields for 'Last Name' (Ogan), 'First Name' (Nicole), 'Middle Name' (R), 'Prefix', 'Suffix', 'Preferred First Name', 'Full Legal Name', and 'Marital Status' (Married or Legally Separated). The 'Non-Person' section has a 'Name' field.

This form pulls Name and A-ID.

- PEAEMPL

This form requires employees to be active and pulls departmental information from Home Location and College Code.

Home Department:	COA	Organization		Reason:	<input type="text"/>
Check Distribution:	S	1DOHR1	Human Resources	Begin Date:	<input type="text"/>
District or Division:	S	1DOHR1	Human Resources	End Date:	<input type="text"/>
	BOR		Board of Regents		

Service Dates	
Current Hire:	01-JUL-2006
Original Hire:	06-JAN-2003
Adjusted Service:	06-JAN-2003
Seniority:	06-JAN-2003
First Work Date:	<input type="text"/>
Last Work Date:	<input type="text"/>

Hiring Location	
Location:	BOR Board of Regents
College:	RH Regents Human Resources
Campus:	<input type="text"/>

- PEAFACT

Faculty Action Tracking PEAFACT 8.0 (PROD)

ID: A00 TI

Status: Active

General

Primary Activity: Instructional

Primary Discipline: 451001 Pol Sci and Government, C

Institution Credit:

Faculty Type: 1FT 22-AUG - 21-MAY

Faculty Compensation Level:

Birth State or Province:

Academic Title: Professor - 9

Emeritus Status

Terminal Degree

AAUP Member

Original Appointment

Begin Date: 15-AUG-1992

End Date:

User ID: DWDOBRENSKI

Activity Date: 06-MAR-2009

PEAFAC determines area of discipline for faculty contracts or otherwise known as CIP. Faculty dates are pulled from here for the dates of the contract period (see faculty type field).

- SALARY PLANNER - SSB

Reason	Percent	Amount	Include in Change Totals
Market Increase	5.00	4726.15000	Yes
Performance Increase	4.00	3780.92000	Yes
Institutional Priorities	3.00	2835.69000	Yes
Promotion-Outside Salary Pool	2.00	1890.46000	Yes
Adjustment-Outside Salary Pool	1.00	945.230000	Yes

Job Detail for Position and Suffix HE9999 - 00

Model:	Proposed	Base	Current
Effective Date:	Jul 01, 2007	Jul 01, 2006	Jul 01, 2006
Title:	Chief Executive Officer	Chief Executive Officer	Chief Executive Officer
Hourly Rate: *	52.261318	45.444624	45.444624
Annual Salary: *	108,701.45	94,523.00	94,523.00
Total Change Percent:	15.00		
Total Change Amount:	14,178.45		
Appointment Percent: *	100.00	100.00	100.00
FTE: *	1	1	1
Hours per Day: *	8.00	8.00	8.00
Hours per Pay: *	173.33	173.33	173.33
Salary Group:	2008	2006	2006
Table: *	NS	NS	NS
Grade: *	0	0	0
Step: *	0	0	0
Budget Factor: *	100.00		
Estimated Fiscal Year Budget: *	108,701.45		
Exclude from Totals:	<input type="checkbox"/>		

Salary Planner is used to pull title, position number, FTE, annual salary into report and documents increases for Performance, Market, Institutional Priorities and Promotions/Other.

Contract types (Non-faculty Exempt, Unit Faculty and Non-Unit Faculty) are determined based on the ECLS Code that is proposed on Salary Planner NBREJOB table. This coincides with what has been pulled into salary planner from NBAJOBS. If NBAJOBS has ECLS information that is not valid, then the contract will be impacted. If this is the case, the NBAJOBS record will need to be updated and BOR Budget will need to run the Add/Delete process on NOPEAMA. Institutions will need to identify the correct effective date for the process to be completed. This process should bring in the right ECLS. Institutions should be evaluating their JOBS and POSN data January – March to have this scrubbed prior to the salary planner pull to avoid bad data.

- PEABARG

Employee/Job Labor Relations PEABARG 8.0 (PROD)

ID: A00 AI

Employee Bargaining Unit

Bargaining Unit Code	Relationship Status	Seniority	Bargaining Unit Dates Effective	End
> HE University COHE	EL Eligible	15-AUG-1992	01-JUL-2006	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Employee/Job Labor Relations PEABARG 8.0 (PROD)

ID: A00002351 Timothy A Martinez

Employee Bargaining Unit

Bargaining Unit Code	Relationship Status	Seniority	Bargaining Unit Dates Effective	End
> HE University COHE	IN Ineligible	15-AUG-1992	01-JUL-2006	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PEABARG determines assignment to unit or non unit contracts along with the ECLS in NBREJOB. REMEMBER: if data is wrong, they will not pull into the contract correctly. If an employee has IN, then they will be assigned Non-Unit or Non-Faculty Exempt based on their FTE and ECLS set up.

- PPACMNT

Comment PPACMNT 8.0 (PROD)

ID:

Coded Comments

Code: Includes Assignment - DH

Comment:

Code:

Comment:

Code:

Comment:

Comment PPACMNT 8.0 (PROD)

ID:

Coded Comments

Code: NCAA Requirement

Comment:

Code:

Comment:

Code:

Comment:

Free-Form Comments

CNC_FY09 This notice acknowledges that the employee has reviewed the conduct requirements for athletic personnel in NCAA bylaw 11.1 and agrees to comply and require the staff supervised to comply with NCAA bylaws. A coach/staff member who is found in violation of NCAA regulations shall be subject to disciplinary or corrective action as set forth in the provisions of the NCAA enforcement procedures including suspension without pay or termination of employment for significant or repetitive violations. All BOR policies/contracts will be adhered in the event this type of action is taken. CNC_FY09

CNC is important for Division 1 employees to pull the appropriate disclaimer language.

Comment PPACMNT 8.0 (PROD)

ID: A00000302 Beth A Adamson

Coded Comments

Code: CMI See Comments

Comment:

Code:

Comment:

Code:

Comment:

Free-Form Comments

CMI_FY09 Besides your base salary, the Family Initiative Board is also extending a commissioning structure to recruit and retain members and sponsors. For all new members and sponsors you recruit into the program, you will receive 10% of their first year membership dues. For all current members and sponsors who you are able to retain, you will receive 5% of their membership fees each subsequent year. The commission will be paid twice a year with your January and July paychecks. CMI_FY09

CMI can be used to pull in additional requirements and comments.

Institutions can always select any of the other comments, however, they will not pull in the free field text.

Helpful Tips

Institutions should be evaluating Salary Policy first to ensure all data is correct for PZRSAPO. If the data is correct, the contract process should flow fairly easy. BOR RIS HR Applications staff will provide weekly data dumps of the information to Excel. This will allow the employees the opportunity to be vetting their documentation prior to the Contracts.

The Contracts for FY11 had enclosed the Intellectual Properties Agreement and the Conflict of Interest. The IP will likely be sent on a rare occasion during the contracts; however, the COI will be an annual event.

General Counsel at the Regents will review the contract language prior to allowing the contracts to be sent in draft format to the institutions.