<https://www.cybrosys.com/blog/how-to-create-a-new-employee-contract-in-odoo-16>

[Contracts — Odoo 16.0 documentation](https://www.odoo.com/documentation/16.0/applications/hr/payroll/contracts.html)

**Step 1: Access the HR Contracts Module**

1. Log in to your Odoo 16 instance as an administrator.
2. In the sidebar, navigate to the "HR" module. This module typically features an icon representing human resources.
3. Under the HR module, find and click on "Contracts" or "Employee Contracts" to access the contracts management page.

**Step 2: Create a New Employee Contract**

1. On the contracts management page, look for a button or link that allows you to create a new employee contract. This is often labeled "Create" or "New Contract."
2. Fill in the employee contract details, which typically include:
   * **Employee**: Select the employee to whom the contract applies. If the employee isn't already in your Odoo database, you can add a new employee.
   * **Contract Start Date**: Specify the date when the contract begins.
   * **Contract End Date**: Set the date when the contract expires or ends. If it's a permanent contract, you may choose a distant future date.
   * **Job Position**: Select the job position or title associated with the employee.
   * **Wage**: Define the employee's wage or salary as per the terms of the contract.
   * **Working Hours**: Specify the expected working hours and work schedule for the employee.
   * **Contract Type**: Choose the type of contract (e.g., full-time, part-time, temporary, permanent).
   * **Contract Terms**: Describe the terms and conditions of the employment contract, including job responsibilities, working conditions, and any specific clauses or requirements.
3. Save the contract by clicking a "Save" or "Create" button at the bottom of the form.

**Step 3: Attach Documents**

1. After creating the contract, you may need to attach related documents such as the formal employment agreement, offer letter, or any other documents related to the employment terms.
2. Click on the contract you created to access its details.
3. Look for an option to attach documents, typically labeled "Add Attachment" or "Upload Document."
4. Upload the necessary documents to the contract record.

**Step 4: Set Contract Stages**

1. Odoo often provides predefined contract stages to track the progress of an employee contract, such as "Draft," "In Progress," "Active," or "Terminated."
2. Move the contract through these stages as it progresses by changing the status or stage of the contract, depending on the current status of the employment relationship.

**Step 5: Review and Reporting**

1. Utilize Odoo's reporting and analytics tools to track and analyze employee contract details.
2. Generate reports to evaluate employment contract data, such as contract status, duration, and salary information.