

Officer of Administration (OA) Contract Renewal Process

FY 2016

Important Dates

March 6 th	OA Renewal Spreadsheets and instructions emailed to the School/Unit.
March 5 th , 12 th , 13 th	Training Sessions for OA Renewal Process: Location: HR Training Room
April 1 st	Deadline to submit both the excel file and signed versions of the OA Renewal Spreadsheets, by email to Human Resources – Send to Catherine Bonomini.
April through June	HR to issue OA renewal contracts via Duckweb and email electronic PDF copies of contracts to units.

Contact Information – HR Data Team

The HR Data Team is here to help with this process, please contact one of us if you have questions.

Catherine Bonomini – 62032 – cbonomin@uoregon.edu

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Renewal Instructions

The renewal spreadsheets should contain all OAs in the unit that are up for renewal in FY 2016. All units will use these spreadsheets to communicate which contracts should be renewed, changed, held, or not renewed. The spreadsheets allows for limited changes, including adjusting the contract date ranges, the contracted FTE, and the comments section.

Provided is basic information to help determine the appropriate contract length and FTE. This information is accurate to the best of our knowledge as of February 26, 2015. If any information seems inaccurate, please use the Renewal Comments section to communicate these concerns or contact one of the HR Data Team members so that the problem can be addressed.

Each school or unit will be sent a master file that includes all their departments, and if requested, individual lists for each department. It is up

What to Do

1. Dean's or Vice President's office will receive a master file that includes all their departments, and in some cases individual files for each department in their school/unit.
2. The Dean's or Vice President's office will distribute the individual department spreadsheets to the proper individual for completion.

3. Review the Renewal Spreadsheet list for accuracy, primarily focusing on the contract dates and FTE.
 - a. Contact a member of the HR Data Team if multiple problems exist in the spreadsheet.
4. Update the FTE and contract dates as needed
5. Add any necessary **Contract Comments**
6. Select the **Renewal Status**
7. Provide **Renewal Comments** as needed
8. Print the spreadsheet on legal sized paper for approval by the Department Head/Director and obtain their initials. **Please make sure every page is signed/approved.**
9. Email the final signed renewal list and completed excel version to the Dean's office for Dean's approval, if applicable. **Please make sure every page is signed/approved.**
10. Email to Catherine Bonomini in Human Resources the final signed renewal list and completed excel version by April 1st. **Please note the following for units with multiple department lists:**
 - a. If you have multiple department lists - you can submit all the department lists as individual excel files to Human Resources, or you may choose to compile the lists into one master file and submit the master file to Human Resources (this is not required).
 - b. The department's signed lists may also be scanned and emailed as one PDF rather than individual files (not required) – but we will want the individual lists approved/signed by the department heads.
 - c. Individual department lists may be submitted as completed and approved – you are not required to submit all the lists for your departments at the same time.
11. After submission, Human Resources will be auditing, sending the spreadsheets for VP approval, processing the contracts, and upon completion send PDF copies of the contracts by department to the school/unit. Departments may be contacted with questions.

How to Track the Contract Renewal Status Using PWAAPPT

HR will be using PWAAPPT to issue contracts. RTOs will be generated and assigned to each individual contract renewal. A list of these RTO #s will be made available to units upon request.

You will be able to use the PWAAPPT log to check the status of each individual renewal.

- Status = **AAEO Created** - Received the spreadsheet and created RTO.
- Status = **Payroll SetUp** - Audit completed by HR Data Team.
- Status = **Contract Print** - PDFs created. Will be emailed to unit by department.
- Status = **Duckweb Contract/Email** – Email and contract issued to employee.
- Status = **Electronic Signature** – Employee has electronically signed their contract in Duckweb.

What You Can Change

The Renewal Spreadsheet contains instructions for each cell that can be edited, and for your convenience allows for sorting and filtering.

You can update the following sections:

- Contract dates (Default one year, to end 6/30/16)
- FTE for timeframes A through C (Default will be current FTE for one year. You will be able to adjust FTE for employees with fluctuating FTE during the contract period)

- Comments/Status section.

Contract Comments

The contract comments are only for those comments that will be printed on the contract. For example for hourly employees: “Pay to be determined by workload.”

Renewal Status

Below are the list of renewal status options and when to use them.

1. Renew no changes

- Use this option when the contract can be renewed with the same FTE and Dates as provided.

2. Renew with changes

- Use this option if you have changed either the FTE or the contract dates.

3. Do Not Renew - See comment

- Use if the contract is not being renewed for any reason. Please indicate in the comments section the reason for not renewing.
- Contact Employee and Labor Relations for any contracts requiring notice of non-renewal prior to April 1st.

4. Hold - See Comment

- Use this option if the employee’s contract will be or already has been renewed outside of this bulk renewal process.
 - If there is a waiver (promotion, reorganization, etc) already in process.
 - If the employee has a new appointment starting after 3/1/15 that has not been processed or approved.
 - If there are other issues that the department needs to address before renewing the contract.

Renewal Comments

Use the Renewal Comments box to explain any anomalies, reason for non-renewal, reason for changes to proposed contract, etc.

What You Can’t Change

You will not be able to:

- add or delete lines or columns, or
- to edit any of the items under “Employee Info”.

If any information seems inaccurate, please add this information to the Renewal Comments section, or contact the HR Data Team to add an employee.

Special Circumstances and FAQs

There are always cases that will fall outside the regular process. Please see the sections below for answers to the exceptions.

Job Status = Leave

For an employee with a job that is currently set with a Leave status, indicate if the job will be renewed, and in the Renewal Comments section indicate if the position will remain on leave for fiscal year 2016. It is important to indicate that this position should remain active in the system and on leave.

FY 2016 Contract Renewed

If you have already renewed the contract for an OA who appears on your renewal list, select “Hold – See Comment” and type in the Renewal Comments section “renewal completed”. HR will verify the renewal has been issued.

F Contracts

If the OA is currently on an F contract and will remain on the F contract, in some cases justification for renewal may be required.

Temporary Waivers

This type of F contract may not be extended beyond the approved waiver period. The renewal may be extended to the end of the waiver period, but anything beyond the waiver date will require a justification memorandum addressed to Penny Daugherty in Affirmative Action. Submit the signed justification with the renewal spreadsheet.

New Appointment

If the employee is going to be starting a new appointment between now and July 1st, whether a new position through an open search or a waiver,

- Select the renewal option of “Hold – Do Not Renew”
- In the Renewal Comments enter the statement “Pending waiver” or “Pending New Appointment” respectively.
- Submit a new appointment or revised RTO for FY15 and a renewal RTO for FY16 when the new appointment is approved.

FTE Revisions Mid-Year

Mid-year FTE changes will continue to be processed using a paper RTO Revision or a PRF.

Index/Labor Distribution Changes

Index/labor distribution changes are not being handled during the contracting process. All labor distribution changes are submitted using the electronic EPAF process through payroll, or with a paper PRF.

Who is on the Renewal Lists

All OAs who have contracts ending from 6/30/2015 through 9/30/2015 should be on your renewal list. Any **multi-year contracts** that are not up for renewal in FY16 should not appear on your list. If anyone is on the list who already has been renewed through FY16, please select **Do Not Renew** and enter a comment to explain. Human Resources will use the comments to verify a contract has been issued.

Someone is Missing from the Renewal List

If you find someone is missing from the list, please contact one of the data team members immediately and we will look into it. If possible, we will add them to the renewal list.