

## Year End Contract Date TAD Instructions

**Return Deadline: 08 April 2009**

### Who is included on these documents?

The Year End Contract Date TAD provides an annual review of budgeted flex-year (less than 100%) appointments, where the Contract Begin date is not 7/1 and/or the Contract End is not 6/30.

It does not include academic faculty appointments (regardless of deferral status); their contract dates will be seeded based on the academic year dates provided centrally by each campus.

### What data is included on these documents?

Information provided includes:

- Employee name
- Position/Suffix
- Last 4 digits of USID
- ECLS code
- Current Factors
- Current Pays
- Current Job FTE
- Defer pay code (with space to provide **actual appointment work begin/end dates**)
- Current Year Contract Begin & End dates
- Number of weekdays included in current Contract Dates
- Calculated current fiscal year percent time, based on # of weekdays / total # fiscal year days

Where possible, the TAD also provides:

- Projected New Year Contract Begin & End dates
- Number of weekdays included in the projected Contract Dates
- Calculated new fiscal year percent time, based on # of weekdays / total # new fiscal year days

The purpose of the TAD is to confirm the correct FY10 Contract Dates and or to collect Contract Date Corrections:

- **Contract Begin Date**
- **Contract End Date**
- **# of Weekdays**
- **Approval signature and date lines**

It is important that you carefully review the data provided on these documents, and make corrections where necessary. Changes should be supplied in the three columns under "Contract Date Corrections".

Each page must be signed and dated, with contact name and phone number filled in, and returned to USNH Payroll (1 Leavitt Lane, Durham, NH, 03824), prior to the return deadline.

### Do all TADs need to be returned?

***The TAD must be signed and returned even if no changes are needed.***

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### How will this information be used?

Contract Begin/End dates are used to complete current year payments and begin payments in the next fiscal year, for Flex-Year employees who are not being paid from 7/1 to 6/30.

The contract dates will also be used by Banner (along with work schedules and the NBAJOBS detail information) to determine the New Year position budget amount. Additionally, the NBAJOBS appointment encumbrance amount is determined based on the contract dates.

The New Year Contract date information will be loaded into Banner's Contract Dates Roll Parameter Rule form (NTRCROL), and a process will be run in late June to update the employee's NBAJOBS Contract Begin/End dates with the New Year data. As soon as the process runs, any NBAJOBS records which could not be automatically updated will be adjusted manually.

### If no projected dates are provided:

You need to supply the alternate New Year Contract Begin/End dates for each appointment in the three columns under Contract Date Corrections.

### If changes are needed to the projected dates:

If any changes are needed to the projected New Year Contract Begin/End dates supplied, write the correct information in the spaces provided on the TAD. New Year Contract Begin/End dates will need to be supplied for any person/position where the projected data is missing.

**Please note** that changes made to contract dates, which impact the position or employee's appointment percent, also require that changes occur to the individual's NBAJOBS record (position/suffix, contract dates, annual rate, hours per day/pay, FTE, encumbrance) and/or Position data (position budget, position FTE). These changes could impact the employee's payment amount, and will not be made automatically as a result of this TAD. Changes of this nature should be communicated through normal methods to your Campus HR office.

### Actual work dates are needed, for exempt flex-time staff who have chosen to defer pay:

Supply the actual work Begin/End dates in the area provided for this purpose, to enable us to determine if the employee's defer pay schedule is changing. Changes may cause changes in their payment year which in some cases creates an overlap or gap between the two fiscal years.

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### Other Changes Related to Contract Dates:

Note that FY10 contains the same number of days (261) as FY09. The chart below contains the number of hours per year/pay/day for both H1 (37.5 hour per week base) and H2/HE (40 hours per week base):

### Hour Values for 261 Day Work Year:

ECLS Code	Hours per day	Hours per week	Hours per year
H1	7.5	37.5	1957.5
H2 & HE	8	40	2088

Benefits eligibility and the employee/employer payment ratio may also be impacted by changes made to an employee's contract dates.

### Who to contact for assistance:

If you have any questions, please contact USNH Payroll (862-1400) for assistance.