

Annual Contract Date TAD Instructions

Return Deadline: March 25, 2016

The purpose of the TAD is to confirm that the projected FY17 Contract Dates are correct or to collect corrections to the projected Contract Dates. It is important that you carefully review the data provided on these documents and make corrections where necessary. See information below for detailed instructions.

NOTE: Fiscal Year 2017 contains 261 business days between 7/1/2016 and 6/30/2017.

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 appointment dates are not 7/1 through 6/30.

Academic year faculty appointments (regardless of deferral status) are **not included**. Their contract dates will be seeded based on the academic year dates provided centrally by each campus. These dates are published on the FINADMIN website under Calendars.

What data is included on these documents?

Information provided includes:

- Employee name
- Position/Suffix
- USNH Employee ID (Spriden ID)
- ECLS code
- Current Factors
- Current Pays
- Current Job FTE
- Defer pay code (if applicable)
 - If defer pay, 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

Complete the values under “Contract Date Corrections” when submitting corrections or if no “projected” data is provided:

- **Corrected Begin Date**
- **Corrected End Date**
- **# of Weekdays**
 - **Must equal the number of days (pays # * 10) for the position and NBAJOBS record.**
- **Approval signature, date and contact extension**

Annual Contract Date TAD Instructions

Return Deadline: March 25, 2016

Do all TADs need to be returned?

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

Each page must be signed and dated, with contact name and phone number. TADS must be returned to USNH Payroll (5 Chenell Drive Suite 301 Concord, NH 03301) prior to the return deadline.

How will this information be used?

Contract Begin & End dates are used to end 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 are used by Banner (along with work schedules and the NBAJOBS detail information) to determine the New Year position budget amount. Additionally, the 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 (FY17) data. Generally Contract Dates represent "Business Days". However, any Saturday or Sunday will be counted as if it Monday, therefore caution should be used for appointments that start or end on a Saturday or Sunday.

As soon as these processes run, any NBAJOBS records that could not be automatically updated will need to be adjusted manually. You are asked to send your projected FY17 contract dates to Payroll.usnh@usnh.edu. This will ensure that the flex appointment will roll into the new year as you desire.

If no projected dates are provided on the TAD, what is needed?

If no data is provided the processes will not stop or start pay correctly and will likely result in the employee being over or under paid. You must supply the New Year's "Contract Begin Date", "Contract End Date" & "# of Weekdays" 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 "Contract Date Correction" spaces provided on the TAD.

Annual Contract Date TAD Instructions

Return Deadline: March 25, 2016

Please note that changes made to contract dates, which impact the position or the employee's appointment FTE/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 position and appointment change methods through your Campus HR office.

Actual work dates are needed, for exempt flex-time staff choosing to defer pay:

Supply the actual work Begin & End dates in the area in the upper section of the TAD provided for this purpose. This enables us to determine if the employee's defer pay schedule is changing. If the actual Begin & End dates are outside of the pay period of the Projected Begin and End dates then this results in a change in their payment year; in some cases this creates an overlap or gap in pay between the two payment years.

Other Changes Related to Contract Dates:

Note: FY17 contains 261 days which is one less day than FY16. 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 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 to an employee's contract dates.

Who to contact for assistance:

If you have any questions about contract dates or payment schedules, please contact your campus Payroll office or HR office for assistance. Questions pertaining to benefits eligibility or HR related matters, contact your Campus HR Office.

UNH Benefits – Kimberly Marsh Ph. 862-0504 or Kimberly.Marsh@unh.edu

UNH HR – Joyce Cleary Ph. 862-0513 or joyce.cleary@unh.edu

UNH PR – Heather Madore Ph. 862-1400 heather.madore@unh.edu

KSC HR – Karyn Kaminski Ph. 358-2486 or kkaminsk@keene.edu

PSU HR – Patrice Plante Ph. 535-2553 or pplante@mail.plymouth.edu

GSC HR – Maggie Hyndman Ph. 513-1319 or maggie.hyndman@granite.edu