Contract Payment Details has been added to the HRMS:Payroll section under Employee Data. Please use this information to review contract details for your contract employees. You need the Contract ID and Sequence to submit adjustment vouchers.

We use contract pay processing in HRMS to manage Graduate Student (AS0, AS2) and Part-Time Adjunct Faculty (A10, A12) payments. The contract amount is divided over the designated months and paid in equal installments. The Contract Payment Details screen reflects the Contract ID, Contract Sequence, Contract Begin/End Dates, Contract Worth, Current Goal Balance (paid), and Projected Payments over the remainder of the contract period.