



Contract Renewals



Updated: 03 June, 2020

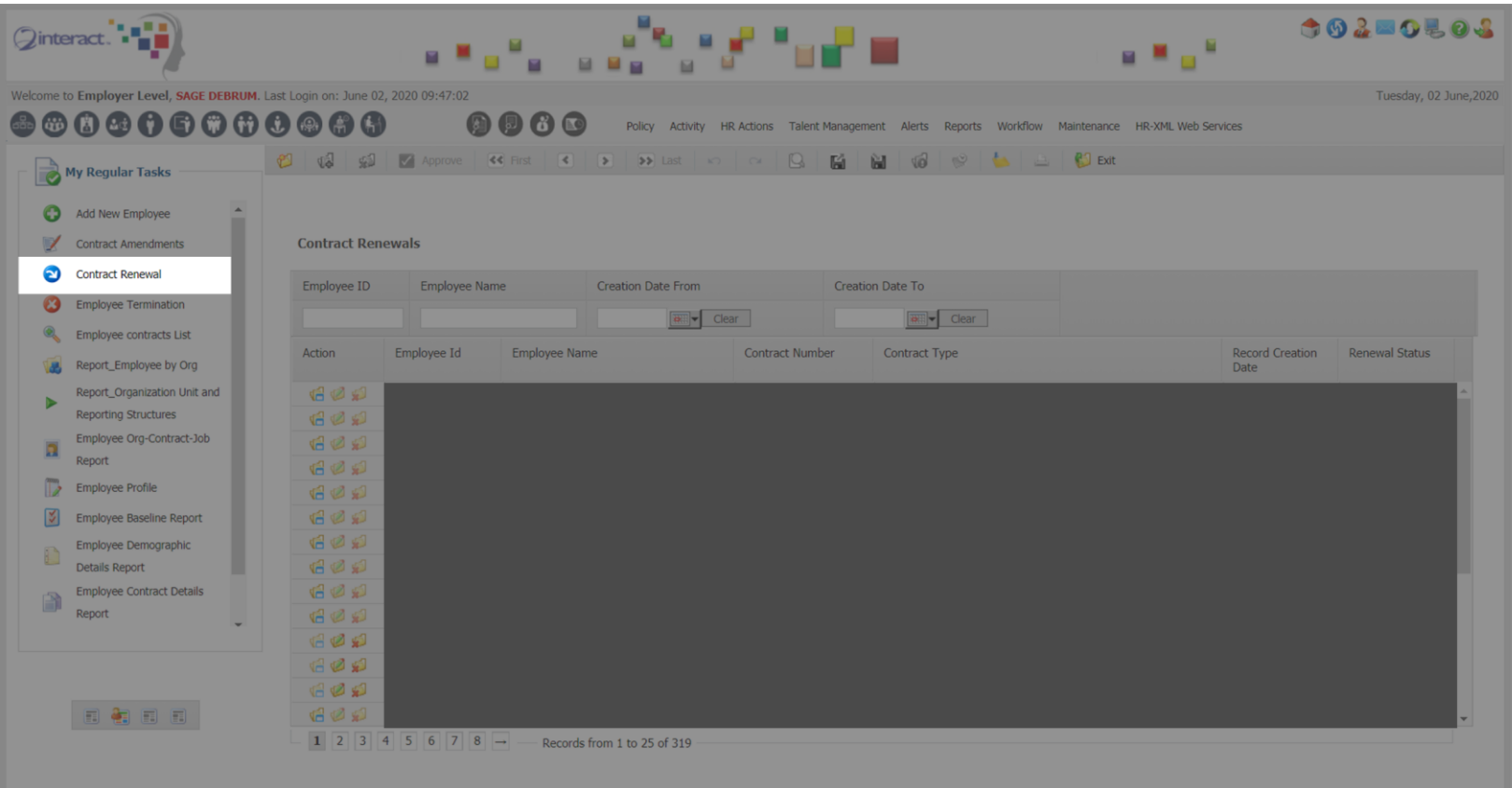


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Navigating to Contract Renewals

In the HRMIS, we have a group of options that can be quickly accessed via the “My Regular Tasks” section. This section shows when you enter pages like the  Employees page. Within this group, there is the  Contract Renewal option.



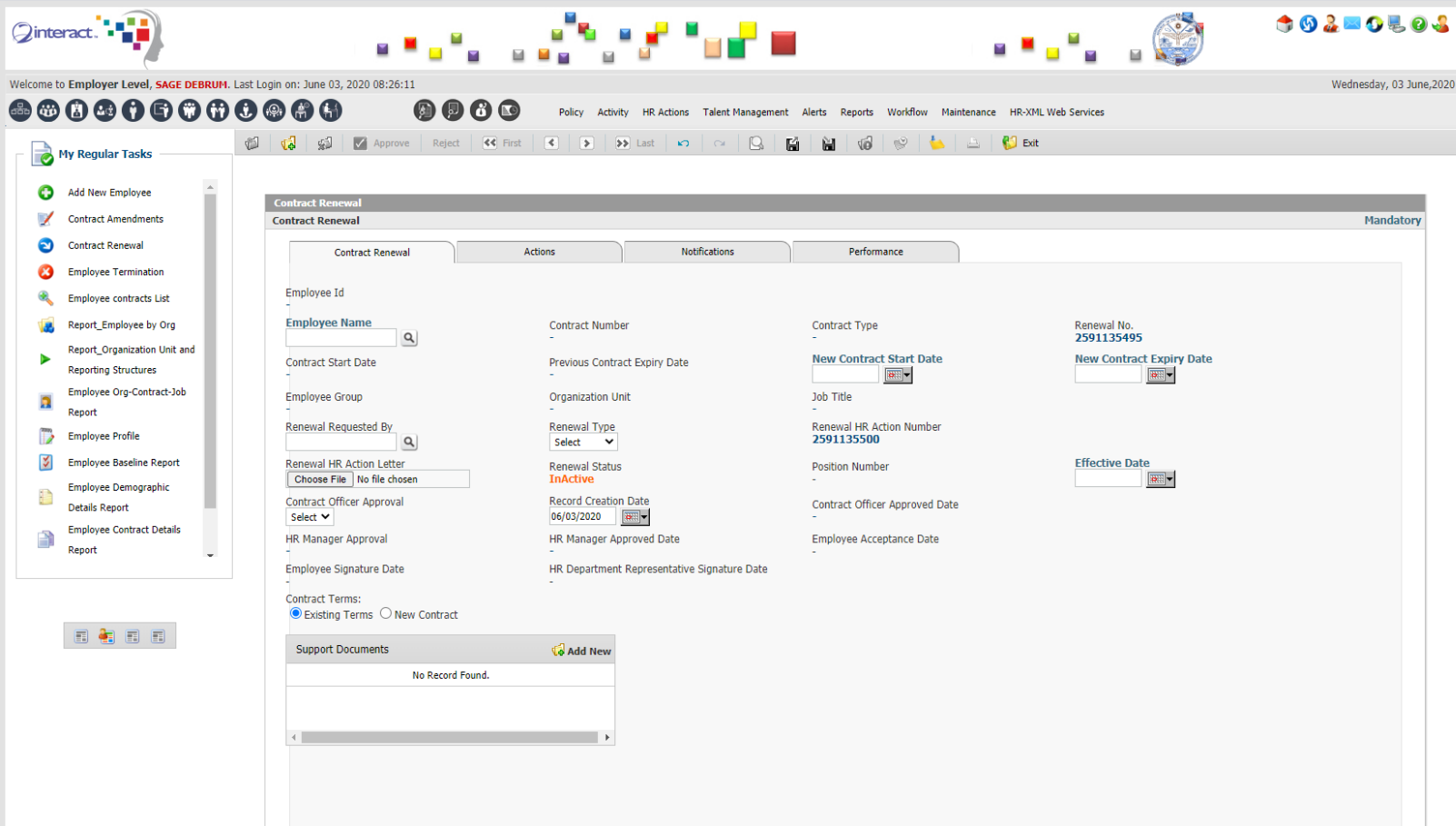
The screenshot displays the HRMIS interface. At the top, the 'interact.' logo is visible on the left, and the date 'Tuesday, 02 June, 2020' is on the right. Below the header, a navigation bar includes 'Policy', 'Activity', 'HR Actions', 'Talent Management', 'Alerts', 'Reports', 'Workflow', 'Maintenance', and 'HR-XML Web Services'. The left sidebar, titled 'My Regular Tasks', lists various options, with 'Contract Renewal' highlighted. The main content area is titled 'Contract Renewals' and features a table with the following columns: Employee ID, Employee Name, Creation Date From, and Creation Date To. Below this, a detailed table lists contract records with columns for Action, Employee Id, Employee Name, Contract Number, Contract Type, Record Creation Date, and Renewal Status. The bottom of the screen shows a pagination control indicating 'Records from 1 to 25 of 319'.

You may, alternatively, access the “Contract Renewal” section by using the menu bar at the top by going to: Activity => Recruitment & Hiring => Contracting & Hiring => Contract Renewal.


The screenshot displays the Interact HR system dashboard. At the top, the navigation bar includes 'Policy', 'Activity', 'HR Actions', 'Talent Management', 'Alerts', 'Reports', 'Workflow', 'Maintenance', and 'HR-XML Web Services'. The 'Activity' menu is open, showing a hierarchy: 'Recruitment & Hiring' is selected, leading to 'Contracting & Hiring', which then leads to 'Contract Renewal'. The dashboard also features several widgets: 'Employees' (1500), 'Hiring, Termination & Transfer' (35), 'Recent New Hires' (2), 'Recent Leaves' (No recent information found), and 'Last Timesheet' (09/26/2018). At the bottom, there are buttons for 'hiring', 'leaves', 'timesheets', 'payroll', 'HR actions', and 'activities'. The footer contains the license information: 'License | Copyright | About | Disclaimer' and 'Copyright © 2020 2Interact Inc. All rights reserved.'

Creating a Contract Renewal

Once you are at the contract renewal page, you may begin creating a contract renewal by clicking on the **New** “New” button at the bottom of the window. Doing so will take you to a new page where you may begin entering information.



Employee Name

The first thing to do in filling out the boxes is to input the employee name. You can do this by clicking on the  magnifying glass button in this section and choosing the employee whose contract you wish to renew in the popup window. After selecting the employee, allow some time for the page to reload on its own with the employee's details.


New Contract Start Date

This date is typically initialized as the day after the “Previous Contract Expiry Date”, but you can set it to another date if that is applicable. You may input a new date either by using the calendar button or by entering the date in with the format MM/DD/YYYY.

New Contract Expiry Date

In the same way as “New Contract Start Date”, you may use the calendar button or input the date yourself, in the format MM/DD/YYYY, for the expiry date of the new contract.

Renewal Requested By

In this box, you would select yourself as the person requesting the renewal. You can choose yourself by selecting the  magnifying glass button and searching for yourself in the popup window.

Renewal Type

In this, you will always choose “Requested”. You can do so by clicking on the box to see the dropdown menu and then selecting the option “Requested”.


Renewal HR Action Letter

For the upload in this part, you can ignore it since that will eventually be where the completed Personnel Action form is uploaded.

Effective Date


The effective date of the document will be decided once the renewal is approved by the PSC commissioners and Chairman. For the input, please enter a date in the future and it will be modified later upon the approval of the Commission.

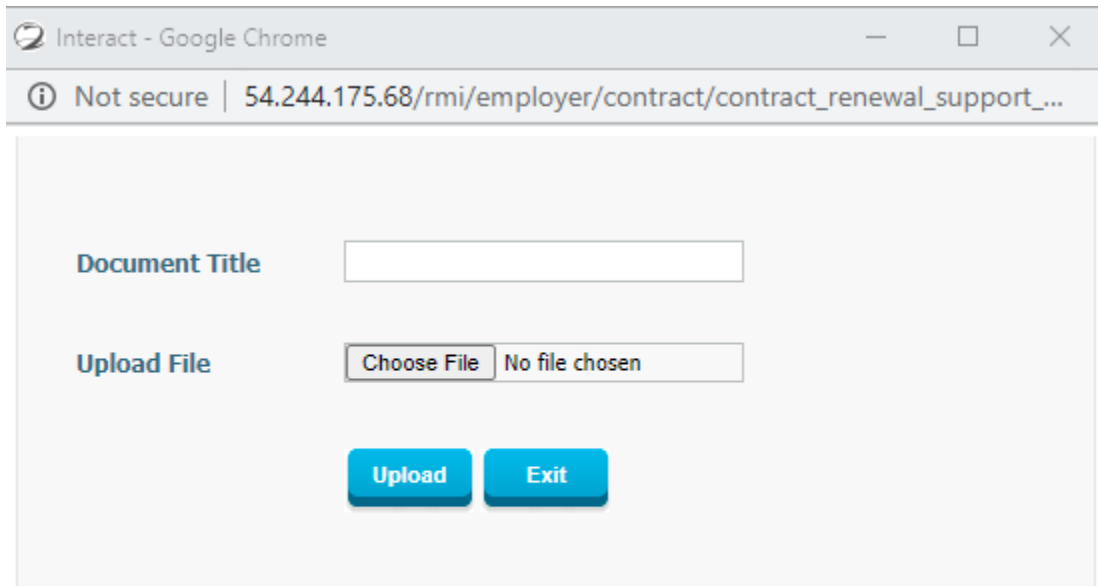
Record Creation Date

Typically, this would be the current date that you are creating the renewal request. Otherwise, if this was done in multiple days, input the date of when you are finishing it (the date that you would press  “Add” at the bottom of the screen).

You may input the date in this section either via text input (in the format MM/DD/YYYY) or with the calendar button.


Support Documents


In the section, you can submit all relevant documents like the memorandum. To do so, click on the “Add New” text or the  folder icon next to it. Selecting it will bring up a popup window which will allow you to select your file and name it. You may upload multiple files in this manner, if multiple support documents exist.



Note: You will not be able to upload the file unless you give it a name in the “Document Title” box, so make sure you do not leave it empty!

Submitting a Contract Renewal

Once you have inputted all the information and uploaded all relevant files, you can now press  “Add” at the bottom of the page to submit the contract renewal.

If successful, the page will reload and notify you that the contract renewal was added successfully, at the top of the page. You may then navigate to another page, either by pressing on one of the links or simply pressing  “Exit” at the bottom of the page.