

## Administration of Continuing (Contingent Funded) Appointments within the HRMS

This document provides details of the administration of Continuing (Contingent Funded) appointments within the Job Data component of the HRMS.

### Hire

Hire the employee within the HRMS as normal using Action Reason of 'Hire/Continuing Contingent Funded'.

You are able to record the expected end date in the 'Expected Job End Date' field. Please note that as this is an information only field, the system will not terminate their appointment. Terminations can only be done by adding a termination row, please refer to 'Termination' below. The 'Expected Job End Date' field can be reported upon by using the General Reporting Download report.




The screenshot shows the HRMS interface for employee Anne HRSCromwell (EMP, ID: 4444444, Empl Rcd #: 0). The 'Work Location' tab is active. Key fields are highlighted with red boxes:

- \*Action:** Hire
- Reason:** Continuing (Contingent Funded)
- Expected Job End Date:** 30/04/2012

Other visible fields include HR Status: Active, Payroll Status: Active, \*Effective Date: 28/09/2011, Sequence: 0, \*Job Indicator: Primary Job, Last Start Date: 28/09/2011, and Termination Date: (empty).

The 'Type of Appointment' field on the Job Information page should be recorded as 'Standard - Confirmed' or 'Standard - Probationary'.



The screenshot shows the 'Higher Education' section of the HRMS. Key fields are highlighted with red boxes:

- \*Type of Appointment:** Standard - Confirmed

Other visible fields include Work Sector: Higher Education, \*Job Function: 2 Research, Annual Contact Hours: (empty), Type of Work Performed: (empty), Appointment Duration: (empty), and \*Job Classification: 205 ANU05 - All Increments.

### Conversion

Conversion from fixed term appointment can be actioned in the HRMS by using Action/Reason of 'Job Conversion/Continuing Contingent Funded'.

You are able to record the expected end date in the 'Expected Job End Date' field. Please note that as this is an information only field the system will not terminate their appointment. Terminations can only be done by adding a termination row, please refer to 'Termination' below. The 'Expected Job End Date' field can be reported upon by using the General Reporting Download report.

Work Location | Job Information | Payroll | Salary Plan | Compensation

Anne HRSCromwell      EMP      ID: 4444444      Empl Rcd #: 0

**Work Location** Find First 1 of 1 Last

HR Status: Active      Payroll Status: Active      Go To Row + -

\*Effective Date: 28/09/2011      Sequence: 0      \*Job Indicator: Primary Job

\*Action: Job Conversion      Reason: Continuing (Contingent Funded)

Last Start Date: 28/09/2011      Termination Date:

Expected Job End Date 28/09/2012

The 'Type of Appointment' field on the Job Information page should be recorded as 'Standard Confirmed'

**Higher Education**

Work Sector: Higher Education      \*Job Function: 2 Research

Annual Contact Hours:      Type of Work Performed:

\*Type of Appointment: Standard - Confirmed      Appointment Duration: Total Weeks in Teaching Job:

\*Job Classification: 205 ANU05 - All Increments

## Termination

A termination can be enacted within the HRMS by adding a row using Action/Reason 'Termination/End Cont (Cont Funded) Appt'.

Work Location | Job Information | Payroll | Salary Plan | Compensation

Anne HRSCromwell      EMP      ID: 5048107      Empl Rcd #: 0

**Work Location** Find First 1 of 2 Last

HR Status: Inactive      Payroll Status: Terminated      Calculate Status and Dates      Go To Row + -

\*Effective Date: 29/09/2012      Sequence: 0      \*Job Indicator: Primary Job

\*Action: Termination      Reason: End Cont (Cont Funded) Appt

Future