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TO: Departmental Payroll Preparers

FROM: Sherrell McNamara, HRIS Manager 
Human Resources Department

RE: **CONTINGENT CONTRACTS**

The Human Resources (HR) Department is in the process of transitioning the review and approval of Contingent I and Contingent II contracts to the HRIS Unit. As part of this transition we are seeking ways to streamline the process to ensure not only the timely processing of contingent contracts, but also adhere to University System of Maryland (USM) policies and audit regulations related to the employment of contingent workers.

During our review of the existing process, we have identified several issues that often result in the need for correction to the position data or contract details. Since staff of the HR Department cannot make changes to contracts that have already been signed by an employee/supervisor/department head, such errors will result in the contract(s) being returned to the department. To address these issues, we have developed the following chart as a reminder of the required standard for contingent contracts. It should assist you in verifying the content of each contract prior to submitting packets to the HR Department for approval, and eliminate processing delays.

ITEM	STANDARD PROCESS
Position Data	<p>The position identified in the contract should be established in Position Management before the contract is submitted to HR for review and approval. Specifically:</p> <ul style="list-style-type: none"> - Position attributes (standard hours, job code, job title, etc.) must match the position information in the contract - Job title used in the contract must correspond with the official position title
Contract Forms	<p>The most recent version of the contracts (revised November, 2014) must be used to ensure timely review and processing:</p> <ul style="list-style-type: none"> - Contingent I Requisition and Agreement - Contingent II Personal Services Contract and Addendum <p>The current contract versions contain language required for health benefits under the Affordable Care Act (ACA). It is imperative that the current version of the contract is used since it is used as a resource in notifying employees of benefit eligibility. Both contract versions are available at http://hr.umbc.edu/forms/employment-forms/.</p>

Contract Dates	<ul style="list-style-type: none"> - Contract begin and end dates must correspond with information provided in supporting documentation. - Contracts must be renewed in a timely manner. Individuals should not be working on an expired contract. - Departments must monitor the Preliminary and Final Gross Pay Reports to identify employees approaching expiration of the contract. Expected End Dates appear on the report six weeks prior to the end of the contract period.
Compensation	<ul style="list-style-type: none"> - Annual salary or hourly rate must be within the pay grade or range for the specified title. This information is available on the HR website at http://hr.umbc.edu/compensationclassification/.
Appointment Information	<p>Appropriate appointment category for Contingent I contracts (<i>If and When Needed or Temporary</i>) must correspond with the standard hours for the position;</p> <ul style="list-style-type: none"> - <i>If and When Needed</i> is <u>less than 20 hours per week</u> (one year duration) - <i>Temporary</i> is <u>20 hours or more</u> (6 months duration)
Resumes/Applications	<p>Must be provided for initial hires</p> <ul style="list-style-type: none"> - Nonexempts require the UMBC Application (available at http://hr.umbc.edu/forms/employment-forms/). Resumes may <u>accompany</u> the application. Omission of an application may result in the delay of the approval process. - Exempts require resume
Signatures	<ul style="list-style-type: none"> - All documents (contracts and supplemental forms) must have the appropriate signatures (employees, immediate supervisor, department/division head) - The signatures of individuals not currently authorized to approve contract appointments as well as the omission of signatures, will result in return of the contract packet to the department.

We hope the chart proves helpful as you complete Contingent I/II contract appointments or renewals. Please be mindful that contingent contract packets submitted without the required information will be returned to the department for correction.

Should you have any questions or need additional information, please do not hesitate to contact me (mcnamara@umbc.edu; 5-3646) or Tria Lee (trialeee@umbc.edu; 5-2286).

cc: Payroll Approvers
Tria Lee, HR Specialist