Checklist for Contractual SPMS employees:

When a payroll error notification is received for a contractual worker, please check ALL of the following areas on the employee's Workday profile (*for each job*) not just what is mentioned in the email notification.

1) Employee's COMPENSATION tab:

- Plan Type = Hourly
- There should be an Allowance: Contract NTE\$ information with a Future End Date

	Plan Assignments 2 litems								
	Effective Date Plan Type		Compensation Plan	Assignment		Expected End D	Date End Date		
	01/01/2017	Hourly	Hourly Plan	14.25 USD Hourly			A		
	07/01/2016 Allowance		Contract NTE\$	29,130.40 USD Contract NTE\$		06/30/2017	06/30/2017		
	4						•		
	Plan Assignments 2 items								
	Effective Date	Plan Type	Plan Type Compensation Plan		Assignment		Expected End Date		
E /J	07/01/2016								
	07/01/2016	Allowance	Contract NTE\$		45,023.00 USD Contract NTE\$		1/27/2016		
	4						Þ		

2) Employee's PAY tab:

- Under Pay Group:
 - Pay Group = Contractuals Internal

Pay Group	Results Inp
Pay Group Frequency	Contractuals Internal

- Under Costing Allocations:
 - $\circ \quad \text{Not} \ \text{Empty}$
 - Costing Allocation Level = Position Restrictions for each SPMS job (review job aid to correct)
 - Distribution Percent = 100%

01/01/1900 Position Restrictions 102662 Admin Spec III - Dara Moore (W1185382) Fund: 03 Special 4 View All Costing Allocations Maintain Current and Future Costing Allocations 1 item Image: Costing Allocation 1 item Image: Costing Allocation 1 item Start Date End Date Costing Allocation Level Position Costing Distribution F 05/19/2017 Worker Position 103470 WIC Services Assoc - HANNAH BENDEN (W2010689) Fund: 07 Non-Budgeted Image: Costing Allocation F view All Costing Allocations View All Costing Allocations Image: Costing Allocation F Image: Costing Allocation F <th>Start Date</th> <th>End Date</th> <th>Costing Allocation Lev</th> <th>rel Position Restrictions</th> <th>Costing</th> <th>Distribution Per</th>	Start Date	End Date	Costing Allocation Lev	rel Position Restrictions	Costing	Distribution Per
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	Start Date 05/19/2017 4 View All Costing A	Allocations	Worker Position	1034/0 WIC Services Assoc - HANNAH BENDEN (W2010689)		

3) Job Change>Employee Contracts:

- Must have a current contract (for each Contractual job)
 - Must have Future End Date
 - Must have an **Open Status**
- All completed/ended contracts must have a **Closed Status**

	3 items										
	Employee Contract	Contract Type	Contract Start Date	Contract End Date	Contract Status	Position at Contract Start	Current or Last Position	Current Position is Active	Contract Description		
	Q		07/01/2016	06/30/2017	Open	216580 Autopsy Assistant	216580 Autopsy Assistant	Yes	99		
	Q		07/01/2015	06/30/2016	Closed	216580 Autopsy Assistant	216580 Autopsy Assistant	Yes	99		
	Q	Contractual - Contract	04/01/2015	06/30/2015	Closed	216580 Autopsy Assistant	216580 Autopsy Assistant	Yes	07		

2 items

	Employee Contract	Employee Contract Start Contract End Contract Date Date		Contract Status	Position at Contract Start	Current or Last Position	Current Position is Active	Contract Description
	Q	06/01/2016	05/31/2017	Open	103087 Nat Res Police Off	103087 Nat Res Police Off	Yes	99
	Q	11/14/2007	05/31/2016	Open	103087 Nat Res Police Off	103087 Nat Res Police Off	Yes	11
	4							