Navigate to Workforce Administration>Job Information>Contract Administration>Update Contract Pay NA. You will want to search by EmplID. Change the 'begins with' to '=' and then enter EmplID and click SEARCH.
The Contract Pay Screen will appear. Fields that would be important to review are:

- **Contract Pay Type**: This tells you if the employee is paid over contract or if the employee is paid over 12 months.

- **Pay Period Hours**: 86.67 = 100% time or 40 hrs/wk; 65.00 = 75% time or 30 hrs/wk; 43.34 = 50% time or 20 hrs/wk. **It is very important to verify this field for a staff employee.** This is the field that PeopleSoft looks at to calculate their leave accrual. It does not care what is in Job Data.

- **Contract Begin Date and Contract End Date**: These dates are fields where you will see if they are a 9 mo., 10 mo., or 11 mo. employee. (Ex. 9 mo. employee for FY07 usually has Contract Begin Date of 8/16/2006 and Contract End Date of 5/15/2007.)

- **Renew Contract Automatically**: This box should be checked if the employee’s appointment will continue year after year.

- **No. of Renewals**: Should be set to 99 if the renew contract automatically is checked.

- **Payment Begin and Payment End Date**: Will show you the dates that employee will be paid over. Should be the same as Contract Begin and Contract End Date, if employee is paid over their contract (ex. 8/16/06 – 5/15/07). If the employee is paid over 12 months you would see 8/16/06 (the same date as the Contract Begin Date) for the Payment Begin Date and 8/15/07 (+ 12 mos. less one day) as the Payment End Date.