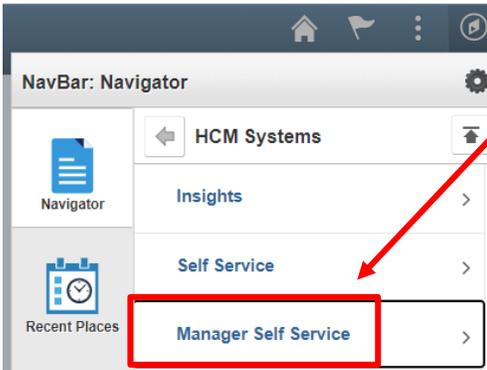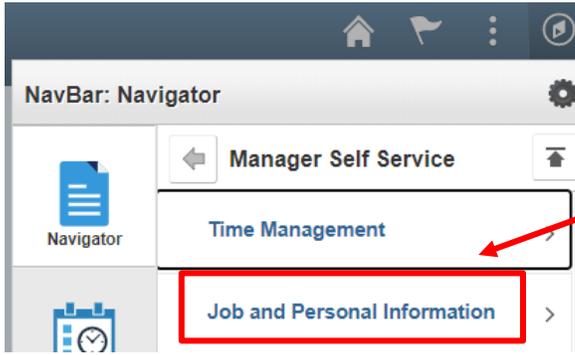*When saving the document to upload, please name it **FYXX_contract_{employee}***
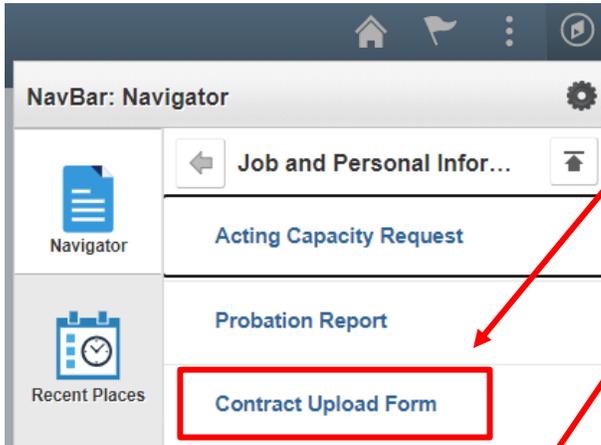

1. Click the Navigator icon.

2. Click "Navigator" from the NavBar.

3. Click "HCM Systems".

4. Click "Manager Self Service".

5. Click "Job and Personal Information".

6. Click "Contract Upload Form".

7. Click "Add a New Value".

Search/Fill a Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value	Add a New Value

▼ **Search Criteria**

Sequence Number [=] [____]

Subject [begins with ▾] [____]

Document Key String [begins with ▾] [____]

Priority [=] [____]

Due Date [=] [____] 📅

Approval Status [=] [____]

☐ Case Sensitive

[Search] [Clear] Basic Search 🔍 Save Search Criteria

Find an Existing Value | Add a New Value

8. Select the magnifying glass and select employee name.

   The Employee ID, Employee Name and Contract Position (PIN) will auto populate.

9. Enter the Contract Start and End Dates.

   Note: For a new hire contract, this will be their actual start date. The contract start and end dates are listed on the new hire contract.

   For a contract renewal this will be the dates on the contract.

10. Check this box **ONLY** if this is a new hire contract.
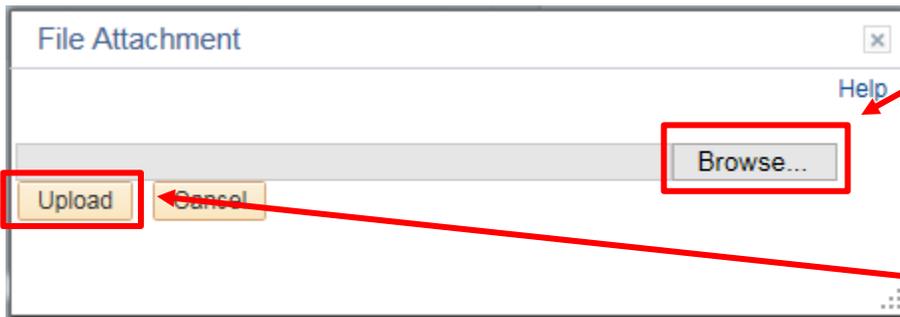

11. Click on the Attachments tab.

    Enter the Description of the document (e.g. J Doe Initial Cont or J Doe Cont Renewal)

File name should be: FYxx_contract_{employee}

12. Select Attach.

File Attachment

Help

Browse...

Upload   Cancel

13. Click Browse.

Search your documents for the saved contract.

Double click on the file name to attach.

14. Click Upload.

Form | Instructions | **Attachments**

Contract Upload Form

*Subject

Download Templates   Personalize | Find | View All | 🖾 | 🖾   First ◀ 1 of 1 ▶ Last

	Description	Attached File	Open
1			Open

Upload your attachments   Personalize | Find | 🖾 | 🖾   First ◀ 1 of 1 ▶ Last

	*Description	Attached File	Attach	Open	
1	J Doe Initial Contract	J_Doe_Initial_Contract.pdf	Attach	Open	➕ ➖

Form | Instructions | Attachments
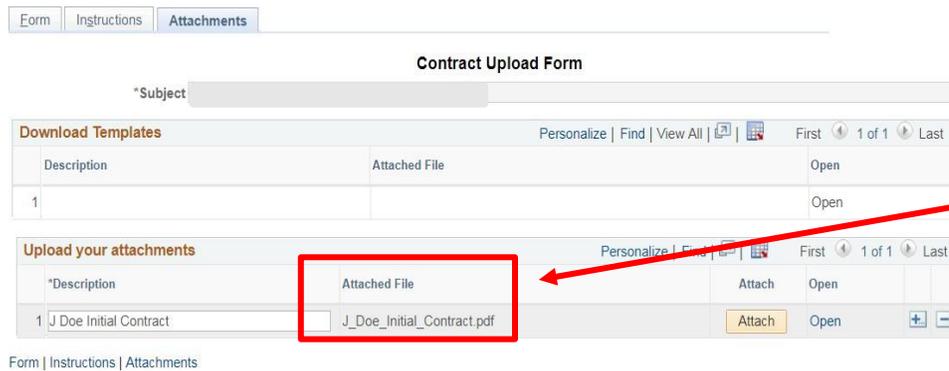
15. The file name will now show under Attached File.

Form | Instructions | Attachments

Contract Upload Form

*Subject	
Status	Initial
*Employee ID	000003677 🔍
Employee Name	JERRY HELMS
Contract Position	C02014A
*Contract Start Dt	07/01/2017 📅
*Contract End Dt	06/26/2018 📅

Please check the below box **only** if it is the contractual employee's first contract and not a renewal.

☐ *Is this an initial contract?

More Information

Save

16. Click on the Form tab.

17. Click Save.

| Form | Instructions | Attachments |

Seq Nbr 5322   **Contract Upload Form**

*Subject

Status Initial   Preview Approval   Submit

18. Click Submit.

*Employee ID 000003677

Employee Name JERRY HELMS

Contract Position C02014A

*Contract Start Dt 07/01/2017

*Contract End Dt 06/26/2018

Please check the below box **only** if it is the contractual employee's first
contract and not a renewal.

☐ *Is this an initial contract?

Contract Upload Form

Subject Contract Upload .

Review/Edit Approvers

▼ **Contract Upload Form: 5322:Pending**   ➕ Start New Path

1

Pending
Multiple Approvers
🕐 Employee Services Analyst   ➕

19. Click OK.

OK