

NEWCNT

Updated 5/1/19

USING NEWCNT – NEW CONTRACT

NEWCNT can be used when new employee contracts (at the beginning of a school year) are established or when a mid-year contract change is needed. The program allows contract data to be built ahead of time which can then be moved over to the regular payroll files using the PURGE feature for the start of the new contract.

Information entered in NEWCNT is stored separately from the regular payroll files. The data in JOBSCN will remain the same until the PURGE option is selected. The new contract data will then be placed on JOBSCN while the old contract data will be moved to a history file. There are features to purge contract information by individual job records or in groups.

NEWCNT offers add, delete and modify function keys as well as a calculate function key that allows you to verify manual calculations with system calculations before processing a new contract change or addition. The calculations are also automatically performed when the accept key is used while in add and modify modes.

NEWCNT also has the ability to create new contract records created from sources outside the payroll system (such as EXCEL). The import file must be saved in a comma separated value (CSV).

When choosing to build a new contract, the program provides the old JOBSCN information as a starting point.

PURGE OPTION

This option purges the new contract information into the JOBSCN and PAYSCN records, and then deletes it from the NEWCNT maintenance file.

You purge when the contract start date falls within the dates of the payroll (pay period) and not the paid-on date. For example, if you have an August 1 contract start date, you will want to purge when you are ready to do your payroll that has August 1 in that pay period (not an August 1 pay date but rather when August 1 falls within the pay period).

IMPORT OPTION

If you are interested in importing the file, then please email us and we will step you through this process.

JOBHIS – Job History Listing

The JOBHIS report includes information that is stored after using the purge option of NEWCNT including all contract information from previous years.