

# USPS New Contract Checklist

1. \_\_\_ Make sure that **Job Calendars** for the new fiscal year are created so that new contracts calculate pay information and days accurately.
2. \_\_\_ Go to **Processing/New Contracts**. One of three options can be used to create new contracts. Whichever option is used make sure there are **Compensation Start and Compensation Stop dates** defined.
  1. **Mass Copy Compensations:** This option allows you to **Include Concealed Employees** if desired.
    1. If you want to **Include Compensations** that are only active from a particular date, choose or enter the date in the box provided.
    2. Select the **Pay Group(s)** you wish to build the compensations. You will need a **Contract Start Date** and a **Contract Stop Date**.
    3. Click on the **Build New Contracts** button.
  2. **Import New Contracts:** This feature will allow a correctly formatted CSV file to be imported with new contract information.
    1. If you have an existing spreadsheet, for the Import option to properly build new contract records, the data columns must contain the appropriate heading information in row one. These headings must match what is defined in the [New Contracts chapter](#) in the USPS-R User Manual in order for the Import program to recognize and load the data.
      1. **\*\*Note\*\*** Please be aware that the header columns are case sensitive.
    2. There are four required fields on the new contract CSV file: **employeeId, jobNo, contractType** and **newCompensationLabel**. Label is only required if the employee has more than one Compensation for a Position. The remainder of the data available is optional and will be dependent upon the contract type being imported.
    3. A spreadsheet can also be created using the **Compensation** view and selecting the appropriate fields from the grid. Choosing the **Format-Excel-FieldNames** will create an Excel type file. Update the obligation/amount and header information, also add the header-**contractType** and add **4** for NewContract in that column for all employees and then save the file as a CSV file.
  3. **New Contract Maintenance:** This will allow you to create a single employee's New Contract. This option is best used when creating a mid-year contract change.
3. \_\_\_ **New Contract Reports**
  1. A **New Contract Report** can be run by going to **Reports>New Contract Report**. This will show all new contract information created.

2. The **SSDT New Contract Summary Report** can be found under **Reports>Report Manager>SSDT New Contract Summary Report**. This report will show a summary of the new contract data for each employee.
3. **SSDT New Contract Payroll Accounts Report** can be run by going to **Reports>Report Manager>SSDT New Contract Payroll Accounts Report**. This report will only list any new expenditure account information that was added or imported into the new contract screen.
4. A report can also be created on the **New Contact Grid** by filtering the **Pay Group Code** for specific pay group(s) and then choosing the properties such as **Number, Last name, First Name, Code, Position, Label, Contract Obligation** and **Contract Amount**. The report will total the **Contract Obligation** and **Contract Amounts** for balancing purposes before new contract activate is performed.
4. \_\_\_ **Non-Contract Compensations** can be created by going to **Reports>Report Manager** and generating the **SSDT Non-Contract Compensation Mass Load Extract**. Manually update the data in the file and then save as a CSV file.
  1. You can then go to **Utilities>Mass Load> Compensation** and load the **Non-Contract Compensation** data.
5. \_\_\_ In **Processing>New Contracts**, the **Activate** process can be run at any time due to **Compensation Start and Compensation Stop Dates**. It should be done before the last pay on previous Contracts for Calendars to report days/pay periods.