

QUICK TIPS

HR Department Approvers

Removing Employee Contracts from Self Service

This function can be used if the employee discovers a discrepancy on his/her contract, or if the contract was released in error.

Approvers may remove contracts from Employee Self Service as long as the contract is in a “waiting for acceptance/waiting” status.

- Navigate to the Contract History Page: Manager Self Service > Utilities > Contract History
- Use any of the search options to access the employee’s record (See the screen shot below)
 - Locate the employee’s name on the list
 - Verify that the Contract Status is “Waiting”
 - Copy the “Trans Nbr”

The screenshot shows the 'Contract History' page. At the top, there is a search form with fields for 'EmpID', 'First Name', 'Last Name', and 'Contract Status'. Below the search form is a table with columns: 'Trans Nbr', 'EmpID', 'Name', 'HR Dept', and 'Contract Status'. The first row of the table is highlighted with a red box around the 'Trans Nbr' (1 280152) and the 'Contract Status' (Waiting).

Trans Nbr	EmpID	Name	HR Dept	Contract Status
1 280152	01234567	Billy Corrigan	4205	Waiting
2 280152	22244571	Cole Gallagher	4205	Sent
3 280160	99988811	Nyta Gallagher	4205	Sent
4 280123	55544466	Anthony Kedis	4205	Submit
5 280160	77784888	Brandon Boyd	4205	Sent
6 280122	66667777	Steven Tyler	4205	Pending

- Navigate to the “Manage Contracts Page” Manager Self Service > Utilities > Manage Contracts
- Retrieve the original list of employees by copying and pasting the “Trans Nbr”
- Click the REMOVE button and the contract will disappear from the employee’s Self Service page.

The screenshot shows the 'Manage Contracts' page. At the top, there is a form with 'Trans Nbr' (280152) and 'Contract Status' (Email(s) Sent to Employee). Below the form is a table with columns: 'Send', 'Not Ready', 'EmpID', 'Last Name', 'First Name', 'UA Title', 'HR Dept', 'Expected Job End Date', 'Sent Date/Time', 'Contract Status', 'View Contract', and 'Remove'. The 'Contract Status' column for the third row is highlighted with a red box, and the 'Remove' button for the same row is also highlighted with a red box.

Send	Not Ready	EmpID	Last Name	First Name	UA Title	HR Dept	Expected Job End Date	Sent Date/Time	Contract Status	View Contract	Remove
<input type="checkbox"/>	<input type="checkbox"/>	89991244	Flowers	Rose	Professor, Public Health	4205		05/31/11 1:57PM	Waiting	View Contract	Remove
<input type="checkbox"/>	<input checked="" type="checkbox"/>	01234507	Corrigan	Billy	Associate Professor, Public Health	4205			Not Ready		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	22224445	Kedis	Anthony	Assistant Professor, Public Health	4205		05/31/11 1:57PM	Waiting	View Contract	Remove