Off Contract

Step 1 - Departmental Instructions
This procedure should be used for all regular non-term funded employees working less than a 12-month assignment. Term funded less than 12 month employees may be set up in an off contract status provided they have an approved continuing term funded appointment for the next fiscal year.
Temporary employees should never be placed off contract.

While in off contract status, an employee retains use of their benefits, but will not be paid or accrue leave.

When placing an employee off contract, you will need to complete two separate job forms and submit them together to your campus HR Office. One will place the employee off contract and the other will bring the employee back on contract. The first Job Form should have a change reason of OCB (Off Contract Begin) and have a status of ‘B’ in the Job Detail Information block. The Change Effective and Personnel Dates should be the first day the employee is no longer on payroll. However, if the employee’s last work day prior to going off contract is a Friday, the Change Effective and Personnel Dates of the OCB should be the following Sunday.

The second Job Form will have a change reason of OCE (Off Contract End) and have a status of ‘A.’ The Change Effective and Personnel Dates should be the first day the employee is back in active, paid status. If the employee’s first work day is a Monday, the OCE date should be the Sunday immediately prior.

Job Form Modifications – Job Form 1 Off Contract Begin (OCB)
Action Type
- Change

Job Detail information (NBAJOBS):
- Effective Date (may be subject to change by HR per system requirements)
- Personnel Date (actual start date)
- Status = B
- Job Change Reason = OCB

Job Form Modifications – Job Form 2 Off Contract End (OCE)
Action Type
- Change

Job Detail information (NBAJOBS):
- Effective Date
- Personnel Date
- Status = A
- Job Change Reason = OCE
Step 2 – BHR Detail Instructions

Entering the Off Contract Begin (OCB) record

On NBAJOBS, add a new effective date using the Off Contract Begin date per Job Form or the first day available after the last paid date. Change personnel date to reflect the correct start date if effective date is different. Change ‘Status’ to “Leave w/o Pay w/Ben.” Enter change reason as OCB (Off Contract Begin). Commit/Save the record. Using the <Next Record> function, update any future dated Job Detail Records to a “Leave w/o Pay w/ Ben” status.
Initial and date job form for filing. If the personnel date is changed reflecting a prior pay period, indicating a possible overpayment, notify Payroll with the appropriate print screens/job forms to process.

Entering the Off Contract End (OCE) record

On NBAJOBS, add a new effective date using the Off Contract End date per Job Form. Change ‘Status’ to “Active.” Enter change reason as OCE (Off Contract End). Commit/Save record. Using the <Next Record> function, update any future dated Job Detail Records to an “Active” status.
Initial and date job form for filing.
Off Contract

Step 3 – BHR Data Entry Instructions

Off Contract Begin

Employee Jobs (NBAJOBS):
- Last Paid (Verify pay cycle)
- PCN
- Suffix

Job Detail Information (NBAJOBS):
- Effective Date (Last paid date plus 1 day or Effective Date on Job Form, whichever is greater)
- Personnel Date (if prior to Effective Date – notify payroll)
- Status (Leave w/o Pay w/Ben)
- Change Reason (OCB)
- Verify future dated records

Off Contract End

Employee Jobs (NBAJOBS):
- Last Paid (Verify pay cycle)
- PCN
- Suffix

Job Detail Information (NBAJOBS):
- Effective Date (Effective Date on Job Form)
- Status (Active)
- Change Reason (OCE)
- Verify future dated records