

24. How to renew a contract when it expired with the concurrent request “Leave PTO Carry Over” is done?

The concurrent job of “PTO Carry Over” is scheduled to be run periodically for carrying over the leave balances from old accrual period to new accrual period. The leave accrual period may be based on fiscal year or employment year, depending on the setting of each NGO.

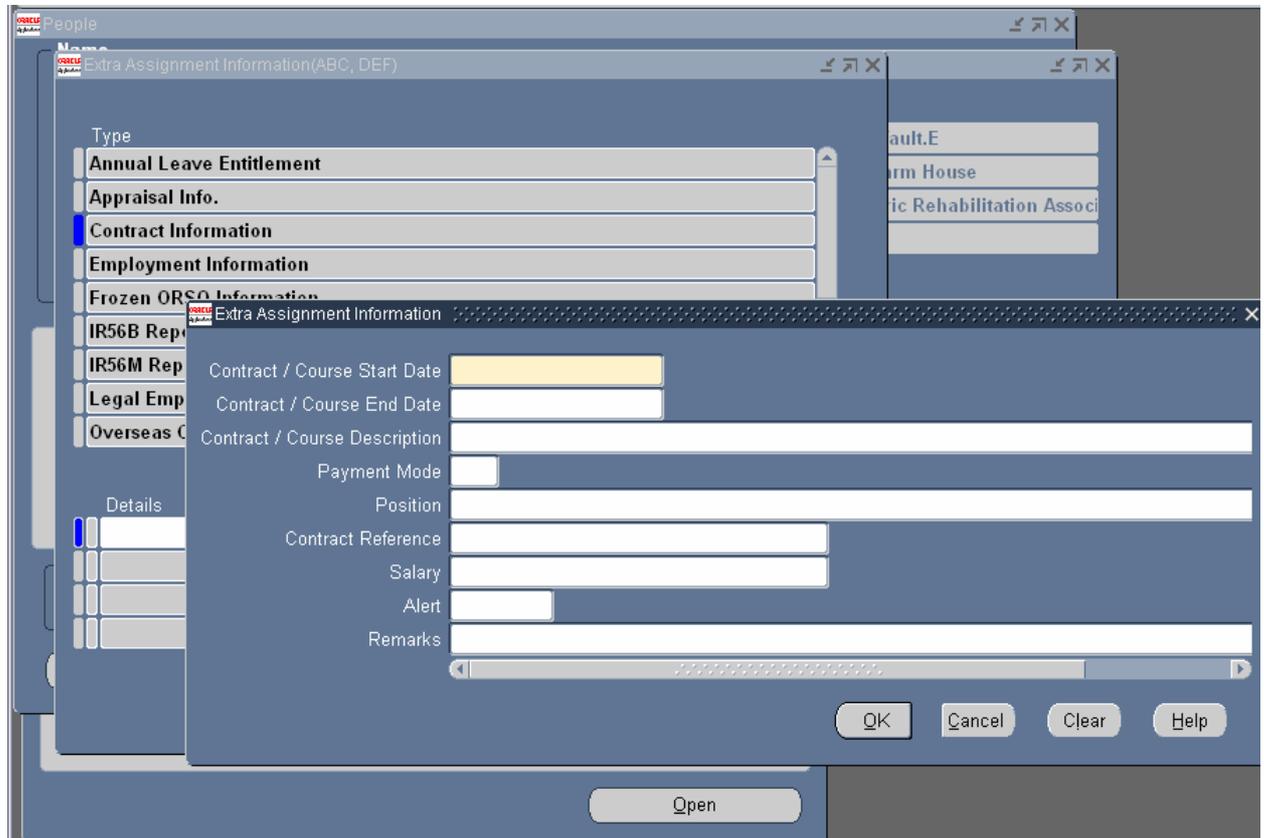
For an example, an NGO uses employment year as the basis of leave accrual period. An employee joined the organization on 1-Jul-2005, and the concurrent job of “PTO Carry Over” will run at the midnight of very 30-Jun. The employee has a current contract, which will expire on 30-Jun-2006 (i.e. 1-year contract) and is going to have contract renewal on 1-Jul-2006, with (1) year extension.

If the user has not renew the contract in the CAP HRM system before the date of running “PTO Carry Over”, i.e. 30-Jun-2006, the system will treat that employee has already terminated the contract. Therefore, adjustment is then required for back-date contract renewal. User should check the following items and do the adjustment accordingly:

- Go to Fast Path > Accruals, check the balances of various leave types, and do the adjustment if required, i.e. inputting an Element of “Leave Residual” for general leave types, and send a request to CAP Support for Sick Leave balance adjustment.

Besides, when renewing contract, do the following steps:

- At People > Assignment > Extra Information > Contract Information, input the correct “Contract/ Course Start Date” and “Contract/ Course End Date”



- At People > Assignment > Entries, input the field of “Continuous Service Date” as the start date of the new contract.

