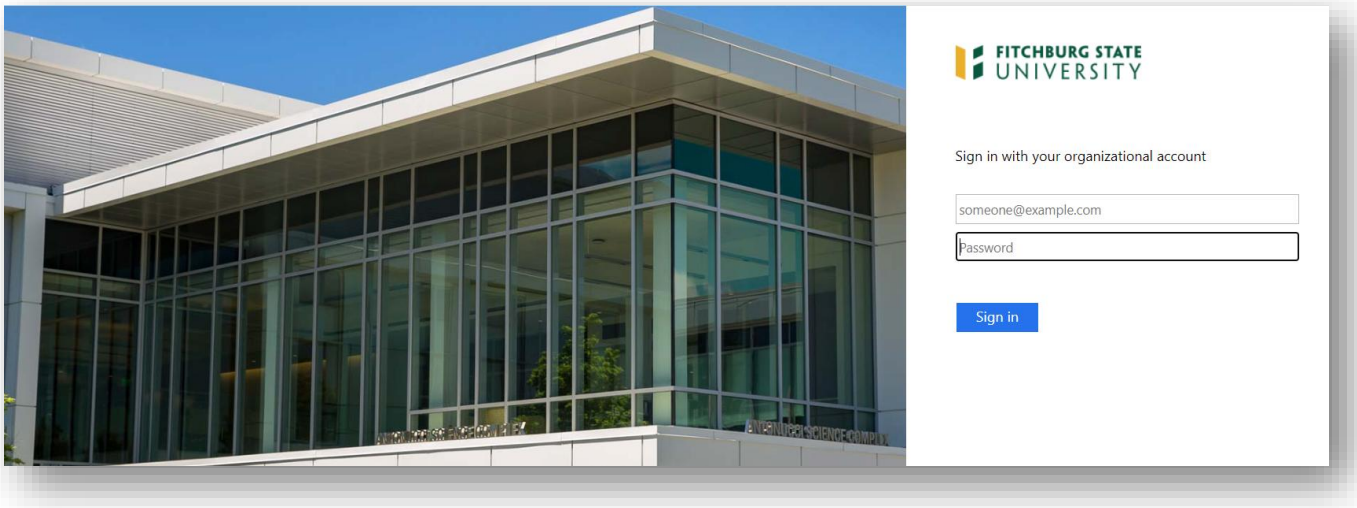
# Rehiring Non-Benefited PT Contractors or Adding a Payroll Record for Full Time Employees

The Standard Contract is now a dynamic form and can be completed electronically making the rehire process seamless.

## Standard Contract

If rehiring Non-Benefited PT Contractors (NBPTC) that **have not had a break in service** (break in service means 12 months or more) you just need to complete the Standard Contract (**If hiring current FT benefited employee you would use the same Standard Contract) that can be found on our website or by clicking here: Standard Contract

The Representative from Department initiates the Standard Contract. Clicking on the above link will bring you to the sign in page; log in using your Falcon Key credentials.

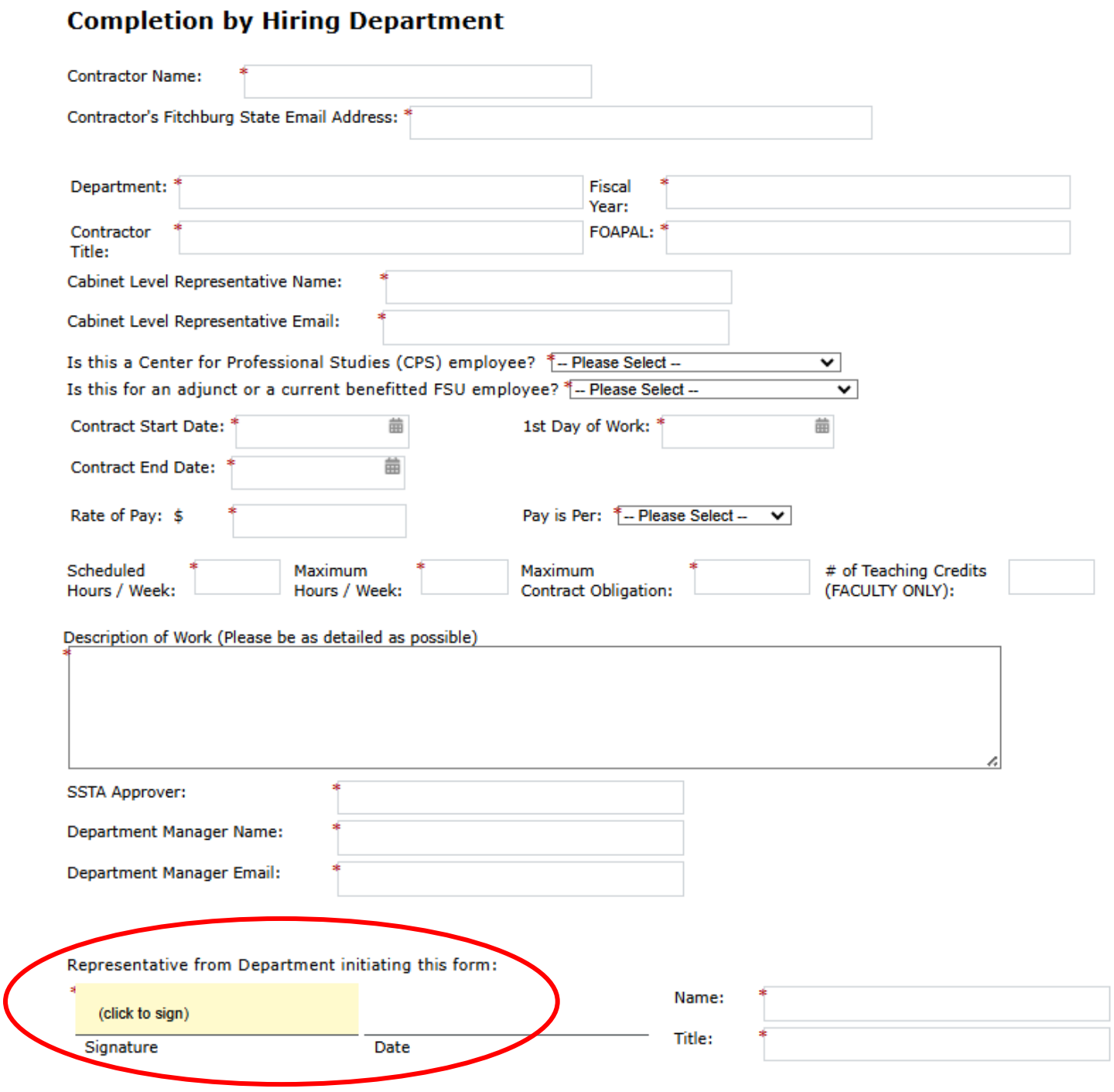



The first section is Completion by Contractor, please scroll down to **Completion by Hiring Department** section. You will need the following information to complete the form:

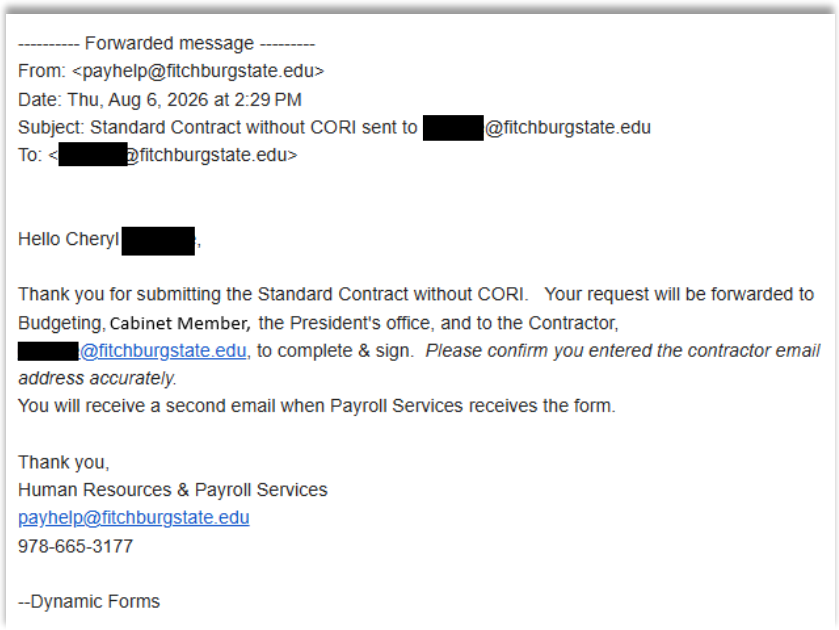
- The contract employee's Name @fitchburgstate.edu email address
- Department
- Fiscal Year
- FOAPAL
- Contractor Title
- Cabinet Level Representative Name
- Contract start and end dates and the first day of work
- Rate of Pay
- Scheduled Hours / Week
- Maximum Hours / Week
- Maximum Contract Obligation
- Description of Work
- SSTA Approver (who will be approving time for the contractor)

- Department Manager's Name and Email (if you are the Department Manager you may enter your own information)

Once the Completion by Hiring Department section is complete scroll down to **Representative from Department initiating this form**, click to **sign**, and then click **Submit Form**.



After submitting the Standard Contract, the Representative from Department initiating this form receives the following email:



---------- Forwarded message ---------
From: <payhelp@fitchburgstate.edu>
Date: Thu, Aug 6, 2026 at 2:29 PM
Subject: Standard Contract without CORI sent to [redacted]@fitchburgstate.edu
To: <[redacted]@fitchburgstate.edu>

Hello Cheryl [redacted],

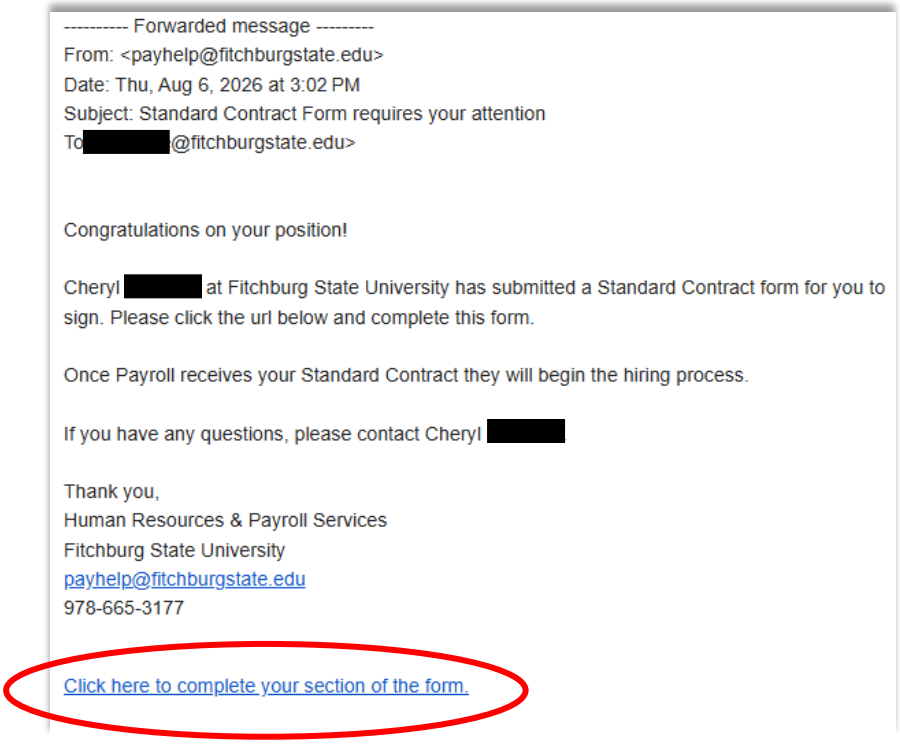
Thank you for submitting the Standard Contract without CORI. Your request will be forwarded to Budgeting, Cabinet Member, the President's office, and to the Contractor, [redacted]@fitchburgstate.edu, to complete & sign. *Please confirm you entered the contractor email address accurately.*
You will receive a second email when Payroll Services receives the form.

Thank you,
Human Resources & Payroll Services
payhelp@fitchburgstate.edu
978-665-3177

--Dynamic Forms

Note that the form will be routed to the following for review/signature: Budget Department, Cabinet Member, The President's Office and then the Contractor.

The Contractor receives an email to complete the standard contract. (Example below) They will click on the link below the signature line to access the form.



---------- Forwarded message ---------
From: <payhelp@fitchburgstate.edu>
Date: Thu, Aug 6, 2026 at 3:02 PM
Subject: Standard Contract Form requires your attention
To: [redacted]@fitchburgstate.edu>

Congratulations on your position!

Cheryl [redacted] at Fitchburg State University has submitted a Standard Contract form for you to sign. Please click the url below and complete this form.

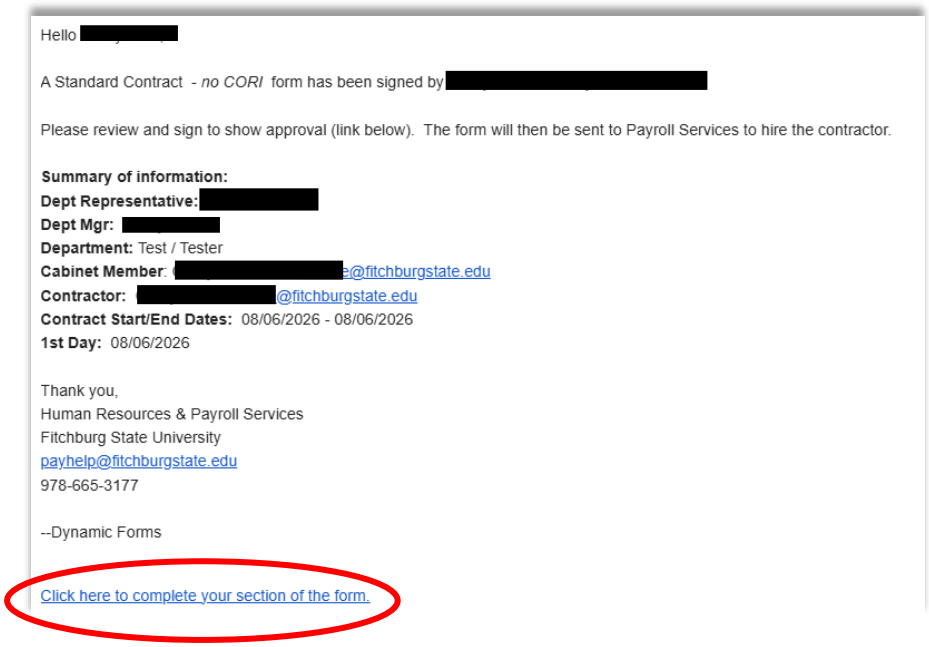
Once Payroll receives your Standard Contract they will begin the hiring process.

If you have any questions, please contact Cheryl [redacted]

Thank you,
Human Resources & Payroll Services
Fitchburg State University
payhelp@fitchburgstate.edu
978-665-3177

Click here to complete your section of the form.

Once the contract employee completes the **Completion by Contractor** section, the form will be sent to the Department Manager.
The department manager receives the following email and must **Click here to complete your section of the form**:



Hello [redacted]

A Standard Contract - *no CORI* form has been signed by [redacted]

Please review and sign to show approval (link below). The form will then be sent to Payroll Services to hire the contractor.

**Summary of information:**
**Dept Representative:** [redacted]
**Dept Mgr:** [redacted]
**Department:** Test / Tester
**Cabinet Member**: [redacted]@fitchburgstate.edu
**Contractor:** [redacted]@fitchburgstate.edu
**Contract Start/End Dates:** 08/06/2026 - 08/06/2026
**1st Day:** 08/06/2026

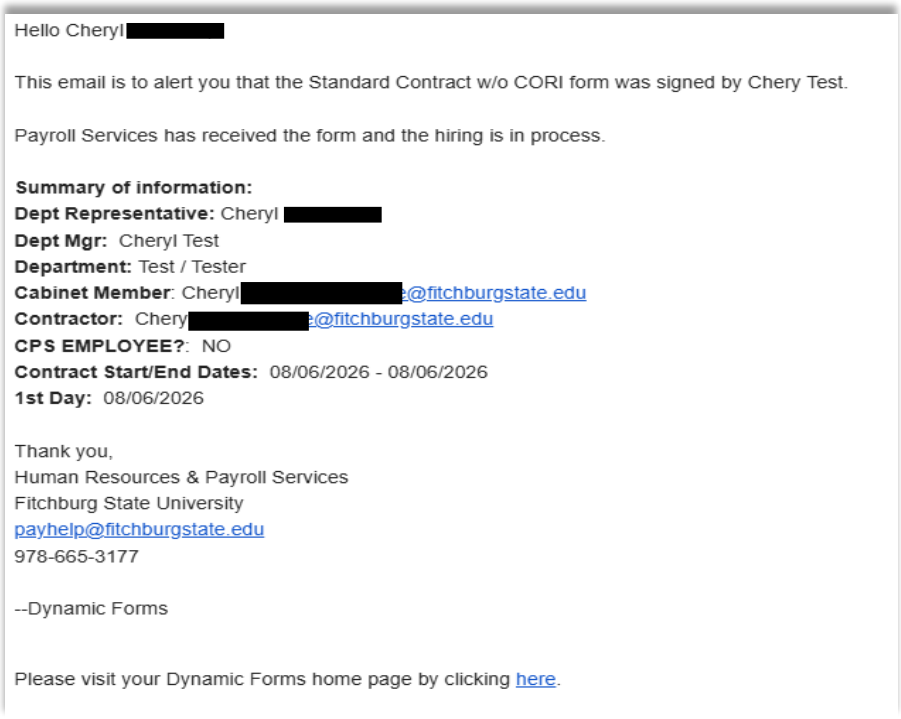
Thank you,
Human Resources & Payroll Services
Fitchburg State University
payhelp@fitchburgstate.edu
978-665-3177

--Dynamic Forms

Click here to complete your section of the form.

*Department manager **signs** the Standard Contract then clicks **Submit Form**. You will receive another email once Payroll receives the contract to be processed.*

*The Hiring manager receives the following email, once the employee signs the Standard Contract and it is with Payroll to be processed.*



Hello Cheryl[redacted]

This email is to alert you that the Standard Contract w/o CORI form was signed by Chery Test.

Payroll Services has received the form and the hiring is in process.

**Summary of information:**
**Dept Representative:** Cheryl [redacted]
**Dept Mgr:** Cheryl Test
**Department:** Test / Tester
**Cabinet Member**: Cheryl[redacted]@fitchburgstate.edu
**Contractor:** Chery[redacted]@fitchburgstate.edu
**CPS EMPLOYEE?**: NO
**Contract Start/End Dates:** 08/06/2026 - 08/06/2026
**1st Day:** 08/06/2026

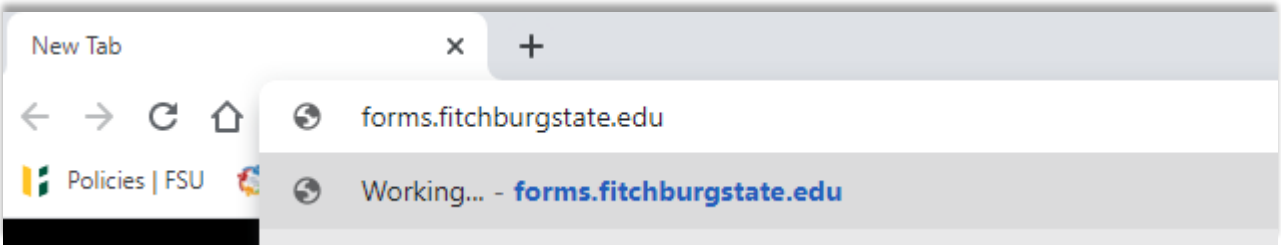
Thank you,
Human Resources & Payroll Services
Fitchburg State University
payhelp@fitchburgstate.edu
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--Dynamic Forms

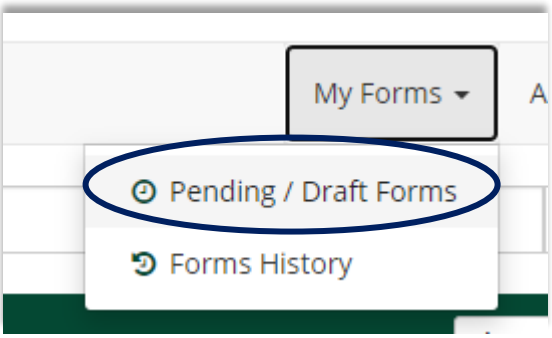
Please visit your Dynamic Forms home page by clicking here.

***

*If at any point, you would like to check on the status of a form that you submitted you could log into dynamic forms by typing* ***forms.fitchburgstate.edu*** *into an open google chrome tab.*

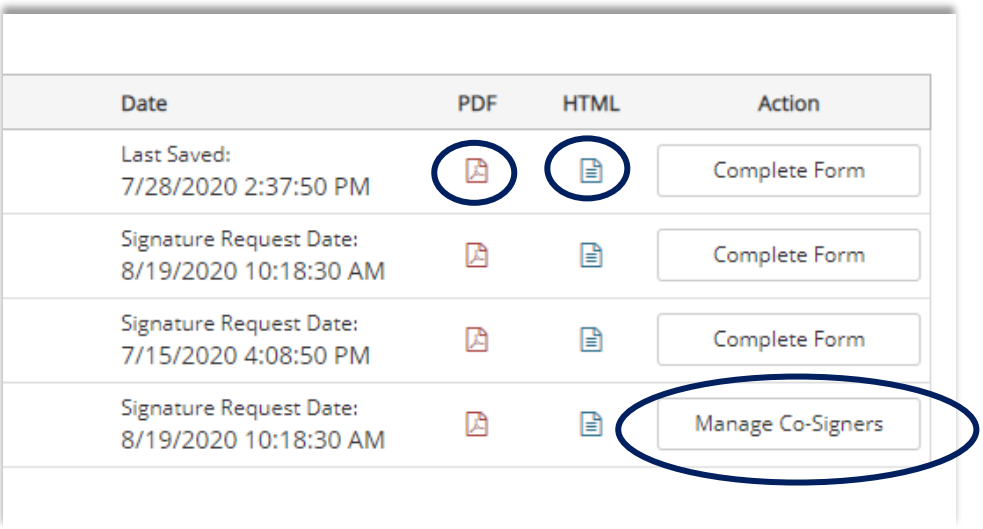



*In the top right-hand corner, click on My Forms, then choose Pending/Draft Forms.*



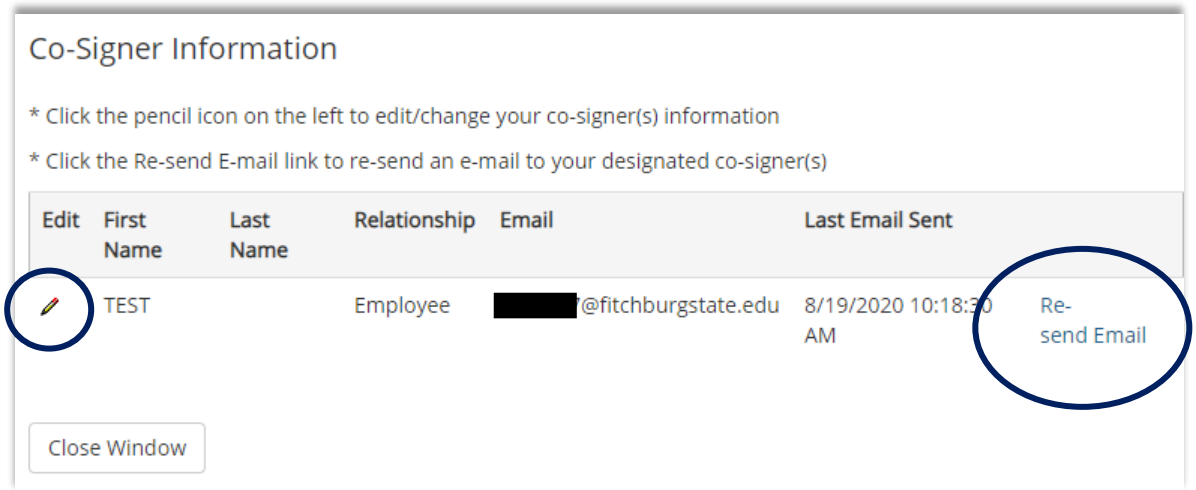

*Here you will see a list of your pending and draft forms. If you want to look at what has been already filled in, you can click on the PDF or HTML links to see the form in its current state.*

*If you need to re-send the email, you can click on Manage Co-Signers.*



*A new window will pop up where you can edit/change your co-signers information by clicking on the pencil icon under Edit. Say you put the wrong email address you can update it or you directed it to someone that is on vacation, you can send it to a different approver here.*

*If you would like to re-send the email, just click the re-send Email link on the right.*




*If you need assistance, please contact us:*

Payroll Services
Payhelp@fitchburgstate.edu
978-665-3177
978-665-3720 Fax

Human Resources
humanresources@fitchburgstate.edu
978-665-3172
978-665-3720 Fax