

<u>Rehiring Non-Benefited PT Contractors or Adding a Payroll Record for Full Time</u> 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: <u>Standard Contract</u>

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 in order to fill out the form:

- The contract employee's @fitchburgstate.edu email address
- Department
- Fiscal Year
- FOAPAL
- Contractor Title
- 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)

| | VERSITY | | STANDARD C | ONTRACT |
|---|--|--|---|--------------------------------------|
| HUMAN RESOUR | CES & PAYROLL SER | VICES | | thout CORI |
| Hiring Department: C electronically and aub Contractor: Complete Nevlew the Common | ompiele the supervisor se mit. The contractor section usi wealth Terms and Conditio | ction and use the contractor ng your legal name (which a no, then sign and submit. | Prichburg State email opears on your governm | eddrews then sign rent bound ID). |
| Completion by Co | ontractor | | | |
| Contractor Legal N | lame: * | Employ (if know | ee ID m): | |
| Contractor Preferre | ed Name: | | | |
| Have you ever hel or another state a Massachusetts? | d another position at Figency in the Commonw | itchburg State *- Pho wealth of | V C m | |
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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**.

| Completion by Hiring Depa | rtment | |
|---|---------------------------|--|
| Contractor's Fitchburg State Email Ad | ldress: * | |
| | | |
| Department:* | | Fiscal * Vear: |
| Contractor * Title: | | FOAPAL: * |
| Contract Start Date:* | 1st D | Day of Work:* |
| Contract End Date: * | | |
| Rate of Pay: \$ * | Pay is | is Per: *[Please Select 🗸 |
| Scheduled * Maximu Hours / Week: Hours / | um * Maxir Veek: Contr | mum * # of Teaching Credits ract Oblination: (FACULTY ONLY): |
| Description of Work (Discon by an des | -: | |
| * | alled as possible) | |
| | | |
| | | |
| | | |
| SSTA Approver: * | | |
| Department Manager Name: * | | |
| Department Manager Email: * | | |
| | | |
| Representative from Department i | nitiating this form: | N * |
| (click to sign) | | Kimberly Page |
| Signature | Date | |
| 8 | | * |
| | | |
| Contractor Signature: | Date | Department Manager Signature: Date |
| | | |
| Payroll Services Signature | Date | |
| Save Progress Submit Form | | |
| are rogeds - Submitrom | | |

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

| Standard Contract without CORI ser @fitchburgstate.edu Inbox : | nt to | | ē | Ľ |
|---|-------------------------|---|---|---|
| payhelp@fitchburgstate.edu to me → Hello Kimberly | 9:49 AM (0 minutes ago) | ☆ | + | : |
| Thank you for submitting the Standard Contract without CORI. Your request will be forwarded to the Contractor, @fitchburgstate.edu, to complete & sign. 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 | | | | _ |

The Employee receives an email to complete the standard contract. (Example below)

| Forwarded message From: < <u>payhelp@fitchburgstate.edu</u> > Date: Thu, Jul 2, 2020 at 9:49 AM Subject: Standard Contract Form requires your attention To: < <u></u> |
|--|
| Congratulations on your position! |
| Kimberly at Fitchburg State University has submitted a Standard Contract form for you to sign. |
| Once Payroll receives your Standard Contract they will begin the hiring process. |
| If you have any questions, please contact Kimberly |
| Thank you, Human Resources & Payroll Services Fitchburg State University <u>payhelp@fitchburgstate.edu</u> 978-665-3177 <u>Click here to complete your section of the form.</u> |

Once the 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:



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

| Completion by Contractor | |
|--|---|
| Contractor Legal Name: * Kimberly | Employee ID (if known): |
| Contractor Preferred Name: Kim | |
| Have you ever held another position at Fitchburg State or anothe agency in the Commonwealth of Massachusetts? | er state * Yes 🗸 |
| Click here. (right click and open in a new window) to read the | e Commonwealth Terms and Conditions. |
| By checking this box, IN WITNESS WHEROF, The Contractor certi reviewed the link above and shall comply with the Commonwealt Commonwealth as certified by their authorized signatory below. | ify under they pains and penalties of perjury that it has clicked on and th Terms and Conditions for any applicable Contract executed with the |
| Completion by Hiring Department | |
| Contractor's Personal Email Address: * | io m |
| Department:* Human Resources & Davroll Services | Fiscal * FV 2021 |
| Contractor * Researcher | Vear: FOAPAL:* D061 3455 456 2345 D061 |
| Contract Start Date: * 07/01/2020 1st D | Pay of Work:* 07/13/2020 |
| Contract End Date: * 06/30/2021 | |
| Rate of Pay: \$ 25.00 Pay is | s Per: * Hour 🗸 |
| Scheduled * 10 Maximum * 15 Maxim Hours / Week: * 10 Hours / Week: * 15 | num * 2500.00 # of Teaching Credits (FACULTY ONLY): |
| Acceptation of Work (Planco hance datailed as passible) | |
| | |
| SSTA Approver: * Kelli | |
| Department Manager Name: Kim | |
| Department Manager Email: * @fitchburgstate.ed | lu |
| Representative from Department initiating this form: | |
| | Name: * Kimberly |
| Signature Date | Title: * Director of Human Resources |
| Completion by Human Resources | |
| Human Resources has conducted the CORI/SORI. | |
| | * |
| Contractor Signature: 07/02/2020, 2:57 PM Date | Kimberly 07/02/2020, 3:19 PM Department/Manager Signature: Date |
| Human Danauran Cinestan | Deven V Construction Deven |
| Human Resources Signature Date | Payroli Services Signature Date |
| ave Progress Reject Submit Form | |
| | |

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

| A Standard Contract has been signed by Kimberly for Kimberly Requires your signature Index x | ē | ø |
|--|---------|---|
| payhelp@fitchburgstate.edu Sun, Jul 5, 3:09 PM (1 day ago) | * | 1 |
| A Standard Contract has been signed by Kimberly | | |
| Please review and sign to show approval (link below). The form will then be sent to Human Resourdse to intiate the CORUSORI. Once that has been approved the Standard Contract will be sent to Please to hire the contractor. | Payroll | |
| Summary of information: Dept Representative: Kimberly Dept Mgr: Kim Department: Human Resources & Payroll Services / Researcher Contractor: Kimberly Contract Start/End Dates: 07/01/2020 - 06/30/2021 1st Day: 07/13/2020 | | |
| 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. | | |
| | - | |