This job aid is about 9 and 10 over 12 month appointments and considerations for Job Data and contract details in HRMS. This type of appointment lasts for 9 or 10 months, but is paid a salary over 12 months. These appointments stay active for the entire payroll year and do not have an action/reason code of a short work break.

**BUSINESS PROCESS GUIDELINES**

- 9 and 10 over 12 appointments must start at the beginning of a payroll year (mid-June).
- Mid-year appointments are NOT allowed.
- A new hire’s first year must be 9 or 10 months and cannot be a 9 or 10 over 12 month until the following payroll year.

**APPOINTMENT SETUP IN JOB DATA**

When setting up a 9 or 10 over 12 month appointment, use these key field values in Job Data:

- **Payroll tab** - *Pay Group* must reflect the appointment length.
  - P09 - 9 month appointment
  - P10 - 10 month appointment
- **Compensation tab** - *Frequency* (top) - “B-Biweekly”.
  
  Note: The “B - Bi-weekly” frequency pays for 12 months. 9 and 10 over 12 month appointments must be bi-weekly to continue to pay the person over 12 months, otherwise payroll will only occur for 9 or 10 months.

**TRANSITIONS BETWEEN APPOINTMENT LENGTHS**

<table>
<thead>
<tr>
<th>Appointment Length</th>
<th>Change to</th>
<th>What to do</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 month</td>
<td>9 over 12 month</td>
<td>At the end of the 9 or 10 month appointment:</td>
</tr>
<tr>
<td>10 month</td>
<td>10 over 12 month</td>
<td>1. Place the appointment on a short work break.</td>
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<tr>
<td></td>
<td>Must be the beginning of the payroll year (mid-June).</td>
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<tr>
<td></td>
<td>9 over 12 month</td>
<td>2. Within 30 days of the beginning of the payroll year, return the appointment from short work break and enter the 9 or 10 over 12 month appointment in Job Data.</td>
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<tr>
<td>9 over 12 month</td>
<td>9 month</td>
<td>At the end of the 9 or 10 month appointment:</td>
</tr>
<tr>
<td>10 over 12 month</td>
<td>10 month</td>
<td>1. Place the appointment on a short work break.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Change Job Data to 9 or 10 month appointment.</td>
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<td></td>
<td></td>
<td>3. Submit a Payroll Update to Central Payroll to pay the remaining 9 or 10 over 12 month salary.</td>
</tr>
</tbody>
</table>
9 and 10 Over 12 Month Appointments in HRMS (cont.)

ENDING THE APPOINTMENT

When ending a 9 or 10 over 12 month appointment you will need to send a Payroll Update to Central Payroll to pay any remaining salary.

If a 9 or 10 over 12 month appointment terminates at any time during the year, call the Contact Center (612-624-UOHR) for assistance.

CONTRACT PAY CONSIDERATIONS

Contract Pay is the name of the page where the dates of the contract are stored to populate the Notice of Appointment.

SETTING UP A 9 OR 10 OVER 12 MONTH APPOINTMENT CONTRACT

1. In HRMS, navigate to: Main Menu > Workforce Administration > Job Information > Contract Administration > Update Contract Pay NA.
2. Enter the EmplID.
3. Select the Contract Pay Type “10 over 12” or “9 over 12” and appropriate campus location. The dates will auto default.

At the end of any 12 month appointment term, add a new row of data as the start of the payroll year and select the appropriate 9 or 10 month appointment in the Contract Pay Type field. Allow all of the dates to default.