

# SAS Contract Guidelines

## Who can receive a SAS Contract?

In order to be eligible for a SAS activity contract, employees must be listed as **active** in Munis. If they are not active, they must complete a *Substitute/Temporary/Less than 15 hrs/wk Position* on-line application, complete online orientation and all mandatory training and process with HR before signing the contract. For questions concerning the application process, contact Human Resources, 452-2000, ext. 11381.

Contracts must be entered into Munis and approved **PRIOR** to the start of the activity.

For information on the SAS contract process, contact Nicole at 452-2000, ext. 11381 or [nicole.morotti@k12northstar.org](mailto:nicole.morotti@k12northstar.org).

Hours for SAS compensation must be worked outside of normal work hours (i.e., before or after normal work hours, lunch break). Those activities that are paid on an hourly basis are subject to overtime once the employee reaches eight (8) hours per day or forty (40) hours for the week.

## Which SAS contract?

### SAS Certified Contract

- FEA and Exempt employees only
- Issued for ALL activities and athletic sponsorships
- Contract is paid as a lump sum at the end of the activity
  - A second personnel action is created for payment at the end of the activity

### SAS Classified Contract

- Non-FEA Employees
  - ESSA
  - Subs
  - Temps
  - Exempt
- Issued only for non-athletic activities
- The SAS Agreement is paid at an hourly rate of \$10.00. Once the employee has accrued 8 hours in a day or 40 hours in a week (regular position hours and SAS Agreement hours), then the SAS Agreement hours are paid at a rate of \$15.00 per hour for overtime
  - Time submitted through Munis on normal pay cycles

### SAS Volunteer Athletic Contract

- Non-FEA employees
  - ESSA
  - Subs
  - Temps
  - Exempt
- Issued only for ATHLETIC coaching sponsorship
- Contract is paid in a lump sum at the end of the contract
  - A second personnel action is created for payment at the end of the activity

## **I have an employee doing a SAS contract at a different school, what happens now?**

The home school will need to enter the personnel action when it is received from the school where the activity is taking place.

The school where the activity is taking is responsible for completing the contract, making sure all signatures are on the form along with the account number. That school will then email the contract to the home school for the home school principal to sign and then enter into Munis as a personnel action.

For hourly contracts, the employee will use TimeClock Plus to clock in and out.

For employees that will be paid as a lump sum, the school where the activity is taking place will need to notify the home school when the contract is completed, so a second action can be submitted for payment.

### **Tracking initial personnel action and payment action**

Google Doc, Excel, notebook with paper copies?

You need to make sure contracts are entered prior to the start date of the contract and that lump sum payments are paid as soon as the activity ends.

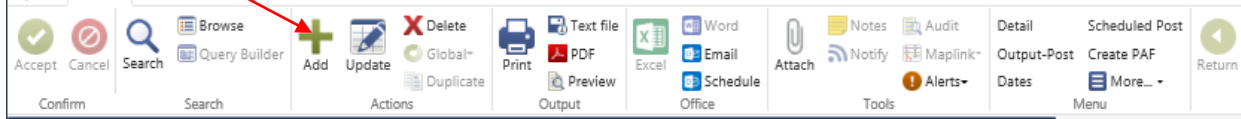
This will help prevent double payments, no payments, not entering the initial personnel action but entering the payment action then wondering why the sponsor has not been paid.

### **SAS forms are available at:**

**<https://www.k12northstar.org/Page/7996>**

## Initiating "Actions Entry"

1) Click "Add"



2) Enter the Employee number, tab to Effective Date

3) Enter the first day of the contract for the Effective Date, tab thru Authorization Date to Action Code

4) Enter an Action Code of "SAL", the content will change to "SAL – SALARY CHANGE"

5) In "Reason/Auth" field select the appropriate code for the type of SAS contract or payment being entered.

- SAS – STUDENT ACTIVITY SPONSORSHIP
- SAS1 – SAS FEDERAL PROGRAMS
- SAST – AFTER SCHOOL PROGRAM FEA
- SASX – SAS CURR EMP\_SAS AT DIFF LOC
- SASY - ASP ESSA REGULAR DUTIES
- SASZ – AFTER SCH PGRM NON REG DUTY

6) An Action Number will be issued and appear in the Action Number field.

A screenshot of the 'Action Information' form. The 'Action Number' field is highlighted with a red arrow. The form contains the following information:

- Effective Date: 07/25/2017
- Authorization Date: 07/25/2017
- Action Code: SAL - SALARY CHANGE
- Reason/Auth: SAS - STUDENT ACTIVITY SPONSORSHIP
- Supporting Action: (empty)
- On/Off Boarding Code: (empty)
- Create Action History Record:  Employee Initiated
- Action Category: S SALARY CHANGE
- Action Number: 1800007
- Approval Date: (empty)
- Status: N - NOT RELEASED
- Comment: SAS,1800007,HRD,CROCHET CLUB,JUL-SEP 2017,\$1040.00

7) Write the action number on the contract in the upper right corner. You can tab to the Action Number field and copy, using the the key stroke of Ctrl-c, to copy the number.

8) Tab to the "Comment" field and enter the following format;

SAS – comma – Action Number (using keystroke Ctrl-v to paste) – comma – Location Code – comma – Type of Activity – comma – Date range of Activity – comma – Amt to Pay

Example: **Must use commas with no spaces**

**SAS,1800007,HRD,CROCHET CLUB,JUL-SEP 2017,\$1040.00**

9) Once the Comment field is entered, highlight the entire field and using the keystrokes of Ctrl-c, copy the content of the Comment field.

10) Click "Accept"

11) Click "Attach" and when TCM opens, double click on the "Personnel Action Attachment" selection displayed in the lower half of the screen.

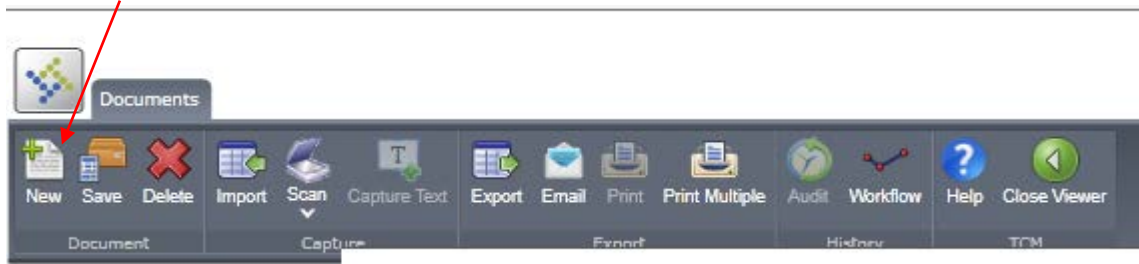
A screenshot of the 'Document Mappings' window. It contains two tables:

Attachment Type	Document Type	Read Only	Count	Required
Employee Attachment	Employee Attachment		0	
Employee Criminal History Results	Employee Criminal History Results		0	
Employee Direct Deposit Enrollment Form	Employee Direct Deposit Enrollment Form		0	
Employee Evaluation	Employee Evaluation	✓	0	
Employee Medical Leave	Employee Medical Leave	✓	0	

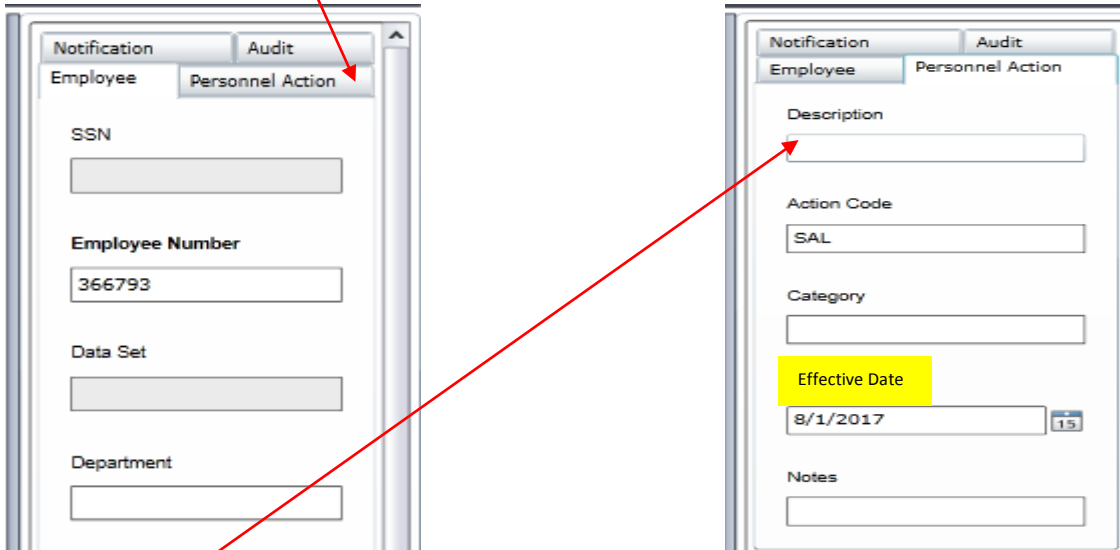
  

Document Title	TCM Document Type	Read Only	Count
Personnel Action Attachment	Personnel Action Attachment		1
Personnel Action Form	Personnel Action Form	✓	0

12) Select "New" form on the actions ribbon



13) Click on "Personnel Action" tab on right side of screen



14) In "Description" field enter or paste (Ctrl v) the same information in the same format as you entered in the "Comment" field of the Personnel Action. (see item 7 for example format)

15) The **Effective Date** is the first day of the contract and matches the effective date on the entry page.

16) Click on "Import" from the ribbon illustrated in step 12, navigate to and select the supporting document, click "Open". The document should now appear in the main body of the TCM window.

17) Click on "Save"

18) Click on "Close Viewer", to exit TCM.

**Don't forget to release the action into workflow!**

**Enter a second action – payment action – when the activity is over and the admin signs.**

**Only the FEA contract and the Nominal fee contract requires a second action to pay.**