**Exempt Contract Date Change for New Fiscal Year**

There is no automated process for a mass change of all exempt contract begin and end dates.

**Job Data**

**Work Location tab:** Add + a row, change Effective Date to 7/1, Action (Data Change), Reason (Contract), change Effective Sequence if there is already a 7/1 Effective Date.



**CTC Job Data tab:** Change Contract Begin Date and Contract End Date, and Contract Units, if not 261, Save.



**Be sure to check Compensation to make sure it is correct, especially for those that didn’t work a full year.**

Run CTC\_JOB\_DATA **or** QHC\_HR\_CTC\_JOB\_DATA query to get a list of exempt and their salaries and compare to exempt salary spreadsheet (I’m sure everyone has one, right?).

That’s it! 😊