

---

# Contract Amendments

---

Updated: 13 July, 2020



# Table of Contents

<b>Navigating to Contract Amendments .....</b>	2
<b>Creating a New Contract Amendment .....</b>	4
Amendment Creation Overview .....	4
Employee Name.....	5
Amendment Requested By .....	5
Amendment HR Action Letter.....	5
Amendment Reason .....	6
Amendment Request Date .....	6
Amendment Effective Date.....	6
Amendment Types.....	6
Multiple Amendment Reasons .....	7
Amendment Details .....	8
Uploading Files.....	10
“Add” 1/2 .....	11
“Add” 2/2 .....	11

# Navigating to Contract Amendments

In the HRMIS, we have a group of options that can be quickly accessed via the “My Regular Tasks” section. This section shows when you enter pages like the Employees page. Within this group, there is the  Contract Amendments option.

Welcome to Employer Level, SAGE DEBRUM. Last Login on: May 28, 2020 14:41:50 Thursday, 28 May, 2020

The screenshot shows the SAGE DEBRUM HR application interface. The top navigation bar includes links for Policy, Activity, HR Actions, Talent Management, Alerts, Reports, Workflow, Maintenance, and HR-XML Web Services. On the left, a sidebar titled "My Regular Tasks" lists various HR functions with corresponding icons: Add New Employee, Contract Amendments (highlighted with a white box), Contract Renewal, Employee Termination, Employee contracts List, Report\_Employee by Org, Report\_Organization Unit and Reporting Structures, Employee Org-Contract-Job Report, Employee Profile, Employee Baseline Report, Employee Demographic Details Report, and Employee Contract Details Report. The main content area is titled "Contract Amendments" and displays a table with columns: Employee ID, Employee Name, Amendment type, and Amendment status. Below this is a detailed table with columns: Action, Amendment No, Amendment Type, Employee Id, Employee Name, Contract Type, Contract Number, Amendment Reason, Amendment Effective Date, and Amendment Status. The bottom of the screen features a toolbar with buttons for New, Add, Update, Approve, Search, Send, Delete, and Exit, along with a page navigation bar showing records from 1 to 25 of 337.

You may, alternatively, access the “Contract Amendment” section by using the menu bar at the top by going to: Activity => Recruitment & Hiring => Contracting & Hiring => Contract Amendment.

The screenshot shows the 2Interact HR software interface. At the top, there is a menu bar with various icons and links. Below the menu bar, there are several charts and data cards. On the right side, a large vertical dropdown menu is open under the 'Activity' tab. The 'Contracting & Hiring' section is expanded, and the 'Contract Amendment' option is highlighted. At the bottom of the screen, there are several navigation buttons labeled 'hirings', 'leaves', 'timesheets', 'payroll', 'HR actions', and 'activities'.

Welcome to Employer Level, **SAGE DEBRUM**. Last Login on: 28 May, 2020 14:45:56

Thursday, 28 May, 2020

**Activity**

- Organization & Job Classification
- Recruitment & Hiring
- Leave Management
- Time & Attendance
- Compensation & Payroll
- Labor Costing & Billing
- Third Party Payables
- Budget Planning and Control
- Benefit Planning & Enrollment
- Savings/Investments & Loans
- Commission Management
- Health & Safety & Risk Management
- Travel
- Recruitment
- Background Check
- Contracting & Hiring
- Transfer & Promotion
- Termination
- Redundancy
- HR Action
- Onboarding
- Reference Letters & Certificates
- End of Employment Planning
- Philippines
- Quick Hiring
- New Employment/Hiring
- Employee Contracts
- New Employee Contract
- Employee Profile Summary
- Employee Profile History
- Contract Amendment
- Contract Renewal
- Offer Templates
- Job Application Form
- Form I-9

**Recent New Hires** (3)

218612  
**CARL CARLMAI**  
Hired on: 05/04/2020

**SECURITY OFFICER (WIU)**

**Recent Leaves**

No recent information found!

**Last Timesheet**  
09/26/2018

Period: 2018-09-16  
By User:  
**RMI Public Service Commission**  
By User Group: Employer

**hirings**    **leaves**    **timesheets**    **payroll**    **HR actions**    **activities**

License | Copyright | About | Disclaimer  
Copyright © 2020 2Interact Inc. All rights reserved.

# Creating a New Contract Amendment

After you have reached the Contract Amendments page, you can begin the process of creating a new contract amendment by clicking the  “New” option at the bottom of the page. This will direct you to a page where you can fill out the amendment details.

## Amendment Creation Overview

The overview of creating contract amendments is as follows:

1. Fill out all applicable details in the general tab.
2. Switch to the Amendment Details tab and edit the job position that the amendment is focused on.
3. Once done with editing the job position, click  “Add” at the bottom of the screen.
4. After being redirected to the Amendment Details tab, switch back to the General tab and upload the memorandum for the amendment.
5. Select  “Add” at the bottom of the page to save your changes.

The rest of the document will go into further detail on this process.

-  Contract Renewal
-  Employee Termination
-  Employee contracts List
-  Report\_Employee by Org
-  Report\_Organization Unit and Reporting Structures
-  Employee Org-Contract-Job Report
-  Employee Profile
-  Employee Baseline Report
-  Employee Demographic Details Report
-  Employee Contract Details Report

**Mandatory**

Contract Amendment																			
General																			
General	Amendment Details																		
<b>Contract Amendment General</b> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">           Employee Id            -  <b>Contract Number</b>            -  <b>Contract Start Date</b>            -            Employee Group            -         </td> <td style="width: 50%;">           Employee Name <input type="text"/>  <input type="button" value="🔍"/></td> </tr> <tr> <td> <b>Contract Type</b>            -  <b>Contract End Date</b>            -            Organization Unit            -         </td> <td style="text-align: right;">           Amendment No.  <b>396</b>            Job Title            -         </td> </tr> </table>		Employee Id - <b>Contract Number</b> - <b>Contract Start Date</b> - Employee Group -	Employee Name <input type="text"/> <input type="button" value="🔍"/>	<b>Contract Type</b> - <b>Contract End Date</b> - Organization Unit -	Amendment No. <b>396</b> Job Title -														
Employee Id - <b>Contract Number</b> - <b>Contract Start Date</b> - Employee Group -	Employee Name <input type="text"/> <input type="button" value="🔍"/>																		
<b>Contract Type</b> - <b>Contract End Date</b> - Organization Unit -	Amendment No. <b>396</b> Job Title -																		
<b>Amendment Activity and Status</b> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">           Amendment Requested By <input type="text"/>  <input type="button" value="🔍"/> </td> <td style="width: 30%;">           Amendment Reason <input type="text"/>            Addendum <input type="button" value="▼"/> </td> <td style="width: 40%;">           Amendment Request Date <input type="text"/>  <input type="button" value="📅"/> </td> </tr> <tr> <td>           Amendment HR Action Letter <input type="text"/>  <input type="button" value="Choose File"/> No file chosen         </td> <td> <b>Amendment Type</b>            Select <input type="button" value="▼"/> </td> <td>           Amendment Status  <input type="text"/> </td> </tr> <tr> <td>           Contract Officer Approval            -         </td> <td>           Contract Officer Approved Date  <input type="text"/> </td> <td>           Position Number  <input type="text"/> </td> </tr> <tr> <td>           HR Manager Approval            -         </td> <td>           HR Manager Approved Date  <input type="text"/> </td> <td> <b>Amendment Effective Date</b> <input type="text"/>  <input type="button" value="📅"/> </td> </tr> <tr> <td>           Employee Signature Date            -         </td> <td>           HR Department Representative Signature Date  <input type="text"/> </td> <td></td> </tr> <tr> <td>           Rejected By <input type="text"/>  <input type="button" value="🔍"/> </td> <td>           Rejection Reason <input type="text"/> </td> <td></td> </tr> </table>		Amendment Requested By <input type="text"/> <input type="button" value="🔍"/>	Amendment Reason <input type="text"/> Addendum <input type="button" value="▼"/>	Amendment Request Date <input type="text"/> <input type="button" value="📅"/>	Amendment HR Action Letter <input type="text"/> <input type="button" value="Choose File"/> No file chosen	<b>Amendment Type</b> Select <input type="button" value="▼"/>	Amendment Status <input type="text"/>	Contract Officer Approval -	Contract Officer Approved Date <input type="text"/>	Position Number <input type="text"/>	HR Manager Approval -	HR Manager Approved Date <input type="text"/>	<b>Amendment Effective Date</b> <input type="text"/> <input type="button" value="📅"/>	Employee Signature Date -	HR Department Representative Signature Date <input type="text"/>		Rejected By <input type="text"/> <input type="button" value="🔍"/>	Rejection Reason <input type="text"/>	
Amendment Requested By <input type="text"/> <input type="button" value="🔍"/>	Amendment Reason <input type="text"/> Addendum <input type="button" value="▼"/>	Amendment Request Date <input type="text"/> <input type="button" value="📅"/>																	
Amendment HR Action Letter <input type="text"/> <input type="button" value="Choose File"/> No file chosen	<b>Amendment Type</b> Select <input type="button" value="▼"/>	Amendment Status <input type="text"/>																	
Contract Officer Approval -	Contract Officer Approved Date <input type="text"/>	Position Number <input type="text"/>																	
HR Manager Approval -	HR Manager Approved Date <input type="text"/>	<b>Amendment Effective Date</b> <input type="text"/> <input type="button" value="📅"/>																	
Employee Signature Date -	HR Department Representative Signature Date <input type="text"/>																		
Rejected By <input type="text"/> <input type="button" value="🔍"/>	Rejection Reason <input type="text"/>																		
<b>Employee Performance Review</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #e0e0e0;">Employee Performance Reviews</th> <th style="background-color: #e0e0e0;">Review No</th> <th style="background-color: #e0e0e0;">Review Date</th> <th style="background-color: #e0e0e0;">Review Type</th> <th style="background-color: #e0e0e0;">Status</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center; padding: 5px;">           No Performance Reviews Found         </td> </tr> </tbody> </table>		Employee Performance Reviews	Review No	Review Date	Review Type	Status	No Performance Reviews Found												
Employee Performance Reviews	Review No	Review Date	Review Type	Status															
No Performance Reviews Found																			

## Employee Name

Make sure to fill out the necessary fields. Choose the “Employee Name” and wait for the page to automatically fill in the chosen employee’s details. Clicking on the magnifying glass will bring up a window where you can search up and then select the employee this amendment is for.

## Amendment Requested By

In this box, you would put your name. To do so, you can click on the magnifying glass and select yourself within the window that pops up.

## Amendment HR Action Letter

You may skip this section and leave this blank; this is where the final version of the Personnel Action will be uploaded to by PSC HR Coordinators.

## Amendment Reason

Clicking on the box will show a dropdown menu of a list of reasons for the amendment. Choose all that are applicable. Note that multiple can be chosen for one amendment. See the “Multiple Amendment Reasons” section below to see whether you will need to make a second amendment.

## Amendment Request Date

Input the date this amendment is requested, either by typing it in with the format MM/DD/YYYY or selecting it with the calendar button. Typically, the date you input will be the same day that you are creating the amendment. To quickly select the current date, click on the calendar button and click on the date at the bottom of the popup box.

## Amendment Effective Date

For this section, you need only put a date in the future. This value will later be adjusted once the Personnel Action has been completed and approved by the PSC Commissioners and Chairman.

## Amendment Types

The basic rule for whether an amendment falls under “General” or “Job Position” is that details having to do with a person (for example, a change in their name) are “General” amendments. “Job Position” amendments are ones that only affect a person’s job (for example, a salary increment). After you select one of the two types, the page will take a brief period to reload. You may continue inputting data on this page once it is done reloading.

## Multiple Amendment Reasons

Multiple amendment reasons can be chosen for an employee. Some of those reasons are “General” reasons while others are “Job Position”. **Having both types would mean you would have to make two separate amendments**, with one for the group of “General” amendment reasons and one for the “Job Position” amendment reasons.

If you find yourself in this circumstance, complete this first amendment only selecting “General” amendment reasons and choosing the “General” amendment type. Then, once you have completed the steps later in this tutorial to submit the amendment, you can click on  “New” to create another amendment and choose “Job Position” for the amendment type and select the applicable “Job Position” amendment reasons. When you have to upload files later, you may use the same memorandum for both amendments if it describes changes in both “General” and “Job Position” aspects.

To help figure out which reason belongs with which type, please refer to the table below.

General	Job Position
Change in Marital Status	Change of Account
Change of Name	Change of Engagement Date
Passport/Visa Renewal	Change of Status-Contract to Permanent
	Change of Status-Permanent to Contract
	Change of Status-Probation to Contract
	Change of Status-Probation to Permanent
	Demotion

	Job Promotion
	Position Reclassification
	Post Conversion
	Relocation
	Replacement of Supervisor
	Retroactive
	Salary Adjustment
	Salary Increment
	Salary Reclassification
	Step Increment
	Transfer
	Transfer within Ministry

Once you finish choosing the type, click on the “Amendment Details” tab (next to the “General” tab at the top) and click on the  edit icon of the latest Active Job Title to edit the details.

### Amendment Details

Here, you can see all the details for this employee’s job and user information. Make sure you change only the details mentioned in the “Amendment Reason” section previously.

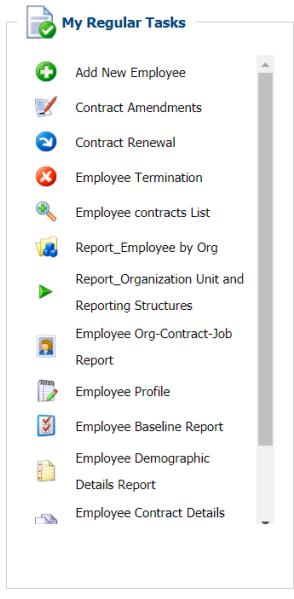


Monday, 01 June, 2020

Welcome to Employer Level, SAGE DEBRUM. Last Login on: May 29, 2020 10:14:04



Policy Activity HR Actions Talent Management Alerts Reports Workflow Maintenance HR-XML Web Services



Job/Position Details Amendment

Mandatory

General	Earnings	Allowances	Bonuses	Commissions	Benefits	Deductions	Taxes
---------	----------	------------	---------	-------------	----------	------------	-------

**Employee Job Detail**

Employee Name	SAGE DEBRUM
Employee ID	999999
Social Security Number	04-999999
Organization Unit Name	PSC Administration and Housing
Sub-Unit Assignment	
Project	
Job Title	HRMIS ASSISTANT ADMINISTRATOR
Assignment Date	April 29, 2020
Employee Group	Employee Group Choice
Relevant Job Experience in yrs	0
Primary Activity	Primary Activity
Effective Date	Activity Cost Code
	End Date

**Assignment Type**

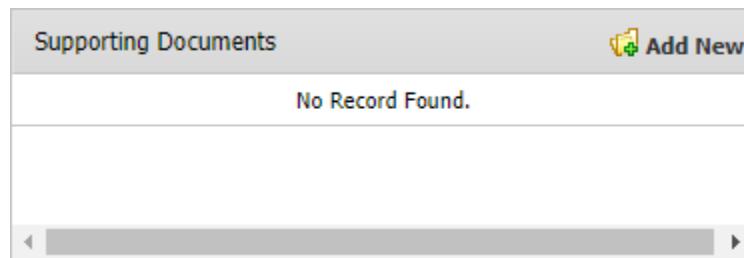
Assignment Type
-----------------

To apply the changes, click on the **Add** “Add” button at the bottom. After it says that it successfully made the changes, click on **Exit** “Exit” at the bottom. This will redirect you back to the “Amendment Details” tab from before.

**Caution:** Make sure you do not modify the date if you want to extend the contract. Contract extensions are done with “Contract Renewals” (linked in “My Regular Tasks”), not with “Contract Amendments”. Changing the date here with the intention of contract extensions will cause errors later.

## Uploading Files

Uploading files is done at the bottom of the page in the “Supporting Documents” section. Though there are two of these sections next to each other, the preference is that you use the one on the left, in order to add multiple files, one after another.



If you upload a file you wish to remove, you can delete it by clicking on the 🗑 “Delete” icon next to the uploaded file’s name. Upon confirming that you want the document deleted (by clicking “Yes” in the popup window), wait a moment for the system to delete it. It will notify you that the deletion has been completed with a popup.

Note: Even after the popup says the file has been deleted, the file may still show on the section. Rest assured, the file would have been deleted if the system notifies you with the popup.

If you refresh the page, you will see that it disappears. Though, you would not need to refresh the page; even though it shows on the window, it is actually gone in the system. If you refresh the page before clicking **Add**, then you may have to reinput the information that you entered earlier. **It is best to delete the file, confirm the deletion, then ignore the leftover file name once the system notifies of the file’s deletion.**

## “Add” 1/2

Once you are done adding all the relevant information and files, click  “Add” at the bottom of the window. Remember that this will be the first of the two times you will have to press  “Add”.

Selecting  “Add” will reload the page and, if there are no errors, the system will notify you that the changes have been added, at the top of the screen. From here, click on  “Exit” in order to go back to the previous page with the “Amendment Details” tab.

## “Add” 2/2

Navigate back to the “General Tab” (next to “Amendment Details”) and you should be ready to select  “Add” at the bottom of the screen. Doing so will submit your amendment request and put it in a pending status. It is at this point where PSC HR Coordinators come in and begin the process of verifying for approval. They will receive a notification via their email once the amendment successfully processes.

If successful, you will see the page reload and a message will appear at the top of the screen confirming the submission. You are now done and free to navigate to another page or close the tab.