TEMPORARY/PART TIME CONTRACT PROCESS

⊞ Documentation

Note: **NEW TEMP EMPLOYEES** will need to have a contract submitted to HR without a P number along with all the other required paperwork and documentation for new employees. Therefore, leave the P number field blank on contract merge data. Subsequent contracts should have the Pnumber included on the contract once it is created in HR. This will enable account creation for new employees

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1. *Getting Started*

Two different Temporary/Part Time Contracts have already been created for your use. One is for Hourly Rates and the other is for Flat Rates. In addition, an Access database has also been started for your use. To locate these files . . .

    A. Click the "**Start**" button. (Located at the bottom of your computer screen on the left side.)
    B. Click "**Run**".
    C. In the "*Open*" field, type **\\pstcc3\tptcont\Contracts** and Click "**ok**".

You should now be able to see two Word documents ("Form Flat Rate" and "Form Hourly") and one Access database ("Temporary Contract").

2. *Copying Needed Files onto YOUR Computer*

Some of you may only need one of the Word documents (either "Form Flat Rate" or "Form Hourly"), while others may need to copy both Word documents onto their computers. *Everyone will need to copy the database onto his or her computer*. **Our recommendation is that you copy the files to your H: Drive to work from.** This way your files will automatically be backed up.

However, At the beginning of each semester you must re-copy the contracts to make sure you have the latest revision!

There are two (2) ways of copying to your computer the files that you need. You may **either** . . .

    A. "**Click**" on the documents you want to copy and "**Drag**" them onto your desktop. Once they are on the desktop, you can then use your "**Windows Explorer**" to move them either to your H:, your hard drive (C:), or to any other folder you desire.

    OR

    A. "**Right-click**" on the document you want to copy.
    B. From the shortcut menu that pops up, click on "**Copy**".
    C. On your Desktop, double click on "**My Computer**".
    D. **Double click** on the icon that represents where you want to copy the file. (Example: "pstcc2")
    E. "**Right-click**" anywhere in the white section located on the right side of your screen.
    F. Click "**Paste**".

3. *Using the Access Database, "Temporary Contract"*

Once you have copied onto your computer the Access database and the contract file(s) that you need, you are ready to begin using your database.

    A. **Double-click** on "Temporary Contracts".

    B. Microsoft Access should automatically open and bring you to the following screen:
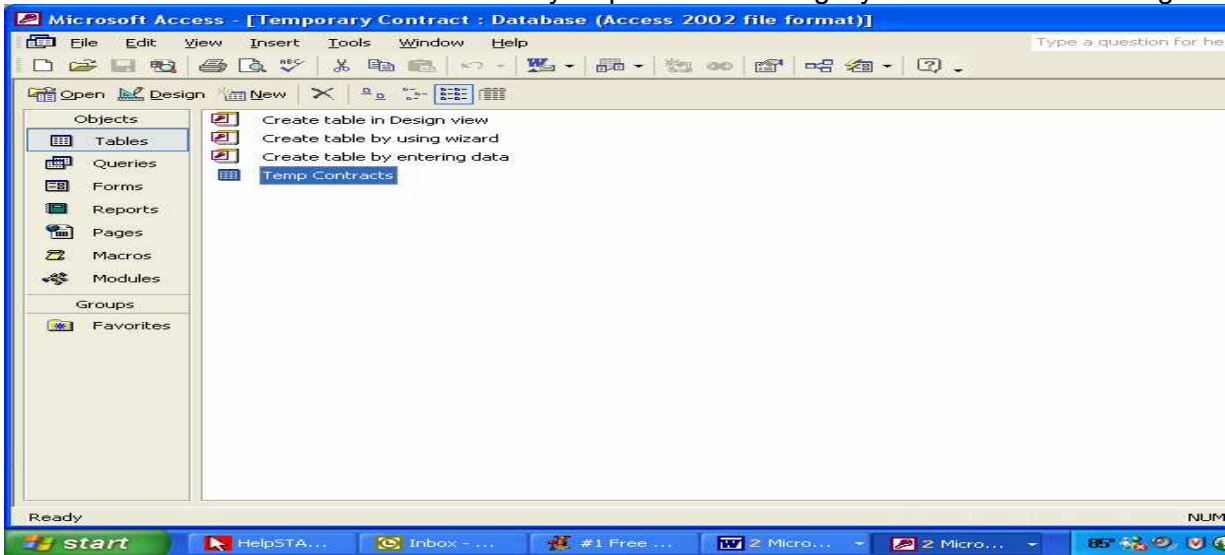
You are now at the Database window, which appears when you open a database. This window is the main control center for working with an open Access database. Most of the screen components - including the title bars, window sizing buttons, menu bar, toolbar, and status bar – are the same as the components in other Windows programs.

On the left side of the Database window, you see seven object tabs. Each object tab controls one of the seven major object groups, such as tables, in an Access database.

3.1 *Using & Understanding Your Database Table*

Tables contain all the data in a database and are the fundamental objects for your work in Access. To view, add, change, or delete data in a table, you first must open the table. You can open any Access object by using the Open button in the Database window.

    A. **Double-click** on the "Temp Contracts" table to open it.

(Example of the table "Temp Contracts" opened in Datasheet View)

Instructions
Rev. 06/07
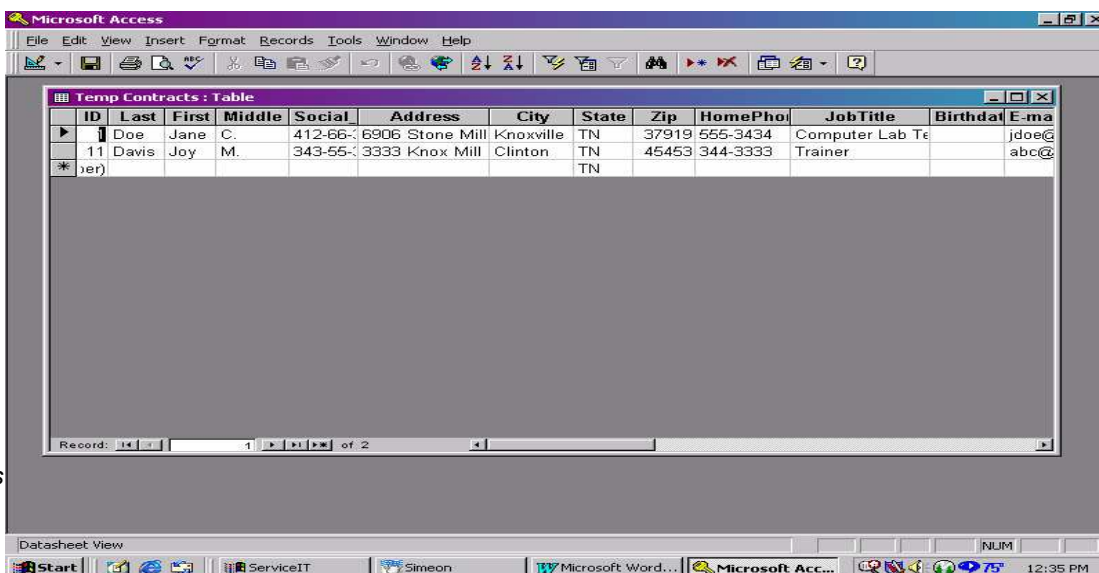
Datasheet view shows a table's contents as a datasheet in rows and columns, similar to a table or spreadsheet. Each row is a separate record in the table, and each column contains the field values for one field in the table.

Within the "Temp Contracts" table, there are 27 fields. However the first field (labeled "ID") is automatically designed to number your rows in the table. Each time you enter a new row of information, Access will assign the next number to that row. (**Note**: The number assigned to a row is **not indicative** of the number of records within your table. For example, notice in the above picture that the first row is given the number 1 and the second row is number 11. If you were to begin entering information in the next row, Access will automatically assign the number 12.) Numbers may not be used more than once, even if you delete the row of information assigned to that number.

Notice at the bottom left of the Tables window there is a **record number field**. (Above example reads: "Record 1 of 2".) This tells you that your cursor is presently in record #1 and that there are a total of 2 records within this table.

3.2 *Entering Information Into Your Table*

You are now ready to begin entering information into your table. The first two rows currently in your table have been provided as examples for you. The first row is an example of an Hourly employee, and the second row is an example of a Flat Rate employee.

   A. **Place your cursor** in the third row of the "Last" field and **type** in the Last Name of your temporary employee.
   B. Move to the next field by using your "**Tab**" key.
   C. **Type** in your employee's First Name.
   D. Move to the next field by using your "**Tab**" key.
   E. **Continue** moving across the row until all necessary fields have been entered. Not all fields will contain information for each employee.
   F. Once you tab to the next row, Access automatically saves the row of information that you just completed.

Tables can also be opened in the Design view, which is used to define or modify a table structure or the properties of the fields in a table. If you create a table without using a wizard, you enter the fields and their properties for your table directly in this window.

3.3 *Closing Your Table and Access*

When you have completed the entry of all information into your table, you will need to first delete the two rows of information which were provided as examples. To do this . . .

   A. At the first row in your table, **click** in the **gray box** just to the left of the "ID" field. *Your cursor should become a solid, black arrow pointing to the right. Once you click in the gray box, the entire first row should become highlighted.*
   B. Hold down the "**Shift**" key and **click** in the **gray box** of the second row.
   C. From the Menu bar, select "**Edit – Delete Record**".
   D. A dialog box opens to warn you that you are about to delete 2 records. Click "**ok**".

You are now ready to close your table and exit the Access program.

     A. From the Menu bar, select "**File – Close**".
     B. You should now be back at the Database window.
     C. Again, from the Menu bar, select "**File – Close**".
   D. Using the "**X**" in the upper right corner of your screen, **exit** the Access program.

Each time that you close your table, Access will automatically save all of your changes.

4. _Opening & Using Either the "Hourly" or the "Flat Rate" Form_

Now that all of your information has successfully been entered into your database, you are ready to begin working with the actual forms.
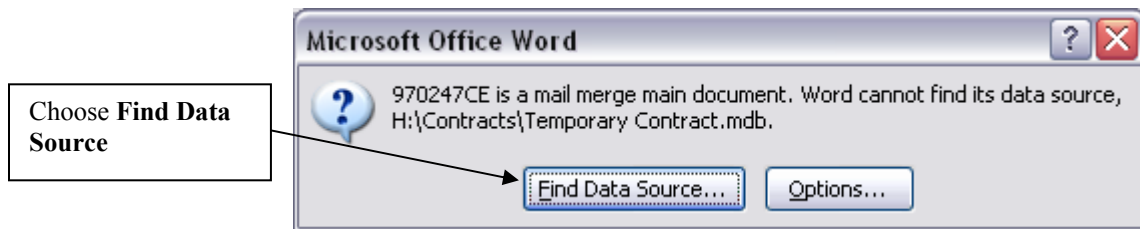
     A. **Double-click** on either the "Form Hourly" file or the "Form Flat Rate" file.
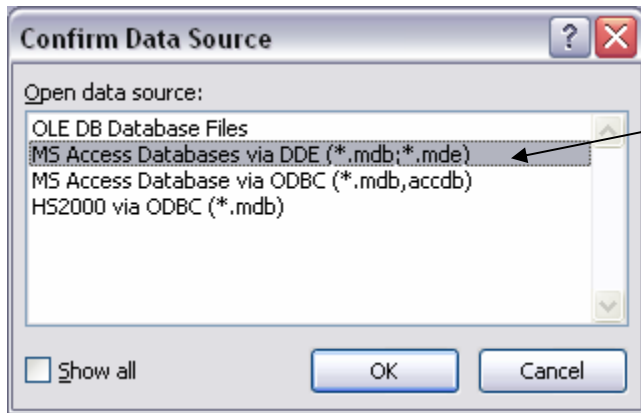   B. Your form should now be visible.

Note: If your document does view automatically and this is your first time opening, please refer to the following. Otherwise, skip to **Step 5.**
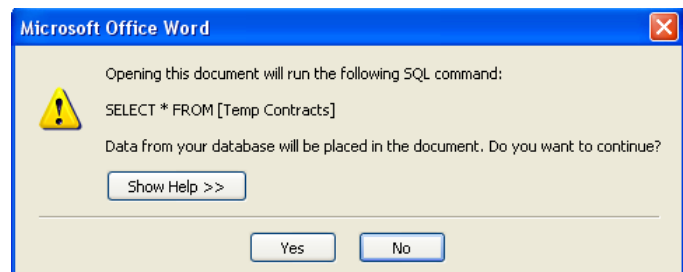
If you get the following screen **Click No** and continue with **Step 5**.

If you receive this screen

Choose **Find Data Source**

Locate your database file.
Click **Open**

Confirm Data Source

Open data source:

OLE DB Database Files
MS Access Databases via DDE (*.mdb;*.mde)
MS Access Database via ODBC (*.mdb,accdb)
HS2000 via ODBC (*.mdb)

☐ Show all   OK   Cancel

Choose **MS Access Databases via DDE**

Microsoft Office Access

Tables   Queries

Tables in Temporary Contract

Temp Contracts

View SQL...   OK   Cancel
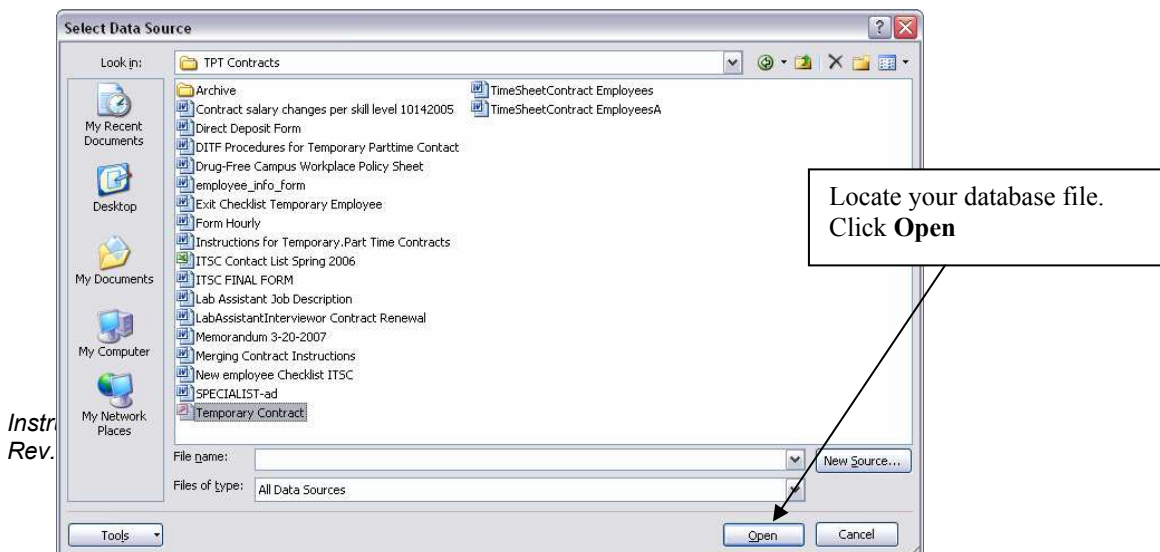
Choose **Temp Contracts** table
Click **OK**

==Go to Step 5. In Office 2003 & 2007, you will not have to complete item 2. You have just complete linking your source data to your contract.==

## 5. *Merging Your Form and Your Database*

In Office 2003:

With your form file now open and visible . . . you have a couple of different ways of viewing your merged documents. You can use the options under the **"Tools"** menu.

To use the "Tools" menu options to view your merged contracts:

1. Go to *"Tools – Letters and Mailings – Mail Merge"*.
2. Within the *"Mail Merge"* dialog box on the right side of your screen, go to *"Step 3 of 6"* at the bottom of the page and then select *"Browse….."*.
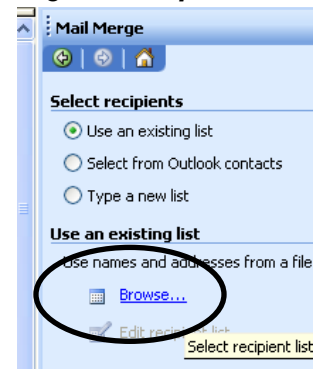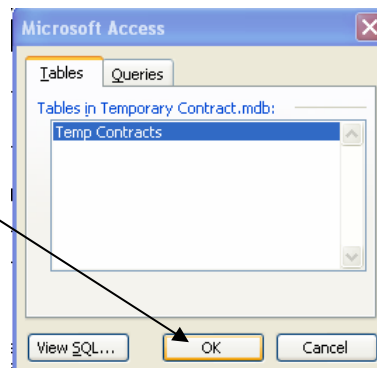
A. Choose you Data from the Temporary Contract Database.mdb
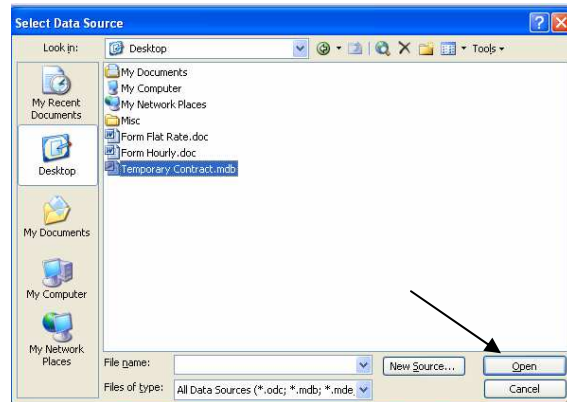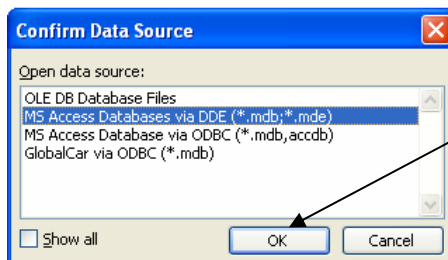
B. Choose MS Access Databases via DDE.

C. Chooses the Temp Contracts Table. Choose "**OK**" on the next box.

3. Select – *"Next: Write your letters"*.
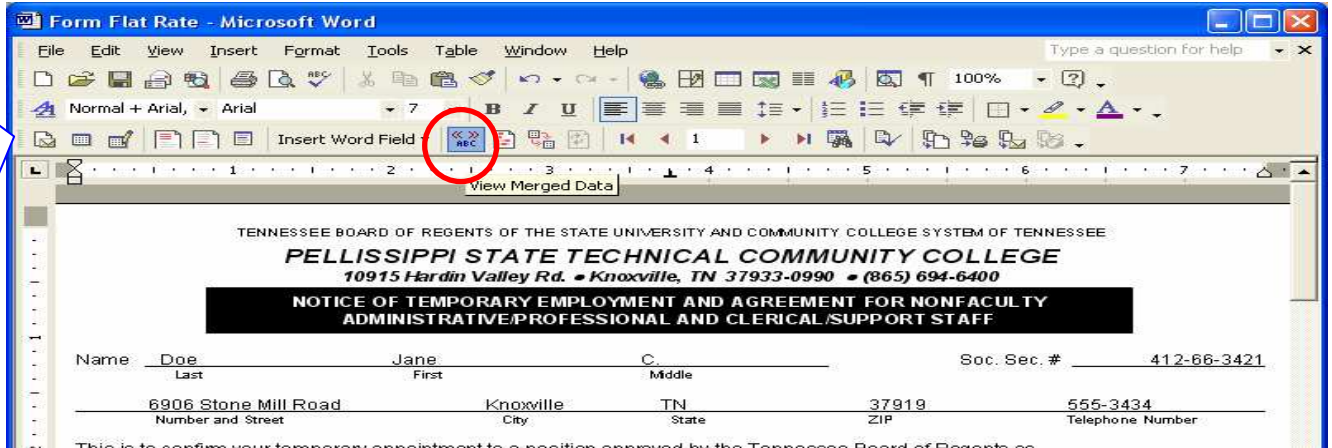
4. Preview Your Merged Data.

    A. Select – *"Next: Preview your letters"*.
    (If you wish to view each of your merged contracts, you can do so here by using the arrows at the top of the dialog box under "Preview your letters".

    Or

    B. *To use the **Mail Merge Toolbar**:*
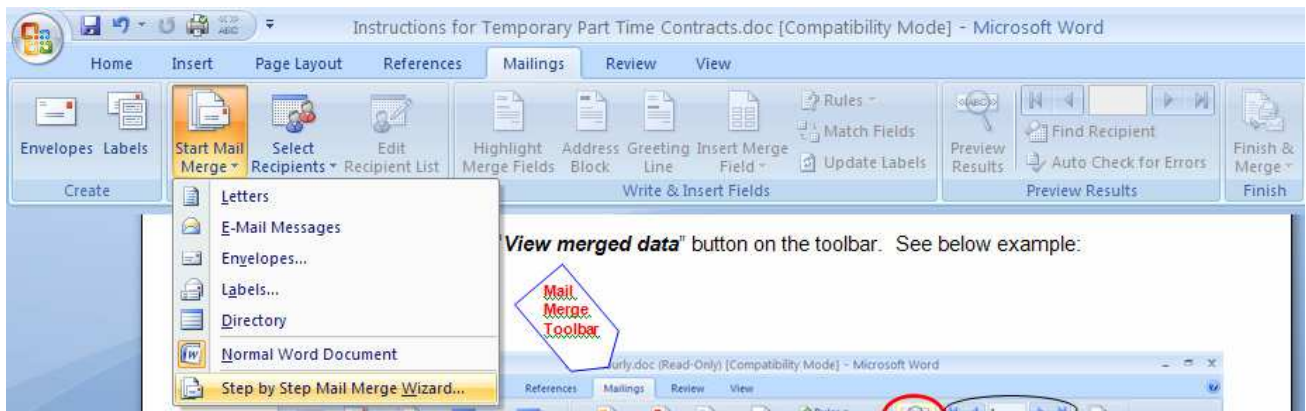   Simply click on the "***View merged data***" button on the toolbar. See below example

5. Select – *"Next: Complete the merge"*.

In Office 2007:

You can use your the options under the **"Mailings"** menu **Start Mail Merge**.

To use the "Mailings" menu options to view your merged contracts:

1. Go to *"Mailings" - "Step by Step Mail Merge Wizard".*
2. Within the *"Mail Merge"* dialog box on the right side of your screen, go to *"Step 3 of 6"* at the bottom of the page and select *"Next: Write your letter"* or *"Browse…"* to choose the file with your data recipients. (Reference steps under Office 2003 – This process is the same.)

3. Select – *"Next: Preview your letters"*.
   (If you wish to view each of your merged contracts, you can do so here by using the arrows at the top of the dialog box under "Preview your letters".

OR

3a. Simply click on the "*View merged data*" button on the toolbar. See below example:
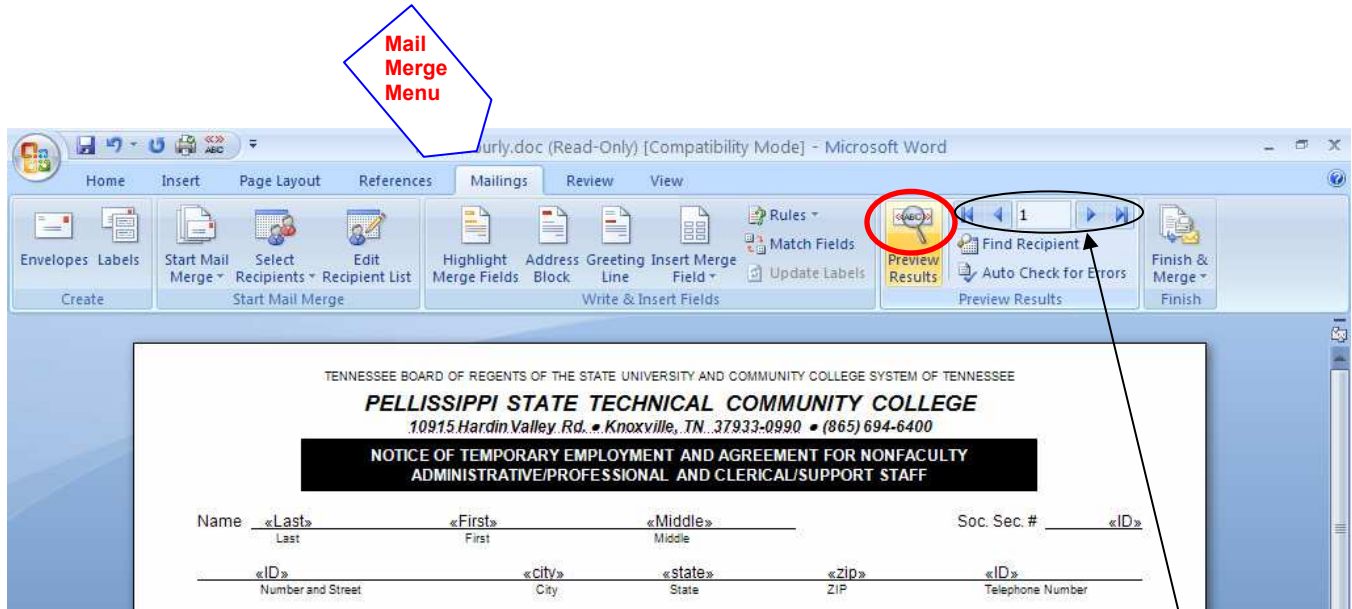
3b. To view each of your merged contracts, use the arrow keys on the mail merge toolbar.

4. Select – *"Next: Complete the merge"*.

6. *Printing Your Contracts*

Previously, temporary/part time contracts have been a multi-part form. Now that you are printing each of the contracts from your computer, there are a couple of notes to keep in mind.

A. Your **contracts** need to be printed onto **blue paper**. You may obtain a ream of the necessary paper from Jean in the Copy Room or you may order the paper from the A-Z Office Products Catalog. *(Ordering information: Universal Premium Paper, #11202 Blue)*

B. You **DO NOT** need to make any copies. Forward your original (blue paper) contracts as you have always done. A photocopy of the original with all signatures will be returned to you from the Human Resources department.

In Office 2003:

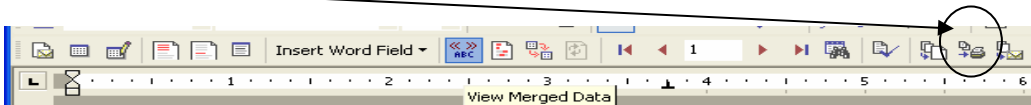To print your merged contracts . . .

- From the Menu Bar, click "File – **Print"**. *The Print dialog box is now open.*
- In the "**Page Range**" section of this dialog box, you have three choices:

  1. All
  2. Current Page
  3. Pages: ☐

- After making your selection, click "**OK**".

Remember, *merged documents* are considered to be *ONE page with each separate contract representing one section*. Therefore, should you need to print only one or two contracts and not the entire merged file . . .

   A. In the field to the right of "**3. Pages**", type "**s2, s3, s8**". The "**s**" indicates "section 2, section 3, and so forth.
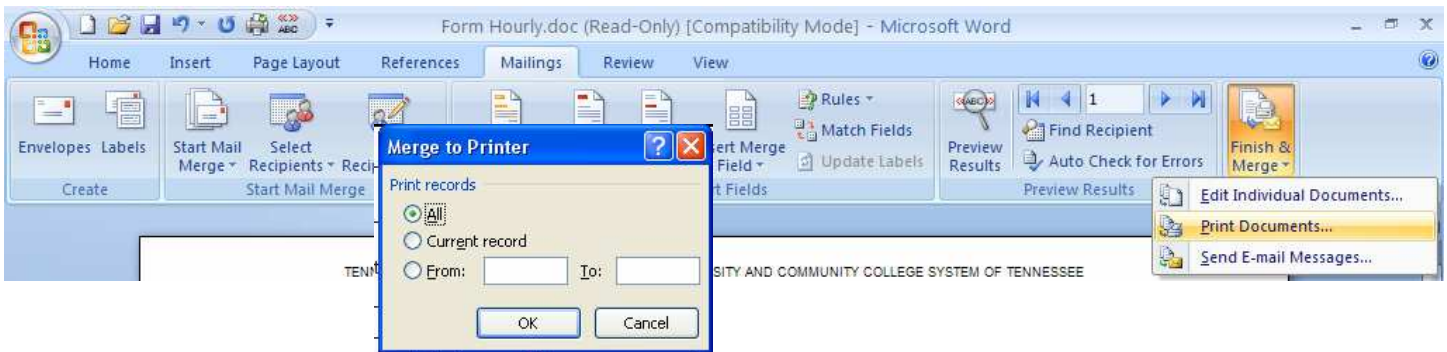
OR

   B. Choose to merge all contracts to printer.

In Office 2007:

To print your merged contracts . . .

   A. From the Finish & Merge Menu Bar, click "**Print Documents…**". *The Print dialog box is now open.*
   B. In the "**Page Records"** section of this dialog box, you have three choices:

   1. All
   2. Current record
   3. From: ☐   to   ☐

   C. After making your selection, click "**OK**".

7. *Closing Documents*

Do the following to close **both** documents involved in the **Mail Merge** process:

    A. On the Menu bar, click "**File** – **Close"**. Or
    B. *A Microsoft Word dialog box is now open*.
         Select the "**No**" option for each "**Save**" prompt.