

OPSSC Contingent I Contract SOP

I. Initiator (Hiring Manager/Supervisor) Responsibilities

The **Initiator** begins the process and is responsible for all position-specific details and initial compliance.

Step	Action	Details & Compliance Notes
1. Determine Need & Type	Determine the need for a C1 employee and initiate an RT ticket here . Select the Request Type Payroll & Hiring > New Hire (initial requests) or Contract Renewal (renewals).	<p>Initial Request: Must include a resume/application, summary of duties, education, experience, and special skills required. Attach the recruitment ad/posting if recruitment went through PageUp.</p> <p>Renewal Request: Must include a summary of duties, education, experience and special skills required.</p> <p><i>*OPSSC has created a Summary of Duties template you can use (linked within the RT system, and saved on our website here).</i></p>
2. Initiate CI Contract via DocuSign	OPSSC payroll preparer will initiate the CI contract via DocuSign on units behalf.	
3. Completion of required fields on CI Contract	CI contract will route to the department POC listed within the RT ticket for completion of necessary fields	

<p>4. Select Request Type</p>	<p>Select the Request Type (Initial Request or Renewal) on Page 1.</p>	
<p>5. Select Appointment Type</p>	<p>Determine the Appointment Type and resulting work hours and contract duration.</p>	<p>If and When Needed: < 20 hours/week. Initial term 6 months, renewable indefinitely for 6 months. Temporary: 20 hours/week. Initial term 6 months, renewable one time for 6 months.</p>
<p>6. Complete Position Details</p>	<p>Fill out all fields on "Page 1: Position Information / Departmental Request".</p>	<p>Includes Position Number, Job Title, Contract Duration (Start/End Dates), Hours Per Week, Payment Method (Hourly or Zero Comp), and Pay Rate.</p> <p><i>*The Position Number field may be left blank by the department if they do not have that information available.</i></p>
<p>7. Identify Employee Information</p>	<p>Provide the candidate's Full Legal Name, Employee ID #, Email, and Supervisor's Name.</p> <p><i>*The EMPLOYEE ID field may be left blank by the department if they do not have that information available.</i></p>	<p>Time Warning: Allow sufficient time for the required background check to be processed before the proposed Contract Start Date.</p> <p>Please make sure that you are verifying the start date against the OPSSC deadline calendars.</p>

8. Determine Background Check	Determine if the position interacts with minors (not including UMBC students).	If yes, a Fingerprint Check (National Background) is required. The Initiator must work with the candidate to obtain this. Mark the appropriate Check Reason (e.g., Athletics Day Camp).
9. Submit DocuSign	Once the department POC fills out all the assigned fields and hits "submit," the contract will route to the employee.	

II. Preparer (Department Payroll Preparer) Responsibilities

The **Preparer** initiates C1 contract routing upon receipt of RT ticket from department, ensures accuracy, completes administrative sections, and manages the departmental workflow.

Step	Action	Details & Compliance Notes
0. Initiates Contract via DocuSign	Upon receipt of the RT ticket from department, preparer initiates DocuSign C1 Contract.	<i>Please ensure all documentation has been submitted accurately in RT.</i>
1. Review & Verify	Review all position information and adherence to C1 guidelines.	Confirm the hours per week selected by the Initiator match the Appointment Type rules.

<p>2. Complete Classification</p>	<p>Confirm the correct Employee Classification (Non-Exempt, Exempt, or Zero-Comp).</p>	<p><i>If any of these fields are not selected confirm with the department POC and make edits on the C1 directly, as necessary.</i></p>
<p>3. Confirm Background Check/Nepotism Section</p>	<p>Confirm that background check/nepotism sections have been completed.</p>	<p>Verify that nepotism and background checks have been completed by the department POC/employee. <i>If any of these fields are not selected, confirm with the department POC (background check)/Employee (nepotism) and make edits on the C1 directly, as necessary.</i></p>
<p>4. Sign and Date</p>	<p>Sign and date the form in the designated Department Payroll Preparer Signature section (Page 2).</p>	<p>This confirms the accuracy and readiness of the departmental request.</p>
<p>5. Forward for Approval</p>	<p>Submit the form to the Department Payroll Approver.</p>	
<p>6. Uploading Contract</p>	<p>Upon SSC approval the fully executed contract will be received as completed via email. Preparer needs to upload a copy of the fully executed contract to the RT</p>	

	ticket and begin the onboarding process.	
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III. Employee Responsibilities

The **Employee** must complete all compliance forms and sign the agreement before beginning any work.

Step	Action	Details & Compliance Notes
1. Complete Background Check Authorization	Complete the background authorization form immediately upon receipt (usually emailed to the candidate).	Critical: The employee may not begin working until the background check has been successfully completed. New background checks are required for new hires, or if returning after 12 months since a previous check.
2. Complete Fingerprint Check (If Required)	If required (due to interaction with minors), cooperate with the department to obtain the necessary fingerprint scan .	

3. Complete Nepotism Disclosure	Answer the question regarding family members/relatives who currently work at UMBC.	If "Yes," list their Name(s), Title(s), Relationship(s), and Department(s) . <i>Note: Family members cannot have a supervisor-subordinate relationship (USM Policy VII-2.10).</i>
4. Sign and Date Agreement	Read and acknowledge the Background Check Disclosure and the Terms and Conditions of the Contingent I Agreement.	Sign and date the agreement in the designated Employee Signature section (Page 3).

IV. Approver (Department Payroll Approver) Responsibilities

The **Approver** provides final departmental authorization for the request and submits the contract to HRSTM.

Step	Action	Details & Compliance Notes
1. Review & Authorize	Review the entire contract for compliance with policy and departmental budget confirmation.	
2. Sign and Date	Sign and date the form in the designated Department Payroll Approver Signature section (Page 2).	This finalizes the departmental approval.
3. Submit to HRSTM	Submit the fully completed and departmentally approved C1 Contract to Human Resources & Strategic Talent Management (HRSTM) for final review and processing.	Upon submission of the DocuSign, Payroll Preparer should upload a copy of the fully

		executed C1 contract to the RT ticket and begin the onboarding process.
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V. HRSTM (Human Resources & Strategic Talent Management) Review

HRSTM conducts the final mandatory checks and authorizations on Page 4 before the contract is finalized and the employee is cleared to work.

Step	HRSTM Review Function	Reviewer Action
1.	Classification & Compensation Review	Review Job Title, Pay Rate, and Classification for appropriate banding and policy adherence. Sign and Date.

2.	Background Check and Nepotism Review	Confirm successful completion of the required background/fingerprint check and review Nepotism Disclosure for policy compliance. Sign and Date.
3.	Payroll Review	Final review of contract dates, hours, and payment method for payroll system processing. Sign and Date.