
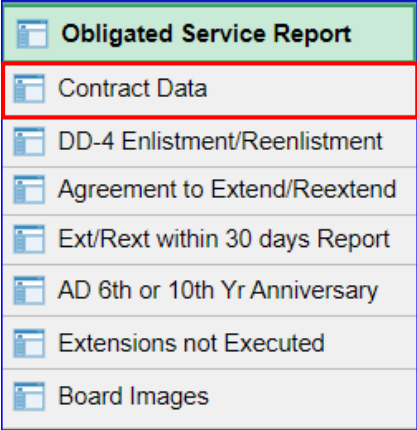


Change the Date of a Pending Contract

Introduction This guide provides a workaround for changing the Contract Begin Date of a contract that is in a Pending status.

Information This procedure is used when the contract has already been created and the member requests a change to the re-enlistment date after the fact.

Procedures See below.

Step	Action
1	<p>Click on the Career Management Tile.</p> 
1.5	<p>Select the Contract Data option.</p> 

Continued on next page

Change the Date of a Pending Contract, Continued

Procedures,
continued

Step	Action
2	<p>Enter the Empl ID, ensure the Correct History box is checked (any time you are going back into a contract), and click Search.</p> <div data-bbox="328 562 1366 1290" style="border: 1px solid blue; padding: 5px;"> <p>Update Contracts Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ <input style="border: 2px solid red;" type="text" value="1234567"/> <input type="button" value="Q"/></p> <p>Contract Number begins with ▼ <input type="text"/></p> <p>Name begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>Second Last Name begins with ▼ <input type="text"/></p> <p>Alternate Character Name begins with ▼ <input type="text"/></p> <p> <input checked="" type="checkbox"/> Include History <input checked="" style="border: 2px solid red;" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive </p> <p> <input checked="" style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search Save Search Criteria </p> <p> Find an Existing Value Add a New Value </p> </div>

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Change the Date of a Pending Contract, Continued

Procedures,
continued

Step	Action																																																		
<p>3</p>	<p>Select the appropriate Contract.</p> <p>Update Contracts Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Search Criteria</p> <p>Empl ID begins with 1234567</p> <p>Contract Number begins with</p> <p>Name begins with</p> <p>Last Name begins with</p> <p>Second Last Name begins with</p> <p>Alternate Character Name begins with</p> <p><input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> <p>Search Results</p> <p>View All 1-4 of 4</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Contract Number</th> <th>Name</th> <th>Second L</th> <th>Last Name</th> <th>Alterna</th> <th>Contract Begin Date</th> <th>Contract End Date</th> <th>Contract Status</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>(blank)</td> <td>0001</td> <td>Malone, Post</td> <td>(blank)</td> <td>Malone</td> <td>(blank)</td> <td>04/02/2001</td> <td>(blank)</td> <td>Active</td> </tr> <tr> <td>1234567</td> <td>(blank)</td> <td>0002</td> <td>Malone, Post</td> <td>(blank)</td> <td>Malone</td> <td>(blank)</td> <td>04/20/2010</td> <td>(blank)</td> <td>Active</td> </tr> <tr> <td>1234567</td> <td>(blank)</td> <td>0003</td> <td>Malone, Post</td> <td>(blank)</td> <td>Malone</td> <td>(blank)</td> <td>05/21/2014</td> <td>(blank)</td> <td>Active</td> </tr> <tr style="border: 2px solid red;"> <td>1234567</td> <td>(blank)</td> <td>0004</td> <td>Malone, Post</td> <td>(blank)</td> <td>Malone</td> <td>(blank)</td> <td>02/06/2020</td> <td>(blank)</td> <td>Active</td> </tr> </tbody> </table>	Empl ID	Empl Record	Contract Number	Name	Second L	Last Name	Alterna	Contract Begin Date	Contract End Date	Contract Status	1234567	(blank)	0001	Malone, Post	(blank)	Malone	(blank)	04/02/2001	(blank)	Active	1234567	(blank)	0002	Malone, Post	(blank)	Malone	(blank)	04/20/2010	(blank)	Active	1234567	(blank)	0003	Malone, Post	(blank)	Malone	(blank)	05/21/2014	(blank)	Active	1234567	(blank)	0004	Malone, Post	(blank)	Malone	(blank)	02/06/2020	(blank)	Active
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<p>4</p>	<p>Update the Contract Begin Date. Click Save and then click Return to Search.</p> <p>Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval</p> <p>Malone, Post Person ID 1234567</p> <p>Contract Data</p> <p>Contract Number 0004 *Contract Status Active</p> <p>Contract Begin Date 02/07/2020 Contract Expected End Date 02/06/2023</p> <p>Contract End Date</p> <p>Comment</p> <p>Contract Template ID</p> <p>Provider ID</p> <p>Contract Content Obligated service Member not elig Member is sellin</p> <p>Regulatory Region AD</p> <p><input type="checkbox"/> Additional Contract <input type="checkbox"/> More than one year expected <input type="checkbox"/> Waive Working Time Compliance</p> <p>Save Return to Search Previous in Li Add Update/Display Correct History</p> <p>Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval Contract Audit</p>																																																		

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Change the Date of a Pending Contract, Continued

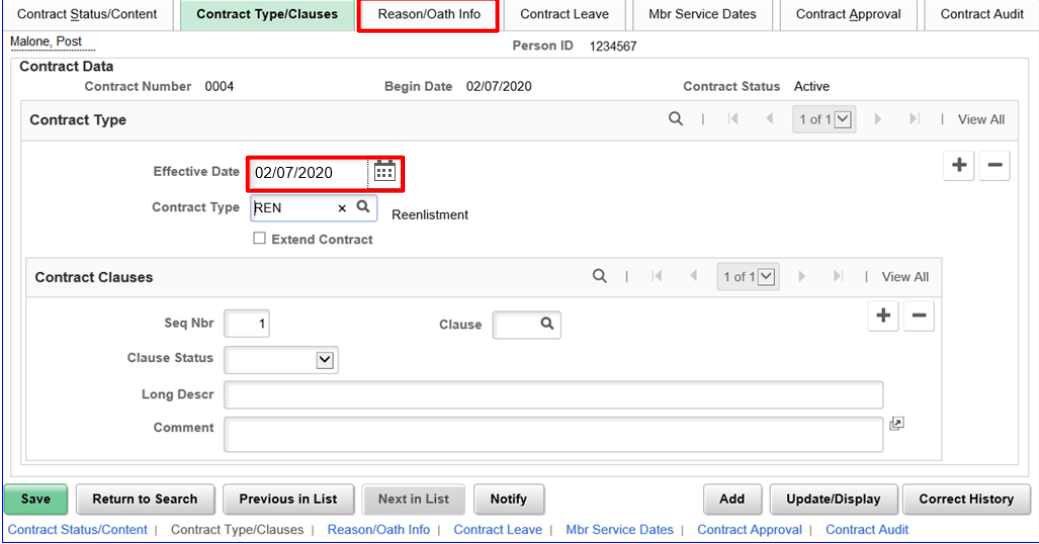
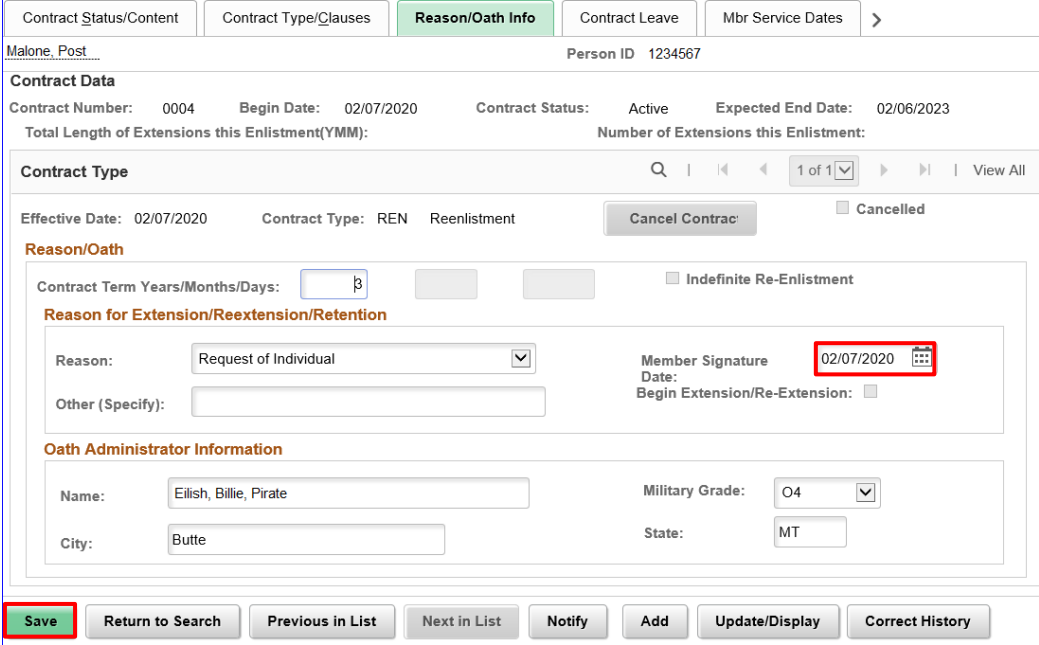
Procedures,
continued

Step	Action																																																		
<p>5</p>	<p>Click the Contract you are updating again.</p> <div data-bbox="327 521 1369 1160"> <p>Update Contracts Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p>▼ Search Criteria</p> <p> Empl ID: begins with [v] 1234567 [Q] Contract Number: begins with [v] [] Name: begins with [v] [] Last Name: begins with [v] [] Second Last Name: begins with [v] [] Alternate Character Name: begins with [v] [] </p> <p> <input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive </p> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/> </p> <p>Search Results</p> <p>View All [1-4 of 4] [v]</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Contract Number</th> <th>Name</th> <th>Second L</th> <th>Last Name</th> <th>Alterna</th> <th>Contract Begin Date</th> <th>Contract End Date</th> <th>Contract Status</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>(blank)</td> <td>0001</td> <td>Malone, Post</td> <td>(blank)</td> <td>Malone</td> <td>(blank)</td> <td>04/02/2001</td> <td>(blank)</td> <td>Active</td> </tr> <tr> <td>1234567</td> <td>(blank)</td> <td>0002</td> <td>Malone, Post</td> <td>(blank)</td> <td>Malone</td> <td>(blank)</td> <td>04/20/2010</td> <td>(blank)</td> <td>Active</td> </tr> <tr> <td>1234567</td> <td>(blank)</td> <td>0003</td> <td>Malone, Post</td> <td>(blank)</td> <td>Malone</td> <td>(blank)</td> <td>05/21/2014</td> <td>(blank)</td> <td>Active</td> </tr> <tr style="border: 2px solid red;"> <td>1234567</td> <td>(blank)</td> <td>0004</td> <td>Malone, Post</td> <td>(blank)</td> <td>Malone</td> <td>(blank)</td> <td>02/07/2020</td> <td>(blank)</td> <td>Active</td> </tr> </tbody> </table> </div>	Empl ID	Empl Record	Contract Number	Name	Second L	Last Name	Alterna	Contract Begin Date	Contract End Date	Contract Status	1234567	(blank)	0001	Malone, Post	(blank)	Malone	(blank)	04/02/2001	(blank)	Active	1234567	(blank)	0002	Malone, Post	(blank)	Malone	(blank)	04/20/2010	(blank)	Active	1234567	(blank)	0003	Malone, Post	(blank)	Malone	(blank)	05/21/2014	(blank)	Active	1234567	(blank)	0004	Malone, Post	(blank)	Malone	(blank)	02/07/2020	(blank)	Active
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<p>6</p>	<p>Click the Contract Type/Clauses tab.</p> <div data-bbox="327 1234 1369 1346"> <p> <input type="button" value="Contract Status/Content"/> <input style="border: 2px solid red;" type="button" value="Contract Type/Clauses"/> <input type="button" value="Reason/Oath Info"/> <input type="button" value="Contract Leave"/> <input type="button" value="Mbr Service Dates"/> <input type="button" value="Contract Approval"/> </p> <p>Malone, Post Person ID 1234567</p> <p>Contract Data</p> <p>Contract Number 0004 *Contract Status Active [v]</p> </div>																																																		

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Procedures,
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Step	Action
7	<p>Change the Effective Date. It should match the date entered in the Contract Status/Concept tab. Select the Reason/Oath Info tab.</p> 
8	<p>Enter the new Member Signature Date. Click Save.</p> 
9	<p>Once the transaction is saved, it updates immediately and the technician can then run a new DD4 or Extension contract.</p>