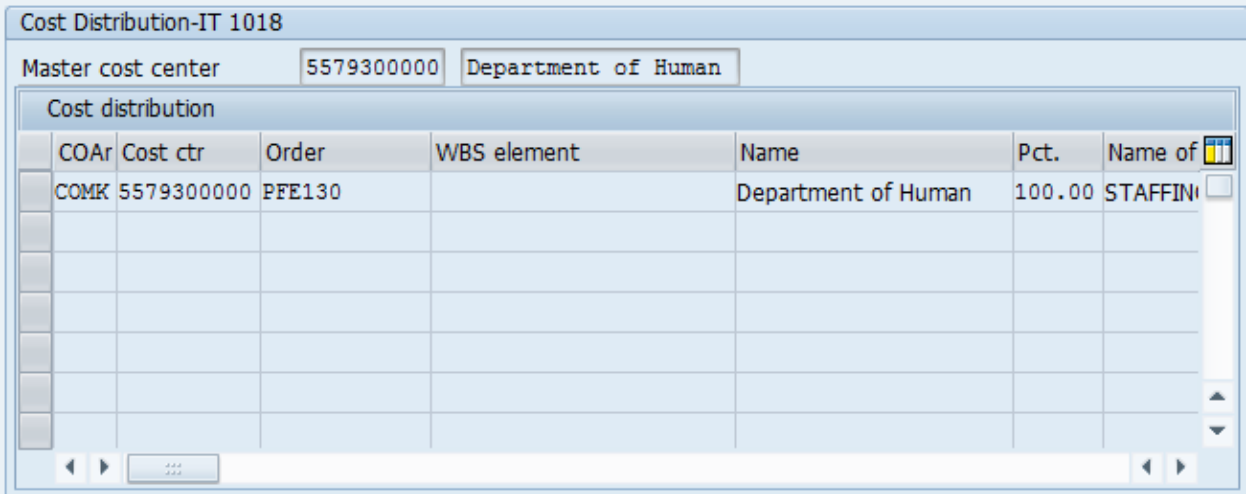
Contractor Maintenance

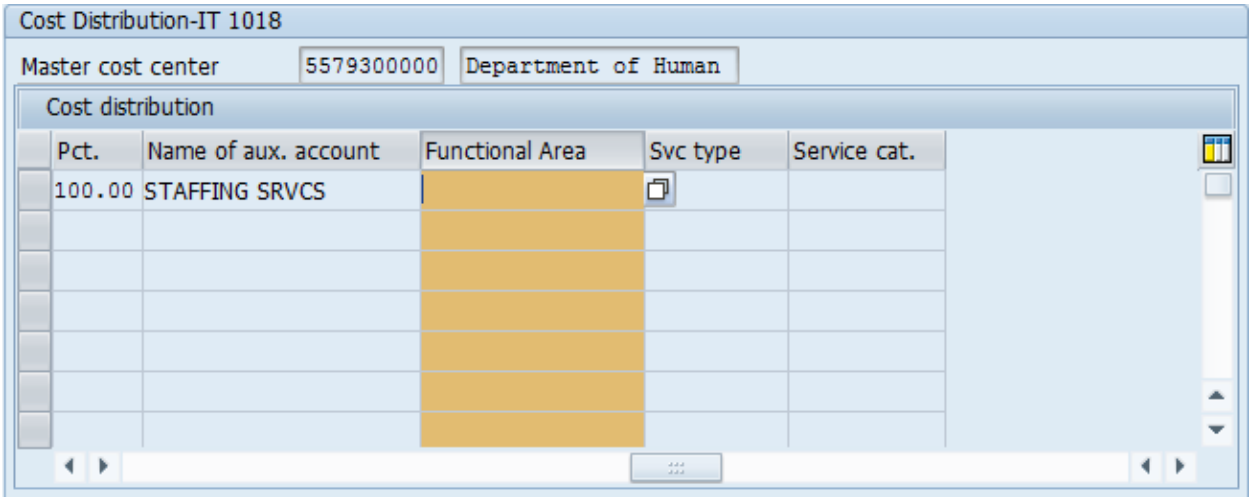
Agencies utilizing Personal Service Contractors (PSC) should follow the instructions provided below to set up PSC employees in KHRIS.

1. Agency submits the FICO PSC Request form through a business request to Personnel, containing the required information on the form, which is available on the HR website under Forms/F-H/FICO.
2. The request is reviewed by the Personnel Cabinet who creates the Functional Area(s).
3. Personnel Cabinet will notify the agency of the new Functional Area(s) created in KHRIS.
4. The agency is then responsible for updating **IT1018** (position) with the new Functional Area, using the correct Start Date.
5. The agency must also update **IT0105** (person/pernr) with the new contract details [on subtypes: Z003, Z004, Z005 and Z006].

IT1018:

- Copy the current record
- Enter your new Start Date
- Enter the costing information (if the Cost Center, Order, and WBS Element are the same, just copy them)
- Add the Functional Area (scroll right for Functional Area column)





IT0105:

Z003 Document Code
Z004 Department Code
Z005 Document ID
Z006 Document Vendor Line #

An example of these is below:

03/02/2011	12/31/9999	Z003	Document Code	PON2
03/02/2011	12/31/9999	Z004	Department Code	[redacted]
03/02/2011	12/31/9999	Z005	Document ID	[redacted]
03/02/2011	12/31/9999	Z006	Document Vendor Line #	1

Z003 – PON2, unless your Budget Office says otherwise
Z004 – Department number – three digits
Z005 – Document ID is the **contract #** for the PSC
Z006 – 1

Please be sure to use the correct Start Date, and the end date should be 12/31/9999.