Appendix 5 – Dealing with Missing Contracts errors on COLLECT

Running the Missing Contracts Report on COLLECT may display errors, even though in SIMS the validation process does not highlight any missing contracts in SIMS. This is because COLLECT has its own set of validation rules. These can easily be checked and resolved.

When the missing contracts report is run on COLLECT, it will identify the staff member that has a 'Missing Contract'

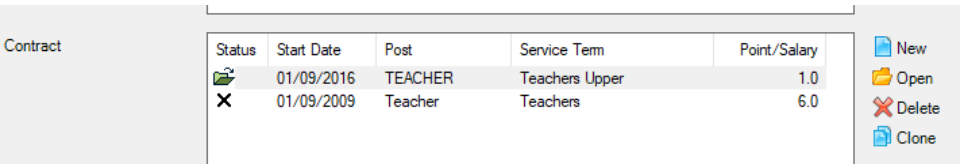
Open SIMS

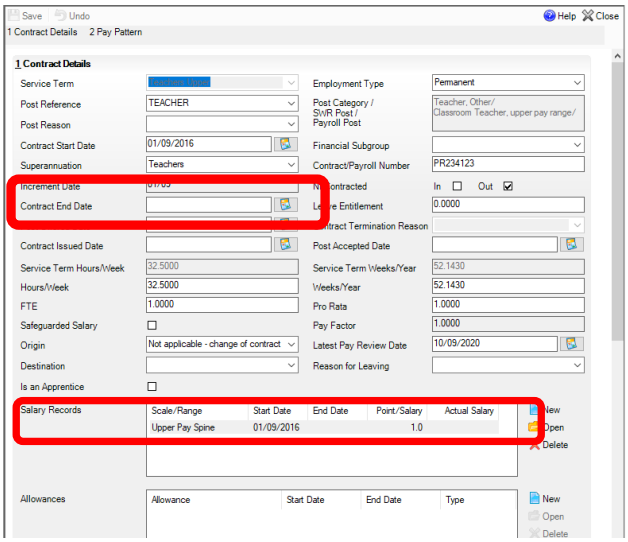
More often than not, its usually a date that is missing from one or more of the following elements

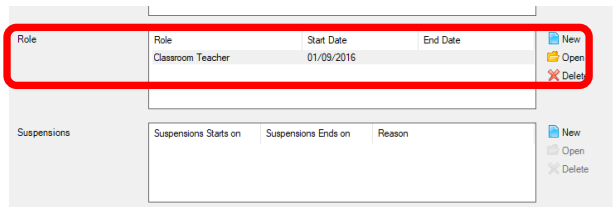
- Contract End Date
- Salary Records
- Role

Open the **staff** record, go to **Employment Details**, open up the **Contract**,

NB: If the staff member highlighted as having a missing contract have more than one contract listed in their Employment Details panel, you will have to check each contract.







Check if a **Fixed Term** Contract that end dates are present in
Contract End Date
Salary Records End Date
Role End date:

Check- Has the end dates of the **Fixed Term Contract** expired. Are they a Leaver? or does the staff member need a new contract?

Check if a **Permanent Contract** has an end date has been entered into any of those fields highlighted in red.

Once the contracts have been tidied up and are correct, you will have to repeat the process of creating and validating, making a copy of your census, authorising and uploading to COLLECT. Again, you will have to leave it 24

Appendix 5 – Dealing with Missing Contracts errors on COLLECT

hours to run the Missing Contracts Report on COLLECT. Has the error disappeared?