# ELECTRONIC CONTRACTS

MANAGE YOUR DISTRICT'S EMPLOYEE CONTRACTS WITH EASE.

WSIPC

- Create, distribute, and review the receipt status of your contracts right from Qmlativ

- Employees can view and acknowledge receipt through Employee Access

- District defined templates allow different verbiage and format for different types of employees

- Effortlessly track different employee statuses and send the appropriate type of contract
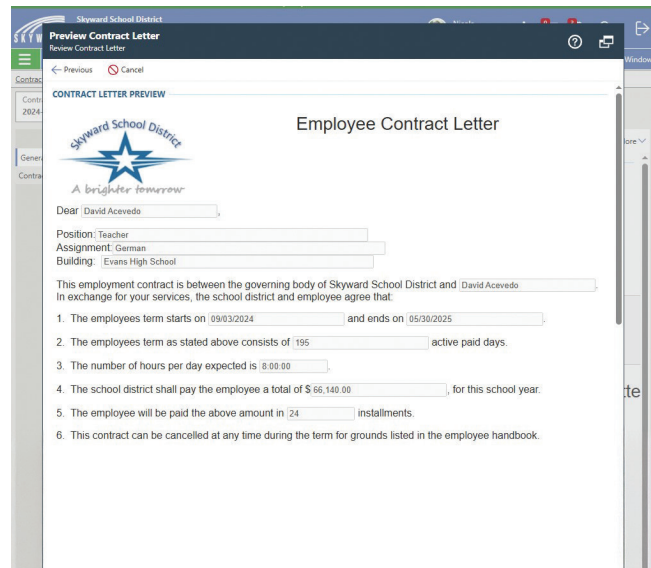
FLEXIBLE BY DESIGN

Using contract templates will allow your district to have different verbiage or formatting for different groups of employees. Fields from the employee assignment can be inserted into your template making it easy to reflect that employee's details on the contract. Templates can be cloned within the same year or from year to year and adjusted with any changes. Filters and verification screens will allow you to confidently mass send the contracts to the correct group of employees. If your district sends different contracts for newer employees vs employees with many years of service, no problem! Contract tracks can be set up with different statuses and years of service ranges, which allows the system to keep track of which contract is appropriate for what employee.

ELIMINATE THE PAPER

When contracts are sent through the system, they will be available for the employee to review and acknowledge within Employee Access. This eliminates the need to print, manually distribute and collect back hundreds or even thousands of contracts. Tools within the database help communicate when there is a contract that the employee needs to act on and even a reminder that can be sent out days before the expiration date. During the time that contracts are sent to the employees, the district can easily see if the employee has done their part and acknowledged receipt. Your district has the option to include their signature on the contract when sending it to the employees or your district may choose to sign them in mass after the employee has acknowledged receipt.