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Use the following guide and worksheets to make changes to contract pay, and to understand the contract pay function, how adjustments affect compensation and necessary changes to ensure a contract is paid correctly:

- [Contract Pay Reference Guide](#) ^[1]? Learn how to use the payroll process that calculates contract pay in the Human Resources Management System (HRMS). This process will largely be used to pay faculty.
- [Contract Pay Worksheet](#) ^[2]? Use this worksheet to enter data for employee contract pay. You can complete this worksheet online or print it for manual entry.

Source URL: <http://www.cu.edu/employee-services/business-partners-ppldrl/business-partner-resources/employee-services-procedure-16>

Links:

[1] http://www.cu.edu/sites/default/files/policies/docs/Contract-Pay-Ref-Guide_0.pdf

[2] <http://www.cu.edu/employee-services/policies/contract-pay-worksheet>