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EMPLOYEE SERVICES

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Changes to Pay-Type Contract

Follow the steps in this guide to change payment types for contract-pay faculty who wish to change their payment terms (9-pay-9 to 9-pay-12, or vice versa).

A word on effective date: For pay-type contract changes, the effective date cannot be in the middle of a pay period. The effective date of the change must be equal to the first day of a pay period for which the payroll period has not passed.

Note: The screen shots used in this guide may not be representative of your access.

Files:

 [Changes-to-Pay-Type-Contract.pdf](#)^[1]

Source URL: <http://www.cu.edu/employee-services/policies/changes-pay-type-contract>

Links:

[1] http://www.cu.edu/sites/default/files/policies/docs/Changes-to-Pay-Type-Contract_0.pdf