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**EMPLOYEE SERVICES**

Published on *University of Colorado* (<http://www.cu.edu>)

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## Termination of 9-pay-9 Contracts

Use this guide for the two-part process of terminating contract-pay faculty on 9-pay-9 contracts who terminate during the course of their contracts.

The contract pay must be adjusted because the employee will not be working for the full contract period and should not receive the full contract pay amount. Also, the termination must be recorded.

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

**Files:**

 [Termination-of-9-Pay-9-Contract.pdf](#)<sup>[1]</sup>

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**Source URL:** <http://www.cu.edu/employee-services/policies/termination-9-pay-9-contracts>

**Links:**

[1] [http://www.cu.edu/sites/default/files/policies/docs/Termination-of-9-Pay-9-Contract\\_0.pdf](http://www.cu.edu/sites/default/files/policies/docs/Termination-of-9-Pay-9-Contract_0.pdf)