



EMPLOYEE SERVICES

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# What Stops Employee Pay? <sup>[1]</sup>

## What Stops Employee Pay - Quick Reference

What Stops Pay?	Monthly Employees	Hourly Employees	Contract-Pay Employees
<b>Termination</b>	an action of termination entered either automatically by the system or by a payroll liaison to the applicable payroll deadline	an action of termination entered either automatically by the system or by a payroll liaison and approved before the applicable payroll deadline	an action of termination entered either automatically by the system or by a payroll liaison and approved before that month's payroll cutoff  Step-by-step guides for contract terminations should be reviewed before a payroll liaison enters the information.
<b>Short Work Break</b>	an action of short work break entered by a payroll liaison and approved before the applicable payroll deadline	an action of short work break entered by a payroll liaison and approved before the applicable payroll deadline	an action of short work break entered by a payroll liaison and approved to the applicable payroll deadline
<b>Leave of Absence Without Pay</b>	an action of leave without pay with any reason entered and approved before the applicable payroll deadline	an action of leave without pay with any reason entered and approved before the applicable payroll deadline	Follow the step-by-step guide for setting up Leave without Pay for contract-pay employees. You must get approval before the applicable payroll deadline.

What Stops Pay?	Monthly Employees	Hourly Employees	Contract-Pay Employees
<b>Suspension</b>	an action of suspension with any reason entered and approved before the applicable payroll deadline	an action of suspension with any reason entered and approved before the applicable payroll deadline	Follow the step-by-step guide for setting up Leave without Pay for contract-pay employees, but with Suspension action. You must get approval before the applicable payroll deadline.

The following actions in the Human Resources Management System (HRMS) stop an employee's pay:

1.

### Termination

- **Monthly and Hourly Pay Frequency Employees?** An action of termination with any reason will stop a monthly or hourly employee's pay based on the effective date. The effective date of the termination is the day after the last day the employee works. Examples of monthly and hourly employees are classified staff, research faculty and student assistants.

NOTE: Hourly employees will not be paid unless hours are entered in Time Collection for that employee record.

- **Contract Pay Employees?** The termination of contract pay employees (e.g., professors) is handled differently than that of monthly and/or hourly employees. Step-by-step guides are available for this purpose (Termination of 9-pay-9 Contract, and Termination of 9-pay-12 Contract).
  - If the employee has never been paid from this contract and the contract is terminated on the same day it became effective, you can enter the termination row in the HRMS with a higher effective sequence number on the same effective date to stop the employee's pay.
  - If the employee is terminated at any time during the contract period and must be paid a portion of the contract amount, a two-step process must be followed. This process is defined in the step-by-step guide procedures for contract pay.
- **Automatic Termination Process<sup>[2]</sup>?** As part of the payroll production process during each biweekly and monthly payroll, employees may have an employee job record terminated if it meets a certain set of conditions.

2.

### Short Work Break

- The action of Short Work Break (SWB) can be used to stop pay for any employee type (hourly, monthly or salaried.) However, be cautious in using this action as the employee record is considered to be in an active status. If the employee is benefits eligible on this employee record, he/she may also continue to receive benefits and the campus/department be charged for the employer's contribution.

Any employee record left in SWB status for a period of one year or more is subject to termination. Employee records in this status should be monitored on a regular basis.

3.

### **Leave Without Pay**

Campus, state and university policies may govern the use of this action. Before placing any employee on leave without pay, check the relevant policies for that employee type.

- **Monthly and Hourly Pay Frequency Employees?** An action of Leave Without Pay (LOA) with any reason will stop a monthly or hourly employee's pay on the effective date of the action. Examples of monthly and hourly employees are classified staff, research faculty and student assistants.
- **Contract Pay Frequency Employees?** LOA for contract pay employees is handled differently than that of monthly and/or hourly employees. A step-by-step guide is available for this purpose. Examples of contract pay frequency employees are professors and chairs.
  - If the employee has never been paid from this contract and the LOA begins on the same day the contract becomes effective, enter the LOA row in PeopleSoft with a higher effective sequence number on the same effective date to stop the employee's pay.
  - If the employee LOA begins at any time after the contract period starts and the employee must be paid a portion of the contract amount, a two-step process must be followed. This process is defined in the step-by-step guide procedures for contract pay.

4.

### **Suspension**

Campus, state and university policies may govern the use of this action. Before placing any employee on suspension, check the relevant policies for that employee type.

- **Monthly and Hourly Pay Frequency Employees?** An action of Suspension (SUS) with any reason will stop a monthly or hourly employee's pay on the effective date of the action. Examples of monthly and hourly employees are classified staff, research faculty and student assistants.
- **Contract Pay Frequency Employees?** Suspension (SUS) for contract pay employees is handled differently than that of monthly and/or hourly employees. Use the Leave of Absence Without Pay contract pay step-by-step guide for this purpose. Examples of contract pay frequency employees are professors and chairs.
  - If the employee has never been paid from this contract and the SUS begins on the same day the contract becomes effective, enter the SUS row in the HRMS with a higher effective sequence number on the same effective date to stop the employee's pay.
  - If the employee SUS begins at any time after the contract period starts and the employee must be paid a portion of the contract amount, a two-step process must be followed. This process is defined in the step-by-step guide procedures for LOA for contract pay.

## **Monitoring Your Reports**

There are several helpful reports for monitoring your payroll activity. These reports, in the Reports and Reviews menu, are:

### **Personnel Roster Report**

This report tells you all the employees in your department, their current statuses (e.g., active, on Leave or SWB), current salary and their appointment end date.

### **Employee Compensation Report**

This report provides you with all salary information for a specified period of time for either a specific employee or department.

### **Employee Job Data - Funding Distribution Report**

This report provides you all Personnel Roster information and funding distribution information.

### **End of Appointment Report**

This report can be used to monitor appointment end dates so eligible employees are reappointed in a timely manner.

### **Personnel Actions History Report**

This report helps determine who is on short work break.

### **Job Status Report**

This report can be used to determine which of your job data transactions are still in a proposed status when it gets close to payroll cutoff.

### **Payroll Register Reports**

These reports are available after each payroll is run and will tell you who got paid, how much and from what FOPPS.

### **Contract Pay Report**

This report shows applicable employees' history, and current and future-dated contracts.

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**Source URL:** <http://www.cu.edu/employee-services/faq/what-stops-employee-pay>

#### **Links:**

[1] <http://www.cu.edu/employee-services/faq/what-stops-employee-pay>

[2] [http://www.cu.edu/sites/default/files/policies/docs/Auto-Termination-Process\\_0.pdf](http://www.cu.edu/sites/default/files/policies/docs/Auto-Termination-Process_0.pdf)