Overview: This guide provides steps used 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.

1. Navigate to Job Information page
   - Workforce Administration
   - Job Information
   - Update Contract Pay NA

2. Update Contract Pay NA search page displays
   - Enter one or more of the search fields
   - Click Search
3. Contract Pay page displays

- Effective date on this page is original Contract Pay Date
- Contract Pay Type is original type
- Click ++ to insert a row

4. New Row displays

- Effective Date must equal 1st day of a pay period for which the payroll deadline has not passed
- Enter change to Contract Pay Type
- Contract and Payment begin and end dates default
- Review and Save

5. Important Notes

For 9 pay 12 change to 9 pay 9, system automatically begins to pay back any accrual employee has made beginning with the effective date of the change. It will prorate the amount paid into the accrual account over the balance of the contract period.

For 9 pay 9 change to 9 pay 12, system automatically begins to deduct the accrual for summer pay beginning with effective date of the change. It will prorate amount needed into accrual account over balance of contract period.

Changes to Pay Type Contract complete