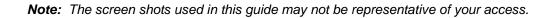
# CU 8.9 HRMS Step by Step Guide Changes to Pay Type Contract - Workforce Administration

**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.



1. Navigate to Job	Universityof			
	Colorado			
Information page	Menu 😑			
	Search:	Main Menu > Workforce Administration >		
Workforce	$\otimes$	Job Information		
Administration	<ul> <li>My Favorites</li> <li>Reports and Reviews</li> </ul>	Maintain information about a person tied to a specific job record		
	Recruiting Workforce Administration			Add or update contract Pay NA
Job Information	Personal Information	Row	and compensation details.	payment type, term, and period.
Update Contract Pay	▷ Job Information ▷ Plan Salaries CU			
NA	Workforce Reports     Compensation     Time Collection     Workforce Development     Organizational Development     Erterprise Learning	Job Data Transfer Rehire only Job Data Transfer/Rehire only	Contract Administration Maintain contracts or other written agreements with their employees and contractors Update Contract Pay NA	Review Job Information Inquiry pages and reports that show work information for a person     Job Summary     Work Study     Job List
	<ul> <li>▷ Set Up HRMS</li> <li>▷ Reporting Tools</li> <li><u>My Dictionary</u></li> </ul>	Enter the assignments of company property.	Contains reports based on Job data of the Organization. Enployees on Leave of Absence Temporary Employees	
<ul> <li>2. Update Contract Pay NA search page displays</li> <li>a Enter one or more of the search fields</li> <li>b Click Search</li> </ul>	Find an Existing Value         EmpID:       begins with         EmpI Rcd Nbr:       =         Name (LN,FN):       begins with         Last Name:       begins with         Department:       begins with         Last 4 SSN:       begins with         HR Status:       =         Imployee Status:       =         Imployee Status:       =			<u>T. PPL Hone</u> <u>Worklist</u> <u>Add to Favorites</u> <u>Sign out</u>

#### 3. Contract Pay page displays

University<sub>of</sub>

- □ 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 1<sup>st</sup> 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

Colorado New Window | Customize Page | Contract Pay Test Some, More EMP ID: 185073 Empl Red #: 0 Contract Information Find | View All First 🕙 1 of 1 🕑 Last + -'Effective Date: 09/01/2007 🕅 View Contract Actuals Faculty AY Pay Over 9 Months ~ Contract Pay Type: Pay Over Contract 5 'Payment Term: \*Contract Begin Date: 09/01/2007 🛐 'Contract End Date: 05/31/2008 🛐 Payment Begin Date: 09/01/2007 Payment End Date: Actual Start Date: Actual Contract End 05/31/2008 Date: Save Return to Search Notify Dipdate/Display Universityof Colorado ST T PPI Home | Marklist | Add to Favorites New Window | Customize Page | Contract Pay Test Some, More EMP ID: 185073 Empl Rcd #: n Find | View All First 🗐 1 of 2 🕨 Last Contract Information + -10/01/2007 🕅 'Effective Date: View Contract Actuals Faculty AY Paid Over 12 Months 🛛 👻 Contract Pay Type: 'Payment Term: Pay Over 12 Months \*Contract End Date: 05/31/2008 🛐 \*Contract Begin Date: 09/01/2007 🛐 Payment Begin Date: 09/01/2007 🛐 Payment End Date: Actual Start Date: Actual Contract End 05/31/2008 Date: Save & Return to Search Notify Update/Display

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**

TEST T PPL Home | Worklist |