

# Payroll: Quick Reference Guide

## Academic Year Contract Elections Guide

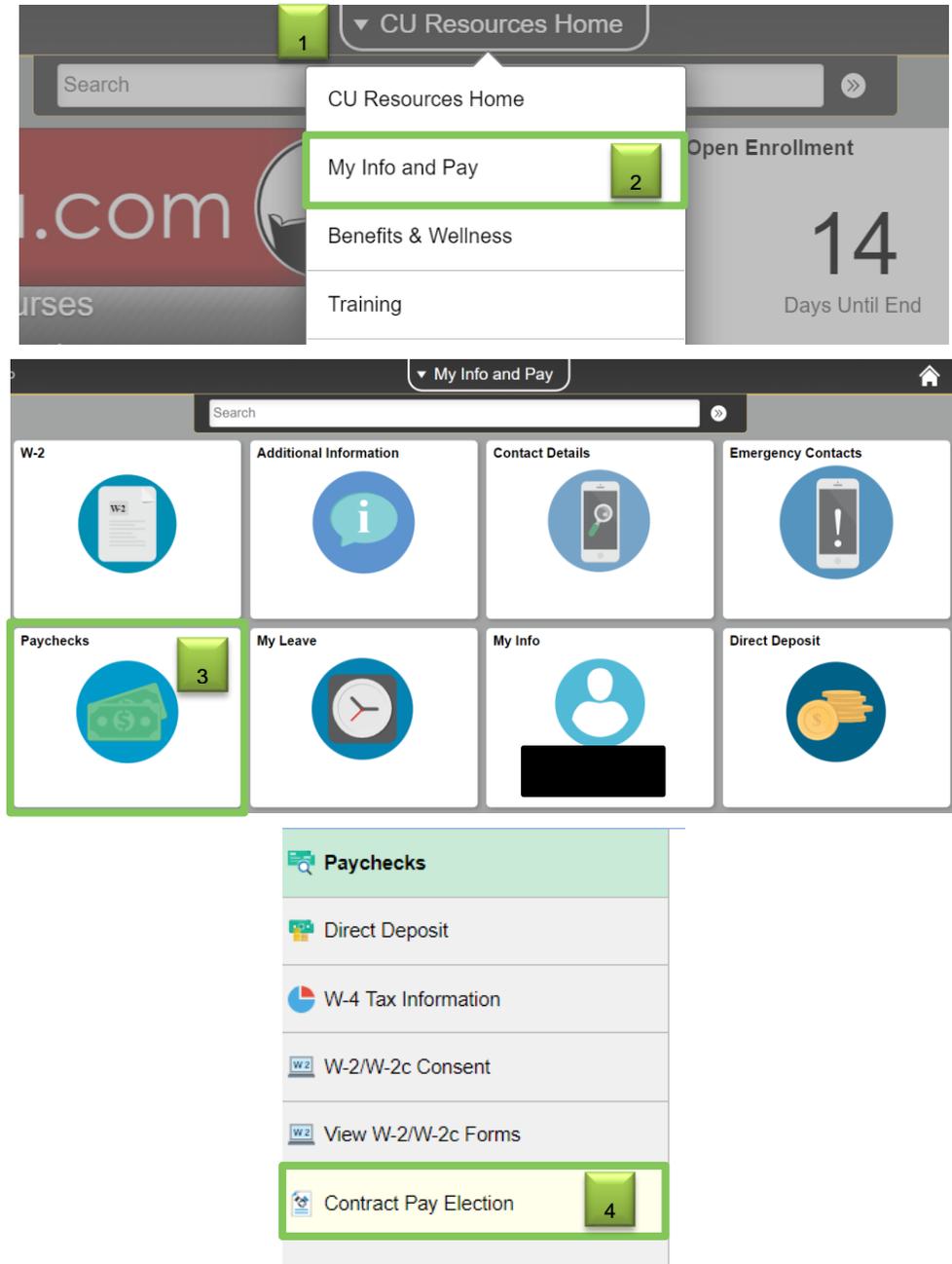
In an effort to ease the Contract Pay Election procedure, the University of Colorado has digitalized this task through the Employee Portal. Below are the navigation processes you can use to complete this task:

- ☰ **Navigation Option: Self Service → Payroll and Compensation → Contract Pay Election**
- Or

### Employee Portal Option

Log in to the Employee Portal at <https://my.cu.edu/>

1. From the Employee Self Service page, select the CU Resources Home drop-down
2. Select the My Info and Pay tab
3. Click on the **Paychecks** tile
4. Select **Contract Pay Election**



5. Select desired **Contract Pay Type** for each employee record (if necessary)
6. Sign/type your name and select **Save**

**Your Current Contract Information**

Empl Record	Contract Pay Type	Department	Compensation Rate	Business Title
1	0 Fct 9/12	40064	[REDACTED]	Associate Professor w/Tenure
2	4 Fct 9/12	40024	[REDACTED]	Faculty Director- GLINT

**New Contract Type**

Empl Record	Contract Pay Type	Your Name
1	0 Fct 9/12	john doe
2	4 Fct 9/9	john doe

Save