



FACULTY CONTRACT WEBINAR

July 16, 2019



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EMPLOYEE SERVICES

AGENDA

- Overview
- New for Contracts
- Template Based Transactions
- Pay Rate Changes
- Contract Payment Details
- Renewal Process
- Resources



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EMPLOYEE SERVICES

OVERVIEW

What we already know about contracts:

- One contract per employment instance can be active at one time.
- Workdays in a contract are every MTWTF that falls on or between the contract begin and end dates. (90 days per semester).
- Contracts will adjust based on amount of time it has to pay out and the contract worth remaining to be paid.
- Projected and Paid Contract Payments are detailed on the Contract Payment Details page.
- Contracts pay for a specified period of time, but they do not automatically terminate the job row when completed.



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OVERVIEW

- Professional employees on a contract must be in the MON paygroup.
- Students on a contract must be in the STM paygroup.
- *Setting up a new contract for a new job record or a terminated job record requires use of the Hire/Rehire template.
- Setting up a new contract for an active job record where the previous contract has ended requires the ePAR Pay Rate Change with a reason of Reappointment.
- A comprehensive step-by-step guide for contracts can be found here: <https://www.cu.edu/docs/sbs-working-contracts>.



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NEW FOR CONTRACTS

- Setting up a new contract for a new job record or a terminated job record requires use of the Hire/Rehire template.
- All contracts must have matching contract/payment begin and end dates (9/12 exception).
- UCB and UCCS start AY pay in August and end mid-May.
- CU has instituted a limit on salary for those who can elect a 9-pay-12 contract based on IRS guidelines.
- Faculty now have access to a Contract Election link in their self-service portal to make payment schedule changes before the start of a new academic year.
- The Prorate Using Effective Date” compensation change radio button will be available for UCB and UCCS.



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CONTRACT CALCULATOR

Instructions: Select your Campus from the drop-down field selection and enter your anticipated Contract amount for the Academic Year below. Contract dates and monthly breakdown will automatically calculate your 9 Pay 12 Contact amounts in the chart to the right.

Campus:	UCCS	Employee Group:	Faculty
Contract Type:	Fclt 9/12		
Contract Begin Date:	8/13/2018	Contract End Date:	5/18/2019
Payment Begin Date:	8/13/2018	Payment End Date:	8/10/2019
Contract Worth:	\$120,000.00	Tax Year:	2019
		Academic Year:	2019-2020
Deferred Comp Amt:	\$8,001.35		
Contract 9x12 Option:	Available	Maximum Deferred:	\$19,000

Month Number	Month	CRG	ENP
Month One:	August	7,659.57	-1,121.68
Month Two:	September	11,744.68	-1,719.92
Month Three:	October	11,744.68	-1,719.92
Month Four:	November	11,744.68	-1,719.92
Month Five:	December	11,744.68	-1,719.92
Month Six:	January	11,744.68	-1,719.92
Month Seven:	February	11,744.68	-1,719.92
Month Eight:	March	11,744.68	-1,719.92
Month Nine:	April	11,744.68	-1,719.92
Month Ten:	May	11,744.68	-1,719.92
Month Eleven:	June	6,638.30	3,386.47
Month Twelve:	July	0.00	10,024.76
Month Thirteen:	August	0.00	3,189.70
Totals		120,000.00	16,600.93

<https://www.cu.edu/docs/contract-proration-calculator>



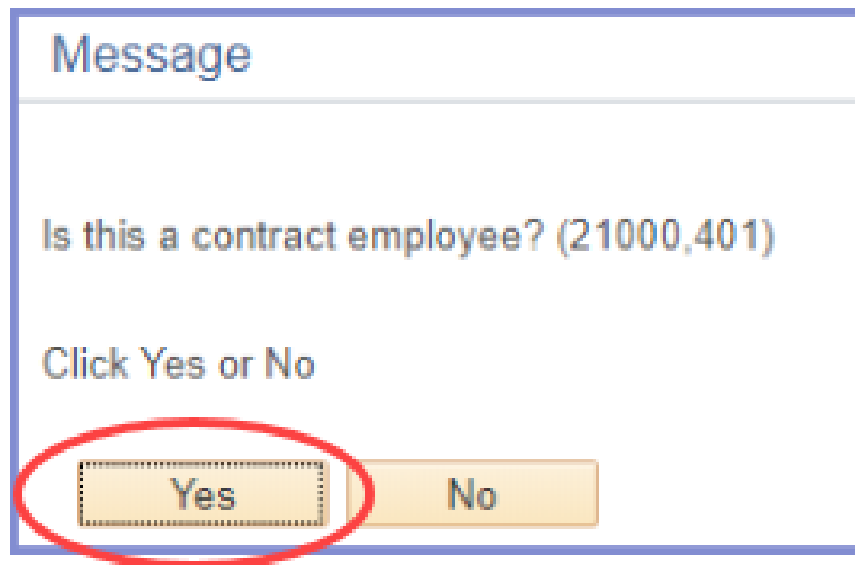
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TEMPLATE BASED TRANSACTIONS

When using the templates to hire, rehire, or transfer an employee for contract pay, be sure to select **Yes** when prompted about a contract:



Message

Is this a contract employee? (21000,401)

Click Yes or No

Yes No



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TEMPLATE BASED TRANSACTIONS

- Contract parameters default based on the template effective date and Contract Term Period selected. Information is pulled from the contract crosswalk.
- If Default Appointment Period is chosen, the contract end date (CU Contract End Dt) must be coded:

CU Contract Term Period

Contract Term Period

*CU Contract End Dt



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PAY RATE CHANGES

System adjusts payment to reflect the new pay rate change.

- Must be effective dated first day of next paying month
- Off-cycle payment
 - Professional contract pay earnings code is **CRG**
 - Student contract pay earnings code **CRX**



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COMMON ERRORS: PAY RATE

- Back-Dating a salary pay rate change.
- Choosing the wrong pay rate change option.

Contract Change Prorate Options

Prorate Change

☒ No Proration of Change Amt.

☐ Prorate Over Contract Period

☐ Prorate Using Effective Date



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CONTRACT PAYMENT DETAILS

On Contract Payment Details page, look at future projected payments.

Navigation:

Main Menu>

Payroll for North America>

Employee Pay Data USA>

Contract Payment Details



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EMPLOYEE SERVICES

KNOW YOUR CONTRACT PAYMENT DETAILS PAGE

The effective date, displayed in the middle, shows this was the contract as of 09/01/17.

Contract ID 0000011	Status Active	Recalculate Contract No
Contract Payment Sequence		
Find View All First 2 of 2 Last		
Contract Sequence 0		Effective 09/01/2017

The payments done are at the bottom of the Actual Earnings tab.

Projected Earnings		Actual Earnings						
Status	Pay Period End Date	Off Cycle	Separate Check	Work Days	Contract Regular	Paid Not Earned	Earned Not Paid	Total Paid
1 Payroll Confirmed	09/30/2017	N	0	21	10133.34	0.00	-3047.34	7086.00
2 Adjustment	09/30/2017	Y	99	0	0.00	0.00	0.00	0.00
3 Payroll Confirmed	10/31/2017	N	0	22	10133.34	0.00	-3047.34	7086.00



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VERIFYING ACCURACY

1. New contract amount minus previous payment amounts.
2. Divide by number of months left to be paid.

Projected Payments and Actual Earnings

Personalize | Find | View 3

Projected Earnings

Actual Earnings

Status	*Pay Period End Date	Off Cycle	Separate Check	Work Days	Contract Regular	Paid Not Earned	Earned Not Paid	Total Paid
1 Active	11/30/2017	N	0	22	11692.96	0.00	-3610.17	8082.79
2 Adjustment	11/30/2017	Y	99	0	0.00	0.00	0.00	0.00
3 Active	12/31/2017	N	0	16	11692.97	0.00	-3610.17	8082.80
4 Active	01/31/2018	N	0	18	11692.97	0.00	-3610.17	8082.80
5 Active	02/28/2018	N	0	20	11692.97	0.00	-3610.17	8082.80
6 Active	03/31/2018	N	0	22	11692.97	0.00	-3610.17	8082.80
7 Active	04/30/2018	N	0	21	11692.97	0.00	-3610.17	8082.80
8 Active	05/31/2018	N	0	9	4575.51	0.00	3507.30	8082.81
9 Active	06/30/2018	N	0	0	0.00	0.00	8082.80	8082.80
10 Active	07/31/2018	N	0	0	0.00	0.00	8082.80	8082.80
11 Active	08/31/2018	N	0	0	0.00	0.00	8082.80	8082.80



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Contract ID 0000001

Status Active

Recalculate Contract No

Contract Payment Sequence

Find | View All First 1 of 1 Last

Contract Sequence 0

Effective 01/04/2016

Contract Information

Company CU University of Colorado

Pay Group MON Faculty - Contracts

Contract Begin Date 01/04/2016

Contract End Date 05/31/2016

Payment Begin Date 01/04/2016

Payment End Date 05/31/2016

Contract Worth 9000.00

Contract Calendar

Holiday Schedule

School Schedule

Work Schedule

▼ Pay Rates

Annual Rate 9,000.000

Daily Rate 84.112

Monthly Rate 750.000

Hourly Rate 10.514000

▶ Payment Summary

Projected Payments and Actual Earnings

Personalize | Find | View 3 | First 1-5 of 5 Last

Projected Earnings

Actual Earnings



Status	Pay Period End Date	Off Cycle	Separate Check	Work Days	Contract Regular	Paid Not Earned	Earned Not Paid	Total Paid	Worked	Leave of Absence		
1 Payroll Confirmed	02/29/2016	N	0	21	2250.00	0.00	0.00	2250.00	1766.35			
2 Adjustment	02/29/2016	Y	99	0	0.00	0.00	0.00	0.00	1682.26			
3 Active	03/31/2016	N <input type="text"/>	<input type="text"/> 0	23	<input type="text"/> 2250.00	<input type="text"/> 0.00	<input type="text"/> 0.00	2250.00	1934.58			
4 Active	04/30/2016	N <input type="text"/>	<input type="text"/> 0	21	<input type="text"/> 2250.00	<input type="text"/> 0.00	<input type="text"/> 0.00	2250.00	1766.35			
5 Active	05/31/2016	N <input type="text"/>	<input type="text"/> 0	22	<input type="text"/> 2250.00	<input type="text"/> 0.00	<input type="text"/> 0.00	2250.00	1850.46			



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RENEWAL PROCESS

Update:

- Employees' statuses (active or inactive)
- Template with contract amount changes

Validate:

- Report of employees whose contracts will be renewed for Fall 2019

NEW!

- Employees Self-Service Contract Election Link



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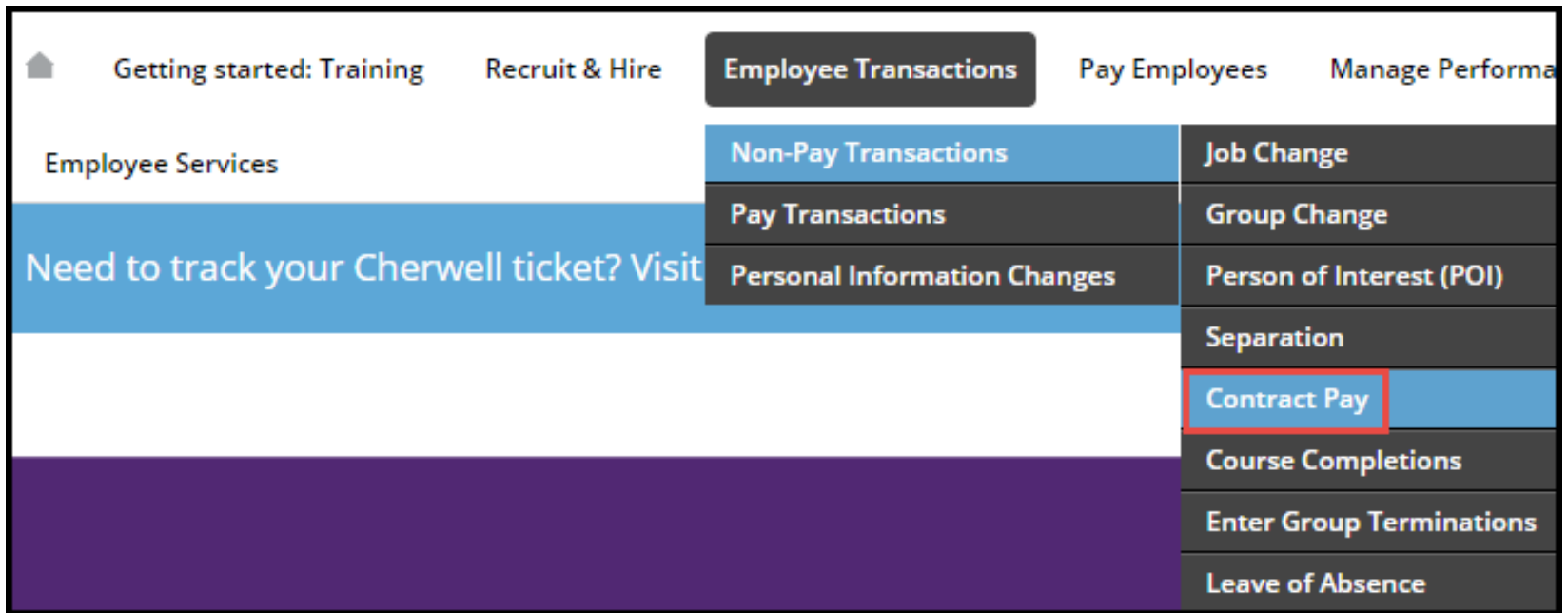
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RESOURCES

Contract Pay website:

<https://www.cu.edu/hcmcommunity/employee-transactions/non-pay-transactions/contract-pay>



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CONTRACT PAY AND FUNDING



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CU Employee Services HR/GL Tools

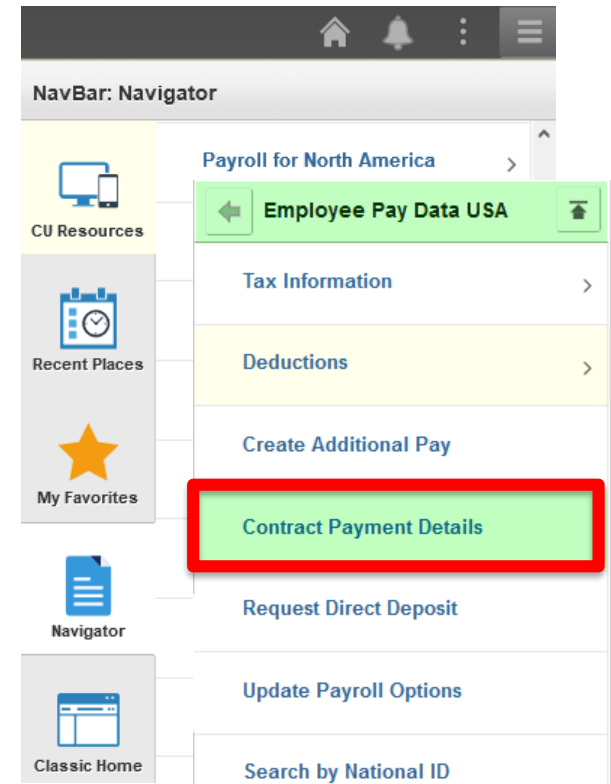
17

HCM CONTRACT NAVIGATION

Contract
Pay



Contract
Payment
Details



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HCM USER WORKCENTER - CONTRACT PAY

CU HCM User WorkCenter

WorkCenter Resources

HCM Navigation

- ePAR
 - ePAR Actions
 - ePAR Approval
 - ePAR Status
 - Inquire ePAR Transactions
- Personal Information
 - Modify a Person
 - Person Organizational Summary
 - Maintain POI Relationship
 - Emergency Contact
- Job Information
 - Job Data
 - Contract Pay
- Position Management
 - Position Information
 - Position Summary
 - Position History
 - Budget Status
 - Vacant Budgeted Positions

Contract Pay Contract Pay Options

Employee Empl ID Empl Record 0

Contract ID 0000011 Status Active Recalculate Contract

Contract Information Find View All First 1 of 1 Last

*Effective Date 09/01/2018

Contract Pay Type AY Faculty Pd/12 Months

Payment Term Pay Over 12 Months

*Monthly Frequency M MON Sal Calculation Method Actual

Pay Period Hours *Daily Hours 8.00

*Assign Hours To Not Applicable

*Contract Begin Date 09/01/2018 *Contract End Date 05/31/2019

Payment Begin Date 09/01/2018 Payment End Date 08/31/2019

Actual Start Date 09/01/2018 Termination Date 05/31/2019

Last Payment Date School Schedule

☐ Exclude Holiday Schedule Work Days in Contract 194

☐ Prorate Hrs in Partial Period

☐ Renew Contract Automatically



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PNA – CONTRACT PAYMENT DETAILS

NavBar: Navigator

CU Resources

Recent Places

My Favorites

Navigator

Classic Home

Payroll for North America

Employee Pay Data USA

Tax Information

Deductions

Create Additional Pay

Contract Payment Details

Request Direct Deposit

Update Payroll Options

Search by National ID

Projected Payments and Actual Earnings

Personalize | Find | View | 314

Status	End Date	Off Cycle	Separate Check	Work Days	Contract Regular	Paid Not Earned	Earned Not Paid	Total Paid	Worked	Leave of Absence	Contract Regular	Paid Not Earned	Earned Not Paid	Paid Leave	Earnings Total
1 Payroll Confirmed	09/30/2018	N	0	20	11470.00	0.00	-2867.50	8602.50	10587.68		11470.00	0.00	-2867.50	0.00	8602.50
2 Payroll Confirmed	10/31/2018	N	0	23	11470.00	0.00	-2867.50	8602.50	12175.85		11470.00	0.00	-2867.50	0.00	8602.50
3 Payroll Confirmed	11/30/2018	N	0	22	11470.00	0.00	-2867.50	8602.50	11646.46		11470.00	0.00	-2867.50	0.00	8602.50
4 Payroll Confirmed	12/31/2018	N	0	21	11470.00	0.00	-2867.50	8602.50	11117.08		11470.00	0.00	-2867.50	0.00	8602.50
5 Payroll Confirmed	01/31/2019	N	0	23	11470.00	0.00	-2867.50	8602.50	12175.85		11470.00	0.00	-2867.50	0.00	8602.50
6 Payroll Confirmed	02/28/2019	N	0	20	11470.00	0.00	-2867.50	8602.50	10587.69		11470.00	0.00	-2867.50	0.00	8602.50
7 Payroll Confirmed	03/31/2019	N	0	21	11470.00	0.00	-2867.50	8602.50	11117.08		11470.00	0.00	-2867.50	0.00	8602.50
8 Payroll Confirmed	04/30/2019	N	0	22	11470.00	0.00	-2867.50	8602.50	11646.46		11470.00	0.00	-2867.50	0.00	8602.50
9 Payroll Confirmed	05/31/2019	N	0	23	11470.00	0.00	-2867.50	8602.50	12175.85		11470.00	0.00	-2867.50	0.00	8602.50
10 Payroll Confirmed	06/30/2019	N	0	0	0.00	0.00	8602.50	8602.50	0.00		0.00	0.00	8602.50	0.00	8602.50
11 Active	07/31/2019	N	0	0	0.00	0.00	8602.50	8602.50	0.00		0.00	0.00	0.00	0.00	0.00
12 Active	08/31/2019	N	0	0	0.00	0.00	8602.50	8602.50	0.00		0.00	0.00	0.00	0.00	0.00



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CONTRACT DETAILS – 9 PAY 12 (1ST – 31ST)

Contract Information	
Company	CU University of Colorado
Contract Begin Date	09/01/2016
Contract End Date	05/31/2017
Payment Begin Date	09/01/2016
Payment End Date	08/31/2017
Contract Worth	46050.00

Contract \$	9 mos	3 mos
\$46,050.00	\$5,116.67	
\$-11,512.53	\$-1,279.17	\$-3,837.50
		Jun/Jul/Aug
\$3,837.50		\$3,837.50
\$3,837.50		\$3,837.50
\$3,837.50		\$3,837.50
Total	9 mos/mo	3 mos/mo
\$46050.00	\$3,837.50	\$3,837.50

Contract End Date 05/31/2017		Payment End Date 08/31/2017		Pay Cycle	Separate Check	Work Days	Contract Regular	Paid Not Earned	Earned Not Paid	Total Paid	Worked	Leave of Absence
1	Confirmed	05/31/2016	N		0	22	5116.66	0.00	-1279.16	3837.50	5195.38	
2	Payroll Confirmed	10/31/2016	N		0	21	5116.66	0.00	-1279.16	3837.50	4959.22	
3	Payroll Confirmed	11/30/2016	N		0	22	5116.66	0.00	-1279.16	3837.50	5195.38	
4	Payroll Confirmed	12/31/2016	N		0	22	5116.67	0.00	-1279.17	3837.50	5195.39	
5	Payroll Confirmed	01/31/2017	N		0	22	5116.67	0.00	-1279.17	3837.50	5195.39	
6	Payroll Confirmed	02/28/2017	N		0	20	5116.67	0.00	-1279.17	3837.50	4723.08	
7	Payroll Confirmed	03/31/2017	N		0	23	5116.67	0.00	-1279.17	3837.50	5431.54	
8	Payroll Confirmed	04/30/2017	N		0	20	5116.67	0.00	-1279.17	3837.50	4723.08	
9	Payroll Confirmed	05/31/2017	N		0	23	5116.67	0.00	-1279.17	3837.50	5431.54	
10	Payroll Confirmed	06/30/2017	N		0	0	0.00	0.00	3837.50	3837.50	0.00	
11	Payroll Confirmed	07/31/2017	N		0	0	0.00	0.00	3837.50	3837.50	0.00	
12	Payroll Confirmed	08/31/2017	N		0	0	0.00	0.00	3837.50	3837.50	0.00	



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CONTRACT PAY – 9 PAY 12 (NOT 1ST – 31ST)

Contract Information				Actual Earnings									
Company CU University of Colorado				Personalize Find View 3 First									
Contract Begin Date 08/20/2018				Earnings									
Contract End Date 05/10/2019				*Pay Period End Date	Off Cycle	Separate Check	Work Days	Contract Regular	And Not Earned	Earned Not Paid	Total Paid	Worked	Leave
Payment Begin Date 08/20/2018				08/31/2018	N	0		6725.24	0.00	-1813.67	4911.57	7150.00	
Payment End Date 08/19/2019				09/30/2018	N	0		15468.07	0.00	-4171.43	11296.64	14300.00	
Contract Worth 135850.00				10/31/2018	N	0		15468.07	0.00	-4171.42	11296.65	16445.00	
				11/30/2018	N	0		15468.07	0.00	-4171.42	11296.65	15730.00	
				12/31/2018	N	0		15468.07	0.00	-4171.42	11296.65	15015.00	
				01/31/2019	N	0		15468.07	0.00	-4171.42	11296.65	16445.00	
				02/28/2019	N	0		15468.07	0.00	-4171.42	11296.65	14300.00	
				03/31/2019	N	0		15468.07	0.00	-4171.42	11296.65	15015.00	
				04/30/2019	N	0		15468.07	0.00	-4171.42	11296.65	15730.00	
				05/31/2019	N	0		5380.20	0.00	5916.45	11296.65	5720.00	
				06/30/2019	N	0		0.00	0.00	11296.65	11296.65	0.00	
				07/31/2019	N	0		0.00	0.00	11296.65	11296.65	0.00	
				08/31/2019	N	0		0.00	0.00	6675.29	6675.29	0.00	



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CONTRACT DETAILS – 9 PAY 12 (NOT 1ST – 31ST)

Contract Information

CompanyCUUniversity of Colorado

Pay GroupMGMFaculty Contracts

Contract Begin Date08/14/2017

Contract End Date05/11/2018

Payment End Date08/31/2018

Contract Worth34200.00

Payments and Actual Earnings

Actual Earnings

PersonalizeFindView 31-13 of 13Last

		Pay Period End Date	Off Cycle	Separate Check	Week Days	Contract Regular	Paid Not Earned	Earned Not Paid	Total Paid	Worked	Leave of Absence
1	Adjustment	09/30/2017	Y		99	0	0.00	0.00	0.00	6312.38	
2	Payroll Confirmed	09/30/2017	N		0	21	11225.90	0.00	-3375.90	7850.00	10196.91
3	Payroll Confirmed	10/31/2017	N		0	22	11225.90	0.00	-3375.90	7850.00	10682.47
4	Payroll Confirmed	11/30/2017	N		0	22	11225.91	0.00	-3375.90	7850.01	10682.47
5	Payroll Confirmed	12/31/2017	N		0	21	11225.91	0.00	-3375.91	7850.00	10196.91
6	Payroll Confirmed	01/31/2018	N		0	23	11225.91	0.00	-3375.91	7850.00	11168.04
7	Payroll Confirmed	02/28/2018	N		0	20	11225.91	0.00	-3375.91	7850.00	9711.34
8	Payroll Confirmed	03/31/2018	N		0	22	11225.91	0.00	-3375.91	7850.00	10682.47
9	Payroll Confirmed	04/30/2018	N		0	21	11225.91	0.00	-3375.91	7850.00	10196.91
10	Payroll Confirmed	05/31/2018	N		0	9	4392.74	0.00	3457.25	7849.99	4370.10
11	Active	06/30/2018	N		0	0	0.00	0.00	7850.00	7850.00	0.00
12	Active	07/31/2018	N		0	0	0.00	0.00	7850.00	7850.00	0.00
13	Active	08/31/2018	N		0	0	0.00	0.00	7850.00	7850.00	0.00



EMPLOYEE SERVICES

CONTRACT DETAILS AND PAYROLL REGISTER W ACCT

Projected Payments and Actual Earnings										
Personalize Find View 3 1-12 of 12 First Last										
Projected Earnings Actual Earnings <input type="button" value="CTT"/>										
Status	Pay Period End Date	Off Cycle	Separate Check	Work Days	Contract Regular	Paid Not Earned	Earned Not Paid	Total Paid	Worked	Leave of Absence
1 Payroll Confirmed	09/30/2016	N	0	2	5116.66	0.00	-1279.16	3837.50	5195.38	
2 Payroll Confirmed	10/31/2016	N	0	1	5116.66	0.00	-1279.16	3837.50	4959.22	
3 Payroll Confirmed	11/30/2016	N	0	2	5116.66	0.00	-1279.16	3837.50	5195.38	
4 Payroll Confirmed	12/31/2016	N	0	2	5116.67	0.00	-1279.17	3837.50	5195.39	
5 Payroll Confirmed	01/31/2017	N	0	2	5116.67	0.00	-1279.17	3837.50	5195.39	
6 Payroll Confirmed	02/28/2017	N	0	0	5116.67	0.00	-1279.17	3837.50	4723.08	
7 Payroll Confirmed	03/31/2017	N	0	3	5116.67	0.00	-1279.17	3837.50	5431.54	
8 Payroll Confirmed	04/30/2017	N	0	0	5116.67	0.00	-1279.17	3837.50	4723.08	
9 Payroll Confirmed	05/31/2017	N	0	3	5116.67	0.00	-1279.17	3837.50	5431.54	
10 Payroll Confirmed	06/30/2017	N	0	0	0.00	0.00	3837.50	3837.50	0.00	
11 Payroll Confirmed	07/31/2017	N	0	0	0.00	0.00	3837.50	3837.50	0.00	
12 Payroll Confirmed	08/31/2017	N	0	0	0.00	0.00	3837.50	3837.50	0.00	

Sum of Earnings Column Labels			
Row Labels	CRG Department Salary	ENP Salary Accrual (blank)	Grand Total
<9/30/2016			
2016			
Sep	\$5,116.66	-\$1,279.16	\$3,837.50
Oct	\$5,116.66	-\$1,279.16	\$3,837.50
Nov	\$5,116.66	-\$1,279.16	\$3,837.50
Dec	\$5,116.67	-\$1,279.17	\$3,837.50
2017			
Jan	\$5,116.67	-\$1,279.17	\$3,837.50
Feb	\$5,116.67	-\$1,279.17	\$3,837.50
Mar	\$5,116.67	-\$1,279.17	\$3,837.50
Apr	\$5,116.67	-\$1,279.17	\$3,837.50
May	\$5,116.67	-\$1,279.17	\$3,837.50
Jun		\$3,837.50	\$3,837.50
Jul		\$3,837.50	\$3,837.50
Aug		\$3,837.50	\$3,837.50
Grand Total	\$46,050.00	\$0.00	\$46,050.00



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EMPLOYEE SERVICES

CONTRACT EARNINGS CODES CRG AND ENP

Sum of Earnings: Column Labels			
Row Labels	CRG Department Salary	ENP Salary Accrual (blank)	Grand Total
<9/30/2016			
2016			
Sep	\$5,116.66	-\$1,279.16	\$3,837.50
Oct	\$5,116.66	-\$1,279.16	\$3,837.50
Nov	\$5,116.66	-\$1,279.16	\$3,837.50
Dec	\$5,116.67	-\$1,279.17	\$3,837.50
2017			
Jan	\$5,116.67	-\$1,279.17	\$3,837.50
Feb	\$5,116.67	-\$1,279.17	\$3,837.50
Mar	\$5,116.67	-\$1,279.17	\$3,837.50
Apr	\$5,116.67	-\$1,279.17	\$3,837.50
May	\$5,116.67	-\$1,279.17	\$3,837.50
Jun		\$3,837.50	\$3,837.50
Jul		\$3,837.50	\$3,837.50
Aug		\$3,837.50	\$3,837.50
Grand Total	\$46,050.00	\$0.00	\$46,050.00

Sum of Earnings: Column Labels			
Row Labels	CRG Department Salary 400100	ENP Salary Accrual 9/12 05100	Grand Total
<9/30/2016			
2016			
Sep	\$5,116.66	-\$1,279.16	\$3,837.50
Oct	\$5,116.66	-\$1,279.16	\$3,837.50
Nov	\$5,116.66	-\$1,279.16	\$3,837.50
Dec	\$5,116.67	-\$1,279.17	\$3,837.50
2017			
Jan	\$5,116.67	-\$1,279.17	\$3,837.50
Feb	\$5,116.67	-\$1,279.17	\$3,837.50
Mar	\$5,116.67	-\$1,279.17	\$3,837.50
Apr	\$5,116.67	-\$1,279.17	\$3,837.50
May	\$5,116.67	-\$1,279.17	\$3,837.50
Jun		\$3,837.50	\$3,837.50
Jul		\$3,837.50	\$3,837.50
Aug		\$3,837.50	\$3,837.50
Grand Total	\$46,050.00	\$0.00	\$46,050.00



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EMPLOYEE SERVICES

HCM USER WORKCENTER - RESOURCES

HCM Community Users
CU HCM User WorkCenter

CU HCM User WorkCenter
WorkCenter
Resources
HCM Queries
Query Manager

- Job List
- Funding Distribution
- Payroll Register Acct Detail
- Payroll Register
- Time Entry
- Position Data
- Personnel Roster
- Training Report
- Paycheck Distribution
- Dept Personnel & Org Roster
- Leave Balances
- TBT Manage Transactions
- Leave Accruals
- Personnel Actions History
- Position Funding

Top 15 Listed above. [Click here for ALL](#)

6	Contract Crosswalk/Setup	This query returns data from the contract crosswalk and term setup tables.	163	CUES_HCM_CONTRACT_CRSWLK
7	Contract Pay	This query will return contract data including history, current, and future rows. Can be filtered by dept ID, empl ID, job code, and specified dates.	1340	CUES_HCM_CONTRACT_PAY
8	Contract Payment Details	This query returns payment details for active contracts.	684	CUES_HCM_ACTIVE_CONTRACT_DET
9	Contracts with LOA Values	This query returns payment details for active contracts with LOA Amounts	81	CUES_HCM_CONTRACT_W_LOA
10	Department Information	This query returns default data for active departments.	625	CUES_HCM_DEPT_INFORMATION
11	Departmental Organization	List of all active positions, titles, incumbent information, name of the "Reports To", and name of the "Appointing Authority".	3999	CUES_HCM_DEPT_ORG
12	Dept Personnel & Org Roster	This query returns a list of all active employees with position and job data.	22250	CUES_HCM_PERSONNEL_ORG
		Returns a list of all employees that are currently active, or who		



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EMPLOYEE SERVICES

RESOURCES - CONTRACT PAYMENT DETAILS

CUES_HCM_ACTIVE_CONTRACT_DETS - Contract Payment Details

Dept ID (Optional)

Include Future Dated ☐

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (77 kb)

View All

Dept ID	Empl ID	Name	Empl Rcd	Pay Status	Comp Freq	Contract #	Contract Seq	Effective	Co	Pay Group	Begin Date	End Date	Pymt Begin	Pymt End
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Contract Worth	Annual Rt	Monthly Rt	Daily Rt	Hrly Rate	Converted CRG	Converted PNE	Converted ENP	Converted Act Wkd	Pay Period End	Off Cycle	Status	Processed/Projected CRG	Processed/Projected PNE	Processed/Projected ENP	Actual Worked	LOA Amount				
Begin Date	End Date	Pymt Begin	Pymt End	Contract Worth	Annual Rt	Monthly Rt	Daily Rt	Hrly Rate	Converted CRG	Converted PNE	Converted ENP	Converted Act Wkd	Pay Period End	Off Cycle	Status	Processed/Projected CRG	Processed/Projected PNE	Processed/Projected ENP	Actual Worked	LOA Amount
9/1/2018	5/31/2019	9/1/2018	8/31/2019	\$103,230.00	\$103,230.00	\$ 8,602.50	\$ 529.39	\$ 66.17	\$-	\$-	\$-	\$-	9/30/2018	N	Payroll Confir	\$ 11,470.00	\$ -	\$ (2,867.50)	10,587.68	\$ -
9/1/2018	5/31/2019	9/1/2018	8/31/2019	\$103,230.00	\$103,230.00	\$ 8,602.50	\$ 529.39	\$ 66.17	\$-	\$-	\$-	\$-	10/31/2018	N	Payroll Confir	\$ 11,470.00	\$ -	\$ (2,867.50)	12,175.85	\$ -
9/1/2018	5/31/2019	9/1/2018	8/31/2019	\$103,230.00	\$103,230.00	\$ 8,602.50	\$ 529.39	\$ 66.17	\$-	\$-	\$-	\$-	11/30/2018	N	Payroll Confir	\$ 11,470.00	\$ -	\$ (2,867.50)	11,646.46	\$ -
9/1/2018	5/31/2019	9/1/2018	8/31/2019	\$103,230.00	\$103,230.00	\$ 8,602.50	\$ 529.39	\$ 66.17	\$-	\$-	\$-	\$-	12/31/2018	N	Payroll Confir	\$ 11,470.00	\$ -	\$ (2,867.50)	11,117.08	\$ -
9/1/2018	5/31/2019	9/1/2018	8/31/2019	\$103,230.00	\$103,230.00	\$ 8,602.50	\$ 529.39	\$ 66.17	\$-	\$-	\$-	\$-	1/31/2019	N	Payroll Confir	\$ 11,470.00	\$ -	\$ (2,867.50)	12,175.85	\$ -
9/1/2018	5/31/2019	9/1/2018	8/31/2019	\$103,230.00	\$103,230.00	\$ 8,602.50	\$ 529.39	\$ 66.17	\$-	\$-	\$-	\$-	2/28/2019	N	Payroll Confir	\$ 11,470.00	\$ -	\$ (2,867.50)	10,587.69	\$ -
9/1/2018	5/31/2019	9/1/2018	8/31/2019	\$103,230.00	\$103,230.00	\$ 8,602.50	\$ 529.39	\$ 66.17	\$-	\$-	\$-	\$-	3/31/2019	N	Payroll Confir	\$ 11,470.00	\$ -	\$ (2,867.50)	11,117.08	\$ -
9/1/2018	5/31/2019	9/1/2018	8/31/2019	\$103,230.00	\$103,230.00	\$ 8,602.50	\$ 529.39	\$ 66.17	\$-	\$-	\$-	\$-	4/30/2019	N	Payroll Confir	\$ 11,470.00	\$ -	\$ (2,867.50)	11,646.46	\$ -
9/1/2018	5/31/2019	9/1/2018	8/31/2019	\$103,230.00	\$103,230.00	\$ 8,602.50	\$ 529.39	\$ 66.17	\$-	\$-	\$-	\$-	5/31/2019	N	Payroll Confir	\$ 11,470.00	\$ -	\$ (2,867.50)	12,175.85	\$ -
9/1/2018	5/31/2019	9/1/2018	8/31/2019	\$103,230.00	\$103,230.00	\$ 8,602.50	\$ 529.39	\$ 66.17	\$-	\$-	\$-	\$-	6/30/2019	N	Payroll Confir	\$ -	\$ -	\$ 8,602.50	-	\$ -
9/1/2018	5/31/2019	9/1/2018	8/31/2019	\$103,230.00	\$103,230.00	\$ 8,602.50	\$ 529.39	\$ 66.17	\$-	\$-	\$-	\$-	7/31/2019	N	Active	\$ -	\$ -	\$ 8,602.50	-	\$ -
9/1/2018	5/31/2019	9/1/2018	8/31/2019	\$103,230.00	\$103,230.00	\$ 8,602.50	\$ 529.39	\$ 66.17	\$-	\$-	\$-	\$-	8/31/2019	N	Active	\$ -	\$ -	\$ 8,602.50	-	\$ -



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EMPLOYEE SERVICES

RESOURCES – PAYROLL REGISTER

Pay Group	Pay Period End	Off Cycle	Form ID	Check Dt	Check Status	Earn Begin Dt	Earn End Dt	Earn Code	Hours	Earnings	Total Gross
MON	06/30/2019	N	ADVICE	06/28/2019	Confirmed						20072.50
MON	06/30/2019	N				06/01/2019	06/30/2019	CRG	0.00	11470.00	
MON	06/30/2019	N				06/01/2019	06/30/2019	ENP	0.00	-2867.50	
MON	05/31/2019	N				05/01/2019	05/31/2019	CRG	0.00	11470.00	
MON	05/31/2019	N				05/01/2019	05/31/2019	ENP	0.00	-2867.50	
MON	04/30/2019	N	ADVICE	04/30/2019	Confirmed						8602.50
MON	04/30/2019	N				04/01/2019	04/30/2019	CRG	0.00	11470.00	
MON	04/30/2019	N				04/01/2019	04/30/2019	ENP	0.00	-2867.50	
MON	03/31/2019	N	ADVICE	03/29/2019	Confirmed						8602.50
MON	03/31/2019	N				03/01/2019	03/31/2019	CRG	0.00	11470.00	
MON	03/31/2019	N				03/01/2019	03/31/2019	ENP	0.00	-2867.50	
MON	02/28/2019	N	ADVICE	02/28/2019	Confirmed						8602.50
MON	02/28/2019	N				02/01/2019	02/28/2019	CRG	0.00	11470.00	
MON	02/28/2019	N				02/01/2019	02/28/2019	ENP	0.00	-2867.50	
MON	01/31/2019	N	ADVICE	01/31/2019	Confirmed						8602.50
MON	01/31/2019	N				01/01/2019	01/31/2019	CRG	0.00	11470.00	
MON	01/31/2019	N				01/01/2019	01/31/2019	ENP	0.00	-2867.50	
MON	12/31/2018	N	ADVICE	12/31/2018	Confirmed						8602.50
MON	12/31/2018	N				12/01/2018	12/31/2018	CRG	0.00	11470.00	
MON	12/31/2018	N				12/01/2018	12/31/2018	ENP	0.00	-2867.50	
MON	11/30/2018	N	ADVICE	11/30/2018	Confirmed						8602.50
MON	11/30/2018	N				11/01/2018	11/30/2018	CRG	0.00	11470.00	
MON	11/30/2018	N				11/01/2018	11/30/2018	ENP	0.00	-2867.50	
MON	10/31/2018	N	ADVICE	10/31/2018	Confirmed						8602.50
MON	10/31/2018	N				10/01/2018	10/31/2018	CRG	0.00	11470.00	
MON	10/31/2018	N				10/01/2018	10/31/2018	ENP	0.00	-2867.50	
MON	09/30/2018	N	ADVICE	09/28/2018	Confirmed						8602.50
MON	09/30/2018	N				09/01/2018	09/30/2018	CRG	0.00	11470.00	
MON	09/30/2018	N				09/01/2018	09/30/2018	ENP	0.00	-2867.50	



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EMPLOYEE SERVICES

RESOURCES – PAYROLL REGISTER WITH ACCOUNTING DETAILS

Pay Period End	Off Cycle	Form ID	Check Dt	Check Status	Check Nbr	Reversed	Fiscal Year	Acct Period	Earn Code	Earn Descr	Earnings	Account	SpeedType	SpeedType Descr	Total Gross
6/30/2019	N	ADVICE	6/28/2019	Confirmed	7270464	N	2019	12	CRG	Contract	\$ 11,470.00	400100	63014268		\$ 20,072.50
6/30/2019	N	ADVICE	6/28/2019	Confirmed	7270464	N	2019	12	ENP	Earnings Eai	\$ 8,602.50	105100	61029668	Salary Accrual 9/12	\$ 20,072.50
5/31/2019	N	ADVICE	5/31/2019	Confirmed	7231608	N	2019	11	ENP	Earnings Eai	\$ (2,867.50)	105100	61029668	Salary Accrual 9/12	\$ 8,602.50
5/31/2019	N	ADVICE	5/31/2019	Confirmed	7231608	N	2019	11	CRG	Contract	\$ 11,470.00	400100	61000069		\$ 8,602.50
4/30/2019	N	ADVICE	4/30/2019	Confirmed	7183183	N	2019	10	ENP	Earnings Eai	\$ (2,867.50)	105100	61029668	Salary Accrual 9/12	\$ 8,602.50
4/30/2019	N	ADVICE	4/30/2019	Confirmed	7183183	N	2019	10	CRG	Contract	\$ 11,470.00	400100	61000069		\$ 8,602.50
3/31/2019	N	ADVICE	3/29/2019	Confirmed	7138629	N	2019	9	CRG	Contract	\$ 11,470.00	400100	61000069		\$ 8,602.50
3/31/2019	N	ADVICE	3/29/2019	Confirmed	7138629	N	2019	9	ENP	Earnings Eai	\$ (2,867.50)	105100	61029668	Salary Accrual 9/12	\$ 8,602.50
2/28/2019	N	ADVICE	2/28/2019	Confirmed	7093860	N	2019	8	ENP	Earnings Eai	\$ (2,867.50)	105100	61029668	Salary Accrual 9/12	\$ 8,602.50
2/28/2019	N	ADVICE	2/28/2019	Confirmed	7093860	N	2019	8	CRG	Contract	\$ 11,470.00	400100	61000069		\$ 8,602.50
1/31/2019	N	ADVICE	1/31/2019	Confirmed	7050589	N	2019	7	CRG	Contract	\$ 11,470.00	400100	61000069		\$ 8,602.50
1/31/2019	N	ADVICE	1/31/2019	Confirmed	7050589	N	2019	7	ENP	Earnings Eai	\$ (2,867.50)	105100	61029668	Salary Accrual 9/12	\$ 8,602.50
12/31/2018	N	ADVICE	12/31/2018	Confirmed	7006327	N	2019	6	CRG	Contract	\$ 11,470.00	400100	61000069		\$ 8,602.50
12/31/2018	N	ADVICE	12/31/2018	Confirmed	7006327	N	2019	6	ENP	Earnings Eai	\$ (2,867.50)	105100	61029668	Salary Accrual 9/12	\$ 8,602.50
11/30/2018	N	ADVICE	11/30/2018	Confirmed	6961941	N	2019	5	ENP	Earnings Eai	\$ (2,867.50)	105100	61029668	Salary Accrual 9/12	\$ 8,602.50
11/30/2018	N	ADVICE	11/30/2018	Confirmed	6961941	N	2019	5	CRG	Contract	\$ 11,470.00	400100	61000069		\$ 8,602.50
10/31/2018	N	ADVICE	10/31/2018	Confirmed	6917461	N	2019	4	ENP	Earnings Eai	\$ (2,867.50)	105100	61029668	Salary Accrual 9/12	\$ 8,602.50
10/31/2018	N	ADVICE	10/31/2018	Confirmed	6917461	N	2019	4	CRG	Contract	\$ 11,470.00	400100	61000069		\$ 8,602.50
9/30/2018	N	ADVICE	9/28/2018	Confirmed	6873482	N	2019	3	ENP	Earnings Eai	\$ (2,867.50)	105100	61029668	Salary Accrual 9/12	\$ 8,602.50
9/30/2018	N	ADVICE	9/28/2018	Confirmed	6873482	N	2019	3	CRG	Contract	\$ 11,470.00	400100	61000069		\$ 8,602.50

Sum of Earnings Column			
Row Labels	61000069	61029668	63014268
Grand Total			
105100		-\$5,735.00	-\$5,735.00
ENP		-\$5,735.00	-\$5,735.00
Jan		-\$2,867.50	-\$2,867.50
Feb		-\$2,867.50	-\$2,867.50
Mar		-\$2,867.50	-\$2,867.50
Apr		-\$2,867.50	-\$2,867.50
May		-\$2,867.50	-\$2,867.50
Jun		\$8,602.50	\$8,602.50
		\$11,470.00	\$68,820.00
CRG	\$57,350.00		\$11,470.00
Jan	\$11,470.00		\$11,470.00
Feb	\$11,470.00		\$11,470.00
Mar	\$11,470.00		\$11,470.00
Apr	\$11,470.00		\$11,470.00
May	\$11,470.00		\$11,470.00
Jun		\$11,470.00	\$11,470.00
Grand Total	\$57,350.00	\$5,735.00	\$11,470.00



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EMPLOYEE SERVICES

CONTRACTS AND THE PAYCHECK DISTRIBUTION



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EMPLOYEE SERVICES

RESOURCES – PAYCHECK DISTRIBUTION (EARNINGS)

	ACCRUAL FIC	ACCRUAL 401	DEPARTMENT	CAMPUS ENP		
Sum of Amount	Column Labels					
Row Labels	52640568	52640570	61000069	61029668	63014268	Grand Total
1-Earnings			\$11,470.00	\$5,735.00	\$11,470.00	\$28,675.00
Contract			\$11,470.00		\$11,470.00	\$22,940.00
400100			\$11,470.00		\$11,470.00	\$22,940.00
May			\$11,470.00			\$11,470.00
Jun					\$11,470.00	\$11,470.00
Earnings Earned Not Paid				\$5,735.00		\$5,735.00
105100				\$5,735.00		\$5,735.00
May				-\$2,867.50		-\$2,867.50
Jun				\$8,602.50		\$8,602.50



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EMPLOYEE SERVICES

RESOURCES – PAYCHECK DISTRIBUTION (DEDUCTION)

	ACCRUAL FIC	ACCRUAL 401	DEPARTMENT	CAMPUS ENP		
Sum of Amount	Column Label					
Row Labels	52640568	52640570	61000069	61029668	63014268	Grand Total
2-Deductions		\$860.25	\$2,223.99		\$1,490.03	\$4,574.27
401(a) Accrual			\$286.75			\$286.75
418433			\$286.75			\$286.75
May			\$286.75			\$286.75
401(a) ORP Retirement		\$860.25	\$860.25		\$1,147.00	\$2,867.50
105100		\$860.25				\$860.25
Jun		\$860.25				\$860.25
418433			\$860.25		\$1,147.00	\$2,007.25
May			\$860.25			\$860.25
Jun			\$0.00		\$1,147.00	\$1,147.00



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EMPLOYEE SERVICES

RESOURCES – PAYCHECK DISTRIBUTION (TAXES)

	ACCRUAL FIC	ACCRUAL 401	DEPARTMENT	CAMPUS ENP		
Sum of Amount	Column Lal					
Row Labels	52640568	52640570	61000069	61029668	63014268	Grand Total
3-Taxes	\$654.65		\$650.07		\$872.87	\$2,177.59
FICA Med Hospital Ins / EF	\$124.08		\$123.22		\$165.45	\$412.75
105100	\$124.08					\$124.08
Jun	\$124.08					\$124.08
418434			\$123.22		\$165.45	\$288.67
May			\$123.22			\$123.22
Jun			\$0.00		\$165.45	\$165.45
OASDI/Disability - ER	\$530.57		\$526.85		\$707.42	\$1,764.84
105100	\$530.57					\$530.57
Jun	\$530.57					\$530.57
418430			\$526.85		\$707.42	\$1,234.27
May			\$526.85			\$526.85
Jun			\$0.00		\$707.42	\$707.42
Grand Total	\$654.65	\$860.25	\$14,344.06	\$5,735.00	\$13,832.90	\$35,426.86



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EMPLOYEE SERVICES

CU FUNDING DISTRIBUTIONS FOR CONTRACTS



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EMPLOYEE SERVICES

CU FUNDING ENTRY – JOB DATA ON JUNE 1ST

Contract Information

Company CU University of Colorado

Pay Group MON Faculty - Contracts

Contract Begin Date 08/14/2017

Payment Begin Date 09/01/2017

Contract Worth 94200.00

Projected Payments and Actual Earnings [Personalize](#) | [Find](#) | [View 3](#) | [First](#) | 1-13 of 13 | [Last](#)

Projected Earnings		Actual Earnings											
Status	Pay Period End Date	Off Cycle	Separate Check	Work Days	Contract Regular	Paid Not Earned	Earned M	Total Paid	Worked	Leave of Absence			
1 Adjustment	09/30/2017	Y	99	0	0.00	0.00	0.00	0.00	6312.38				
2 Payroll Confirmed	09/30/2017	N	0	21	11225.90	0.00	-3375.00	7850.00	10196.91				
3 Payroll Confirmed	10/31/2017	N	0	22	11225.90	0.00	-3375.00	7850.00	10682.47				
4 Payroll Confirmed	11/30/2017	N	0	22	11225.91	0.00	-3375.00	7850.01	10682.47				

Job Data Snapshot

Pay Frequency	Pay Group	FTE	STD Hours	Annual Comp Rate	Monthly Comp Rate	Contract Regular	Reports To	Employee Class	Reg / Temp
C	MON	0.500000	20.00	94200.000	7850.000000	00055003	1		Regular

Department Budget and PET History [Personalize](#) | [Find](#) | [View All](#) | [First](#) | 1-5 of 13 | [Last](#)

HRGL Request #	Request Type	Effective Date	Pay Period End Date	Effective Sequence	Status	Last Update Timestamp	Originator OperID	Description
1 View Details	DBT	07/01/2018		0				
2 View Details	DBT	07/01/2017		0				
3 SCHE000003-20170901-507	PET	07/31/2017		0	Completed	09/01/17 12:00AM	SCHE000003	Scheppach, Amberly Turczyn
4 SCHE000003-20170901-1991	PET	08/31/2017		0	Completed	09/01/17 12:00AM	SCHE000003	Scheppach, Amberly Turczyn
5 SCHE000003-20170831-1927	PET	08/31/2016		0	Completed	08/31/17 12:00AM	SCHE000003	Scheppach, Amberly Turczyn

[Clear New Distribution Grid](#) ☐ [Apply to Next Fiscal Year](#)

New Distribution Data [Personalize](#)

ERNCD	SpeedType	SpeedType Description	Project End Date	Funding End Date	Budget Amount	Percent of Distribution	and Code	Department	Program Code	Project	Account	PC Busine
1					7850.000	100.000						



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EMPLOYEE SERVICES

CU FUNDING ENTRY – JOB DATA ON SEPT 1ST

Contract Information

Company CU University of Colorado

Pay Group MON Faculty - Contracts

Contract Begin Date 08/14/2017

Payment Begin Date 09/01/2017

Contract Worth 94200.00

Projected Payments and Actual Earnings

Personalize | Find | View 3 | 621 | First 1-13 of 13 Last

Projected Earnings | Actual Earnings

Status	Pay Period End Date	Off Cycle	Separate Check	Work Days	Contract Regular	Paid Not Earned	Earned Not Paid	Total Paid	Worked	Leave of Absence
1 Adjustment	09/30/2017	Y		99	0.00	0.00	0.00	0.00	6312.38	
2 Payroll Confirmed	09/30/2017	N		0	11225.90	0.00	-3375.90	7850.00	10196.91	
3 Payroll Confirmed	10/31/2017	N		0	11225.90	0.00	-3375.90	7850.00	10682.47	
4 Payroll Confirmed	11/30/2017	N		0	11225.91	0.00	-3375.90	7850.01	10682.47	

Job Data Snapshot

Pay Frequency	Pay Group	FTE	STD Hours	Annual Comp Rate	Monthly Comp Rate	Contract Regular	Reports To	Employee Class	Reg / Temp
C	MON	0.500000	20.00	94200.000		11225.91	0055003	1	Regular

[Personalize](#) | [Find](#) | [View All](#) | [Print](#) | First 1 of 1 Last

Project End Date	Chartfield Descr	Budget Amount	Percent of Distribution
	Chartfield Descr	11225.910	100.000

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EMPLOYEE SERVICES

CU FUNDING ENTRY – JOB DATA MAY 1ST

Contract Information

Company CU University of Colorado

Pay Group MON Faculty - Contracts

Contract Begin Date 08/14/2017

Payment Begin Date 09/01/2017

Contract Worth 94200.00

Projected Payments and Actual Earnings [Personalize](#) | [Find](#) | [View 3](#) | [1-13 of 13](#) | [Last](#)

Status	Pay Period End Date	Off Cycle	Separate Check	Work Days	Contract Regular	Paid Not Earned	Earned Not Paid	Total Paid	Worked	Leave of Absence
1 Adjustment	09/30/2017	Y	99	0	0.00	0.00	0.00	0.00	6312.38	
9 Payroll	04/30/2018	N	0	21	1125.91	0.00	-3375.91	7850.00	10196.91	
10 Payroll Confirmed	05/31/2018	N	0	9	4392.74	0.00	3457.25	7849.99	4370.10	
11 Active	06/30/2018	N	0	0	0.00	0.00	7850.00	7850.00	0.00	
12 Active	07/31/2018	N	0	0	0.00	0.00	7850.00	7850.00	0.00	
13 Active	08/31/2018	N	0	0	0.00	0.00	7850.00	7850.00	0.00	

Job Data Snapshot

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Pay Frequency	Pay Group	FTE	STD Hours	Annual Comp Rate	Monthly Comp Rate	Contract Regular	Reports To	Employee Class	Reg / Temp
C	MON	0.500000	20.00	94200.000		4392.74	355003	1	Regular

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Project End Date	Chartfield Descr	Budget Amount	Percent of Distribution
	Chartfield Descr	4392.740	100.000



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EMPLOYEE SERVICES

CONTRACT PAY POSTS TO THE GL



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EMPLOYEE SERVICES

CONTRACT PAY POSTS TO THE GL

Contract Regular	Paid Not Earned	Earned Not Paid
0.00	0.00	0.00
11225.90	0.00	-3375.90
11225.90	0.00	-3375.90
11225.91	0.00	-3375.90
11225.91	0.00	-3375.91
11225.91	0.00	-3375.91
11225.91	0.00	-3375.91
11225.91	0.00	-3375.91
11225.91	0.00	-3375.91
4392.74	0.00	3457.25
0.00	0.00	7850.00
0.00	0.00	7850.00
0.00	0.00	7850.00

Sum of Earnings - Column Labels			
	CRG	ENP	Grand Total
Row Labels	Department S 400100	Salary Accrual 9/12 1 5100	
2017			
Sep	\$11,225.90	-\$3,375.90	\$7,850.00
Oct	\$11,225.90	-\$3,375.90	\$7,850.00
Nov	\$11,225.90	-\$3,375.90	\$7,850.01
Dec	\$11,225.90	-\$3,375.91	\$7,850.00
2018			
Jan	\$11,225.90	-\$3,375.91	\$7,850.00
Feb	\$11,225.90	-\$3,375.91	\$7,850.00
Mar	\$11,225.90	-\$3,375.91	\$7,850.00
Apr	\$11,225.90	-\$3,375.91	\$7,850.00
May	\$4,392.74	\$3,457.25	\$7,849.99
Grand Total	\$94,200.00	-\$23,550.00	\$70,650.00
Jun		Pays out ENP	\$7,850.00
Jul		Pays out ENP	\$7,850.00
Aug		Pays out ENP	\$7,850.00
		\$23,550.00	\$94,200.00



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EMPLOYEE SERVICES

CONTRACT PAY POSTING TO THE GL

Contract Regular	Paid Not Earned	Earned Not Paid
0.00	0.00	0.00
11225.90	0.00	-3375.90
11225.90	0.00	-3375.90
11225.91	0.00	-3375.90
11225.91	0.00	-3375.91
11225.91	0.00	-3375.91
11225.91	0.00	-3375.91
11225.91	0.00	-3375.91
11225.91	0.00	-3375.91
4392.74	0.00	3457.25
0.00	0.00	7850.00
0.00	0.00	7850.00
0.00	0.00	7850.00



COMPENSATION SUMMARY

FISCAL YEAR ACCOUNTING PERIOD: 2019 1 – JUL
THROUGH FISCAL YEAR ACCOUNTING PERIOD: 2019 997 – JUN



POSITION, SPEEDTYPE SUMMARY BY JOURNAL MONTH

Position	Speedtype	Type	PET	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
00350982	61000069	Payroll		0.00	0.00	11,470.00	11,470.00	11,470.00	11,470.00	11,470.00	11,470.00	11,470.00	11,470.00	11,470.00	0.00	13,230.00
		PET		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Benefits		1,967.22	2,080.75	2,617.81	2,617.82	2,616.78	2,616.79	2,616.78	2,625.19	2,616.79	2,616.78	2,616.79	1,772.17	9,381.67
		PET		(1,595.55)	(1,271.82)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(1,514.90)	(4,382.27)
00647075	63010374	Payroll		2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00
		Benefits		466.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	466.53
	63014268 --	Payroll		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,470.00	1,470.00
		PET		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Benefits		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,362.90	2,362.90
		PET		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				2,838.20	808.93	14,087.81	14,087.82	14,086.78	14,086.79	14,086.78	14,095.19	14,086.79	14,086.78	14,086.79	14,086.78	14,528.83



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EMPLOYEE SERVICES

ENP WITH TERMINATION

Termination eff 6/1/19 entered on 5/24/19 (after payroll)

Compensation ? Find First

Effective Date 06/01/2019
Effective Sequence 0
HR Status Inactive
Payroll Status Terminated

Action Termination
Reason Resignation
Job Indicator Primary Job

Compensation Rate 81,792.750000

*Frequency [] Contract

Comparative Information ?

Pay Rates ?

Default Pay Components (No Proration Selected) Con

Pay Components ?

Amounts Controls Changes Conversion []

*Rate Code	Seq	Comp Rate	Currency	Freq
1 BASEC	0	81,792.750000	USD	C

Contract Information ? Find View All First 1 of 1 Last

*Effective Date 09/01/2018

Contract Pay Type AY Faculty Pd/12 Months

Payment Term Pay Over 12 Months

*Monthly Frequency M MON Sal Calculation Method Actual

Pay Period Hours *Daily Hours 8.00

*Assign Hours To Not Applicable

*Contract Begin Date 09/01/2018 *Contract End Date 05/31/2019

Payment Begin Date 09/01/2018 Payment End Date 08/31/2019

Actual Start Date 09/01/2018 Termination Date 05/31/2019



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EMPLOYEE SERVICES

ENP WITH TERMINATION – CONTRACT PAYMENT DETAILS

Begin Date	End Date	Pymt Begin	Pymt End	Contract Worth	Annual R	Monthly R	Pay Period End	Off Cyc	Status	Processed/Projected CRG	Processed/Projected ENP	Actual Worked	LOA Amount
9/1/2018	5/31/2019	9/1/2018	8/31/2019	\$ 81,792.75	\$ 81,792.75	\$ 6,816.06	9/30/2018	N	Payroll Con	\$ 9,088.09	\$ (2,272.02)	\$8,389.00	0.00
9/1/2018	5/31/2019	9/1/2018	8/31/2019	\$ 81,792.75	\$ 81,792.75	\$ 6,816.06	10/31/2018	N	Payroll Con	\$ 9,088.09	\$ (2,272.02)	\$9,647.35	0.00
9/1/2018	5/31/2019	9/1/2018	8/31/2019	\$ 81,792.75	\$ 81,792.75	\$ 6,816.06	11/30/2018	N	Payroll Con	\$ 9,088.09	\$ (2,272.02)	\$9,227.90	0.00
9/1/2018	5/31/2019	9/1/2018	8/31/2019	\$ 81,792.75	\$ 81,792.75	\$ 6,816.06	12/31/2018	N	Payroll Con	\$ 9,088.08	\$ (2,272.02)	\$8,808.45	0.00
9/1/2018	5/31/2019	9/1/2018	8/31/2019	\$ 81,792.75	\$ 81,792.75	\$ 6,816.06	1/31/2019	N	Payroll Con	\$ 9,088.08	\$ (2,272.02)	\$9,647.35	0.00
9/1/2018	5/31/2019	9/1/2018	8/31/2019	\$ 81,792.75	\$ 81,792.75	\$ 6,816.06	2/28/2019	N	Payroll Con	\$ 9,088.08	\$ (2,272.02)	\$8,389.00	0.00
9/1/2018	5/31/2019	9/1/2018	8/31/2019	\$ 81,792.75	\$ 81,792.75	\$ 6,816.06	3/31/2019	N	Payroll Con	\$ 9,088.08	\$ (2,272.02)	\$8,808.45	0.00
9/1/2018	5/31/2019	9/1/2018	8/31/2019	\$ 81,792.75	\$ 81,792.75	\$ 6,816.06	4/30/2019	N	Payroll Con	\$ 9,088.08	\$ (2,272.02)	\$9,227.90	0.00
9/1/2018	5/31/2019	9/1/2018	8/31/2019	\$ 81,792.75	\$ 81,792.75	\$ 6,816.06	5/31/2019	N	Payroll Con	\$ 9,088.08	\$ (2,272.02)	\$9,647.35	0.00
9/1/2018	5/31/2019	9/1/2018	8/31/2019	\$ 81,792.75	\$ 81,792.75	\$ 6,816.06	6/6/2019	Y	Payroll Con	\$ -	\$ -	\$ -	0.00
						\$ 68,160.63				\$81,792.75	\$(20,448.18)		



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EMPLOYEE SERVICES

ENP WITH TERMINATION

Termination eff 6/1/19 entered on 5/24/19 (after payroll)

- **Manual entry in CU Time for unpaid ENP**
- **Department Budget Table rules know which SpeedType to use!**
- **Do NOT use override SpeedType**
- This entry used an override SpeedType
 - Charged Department
 - Department already made “monthly” allocations
 - Payroll Expense Transfer required to post expense to ENP SpeedType
 - To offset already created credits

Sum of Amount	Column Labels		
Row Labels	61001085	61029668	Grand Total
2018	\$36,352.35	-\$9,088.08	\$27,264.27
2019			
Jan	\$9,088.08	-\$2,272.02	\$6,816.06
1-Earnings	\$9,088.08	-\$2,272.02	\$6,816.06
CRG	\$9,088.08		\$9,088.08
ENP		-\$2,272.02	-\$2,272.02
Feb	\$9,088.08	-\$2,272.02	\$6,816.06
1-Earnings	\$9,088.08	-\$2,272.02	\$6,816.06
CRG	\$9,088.08		\$9,088.08
ENP		-\$2,272.02	-\$2,272.02
Mar	\$9,088.08	-\$2,272.02	\$6,816.06
1-Earnings	\$9,088.08	-\$2,272.02	\$6,816.06
CRG	\$9,088.08		\$9,088.08
ENP		-\$2,272.02	-\$2,272.02
Apr	\$9,088.08	-\$2,272.02	\$6,816.06
1-Earnings	\$9,088.08	-\$2,272.02	\$6,816.06
CRG	\$9,088.08		\$9,088.08
ENP		-\$2,272.02	-\$2,272.02
May	\$9,088.08	-\$2,272.02	\$6,816.06
1-Earnings	\$9,088.08	-\$2,272.02	\$6,816.06
CRG	\$9,088.08		\$9,088.08
ENP		-\$2,272.02	-\$2,272.02
Jun	\$20,448.18		\$20,448.18
1-Earnings	\$20,448.18		\$20,448.18
ENP	\$20,448.18		\$20,448.18
Grand Total	\$102,240.93	-\$20,448.18	\$81,792.75



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EMPLOYEE SERVICES

RESOURCES – CONTRACT CROSSWALK/SETUP

CUES_HCM_CONTRACT_CRSWLK - Contract Crosswalk/Setup

Business Unit (Optional)

Employee Group (Optional)

View Results

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (18 kb)

View All

First 1-32 of 32 Last

	Business Unit	Employee Group	Contract Term	Pay Type	Pynt Term	Monthly Frequency	Calc Method	Begin Date	End Date	Eff Date	Pynt Begin	Pynt End	School Schedule	Daily Hrs	Pay Prd Hr	Assign Hrs	Annualize Optn	Ann Tx Prd
1	UCD	Faculty	Summer VII	Summer	Pay Over Contract	M	Actual	06/01/2017	08/31/2018	06/01/2018	06/01/2018	08/31/2018		8.00	0.00	All Earnings(Contract+PNE+ENP)	Annualize Over 12 months	0.00
2	UCD	Faculty	Spring	Spring	Pay Over Contract	M	Actual	01/01/2018	05/31/2018	01/01/2018	01/01/2018	05/31/2018		8.00	0.00	All Earnings(Contract+PNE+ENP)	Annualize Over 12 months	0.00
3	UCD	Faculty	Summer I	Summer	Pay Over Contract	M	Actual	06/01/2018	07/31/2018	06/01/2018	06/01/2018	07/31/2018		8.00	0.00	All Earnings(Contract+PNE+ENP)	Annualize Over 12 months	0.00
4	UCD	Faculty	Summer Mini	Summer	Pay Over Contract	M	Actual	06/01/2018	06/30/2018	06/01/2018	06/01/2018	06/30/2018		8.00	0.00	All Earnings(Contract+PNE+ENP)	Annualize Over 12 months	0.00
5	UCD	Faculty	Summer II	Summer	Pay Over Contract	M	Actual	07/01/2018	08/31/2018	07/01/2018	07/01/2018	08/31/2018		8.00	0.00	All Earnings(Contract+PNE+ENP)	Annualize Over 12 months	0.00
6	UCD	Faculty	Summer Mini	Summer	Pay Over Contract	M	Actual	07/01/2018	07/31/2018	07/01/2018	07/01/2018	07/31/2018		8.00	0.00	All Earnings(Contract+PNE+ENP)	Annualize Over 12 months	0.00
7	UCD	Faculty	Summer Mini	Summer	Pay Over Contract	M	Actual	08/01/2018	08/31/2018	08/01/2018	08/01/2018	08/31/2018		8.00	0.00	All Earnings(Contract+PNE+ENP)	Annualize Over 12 months	0.00
8	UCD	Faculty	Academic Year paid over 9 ½ mo	Fclt 10/10	Pay Over Contract	M	Actual	08/13/2018	05/31/2019	08/13/2018	08/13/2018	05/31/2019		8.00	0.00	All Earnings(Contract+PNE+ENP)	Annualize Over 12 months	0.00
9	UCD	Faculty	Admin AY paid over 9 months	Admin 9/9	Pay Over Contract	M	Actual	09/01/2018	05/31/2019	09/01/2018	09/01/2018	05/31/2019		8.00	0.00	All Earnings(Contract+PNE+ENP)	Annualize Over 12 months	0.00
11	UCD	Faculty	Academic Year paid over 12 mon	Fclt 9/12	Pay Over 12 Months	M	Actual	09/01/2018	05/31/2019	09/01/2018	09/01/2018	08/31/2019		8.00	0.00	All Earnings(Contract+PNE+ENP)	Annualize Over 12 months	0.00
12	UCD	Faculty	Academic Year paid over 9 mont	Fclt 9/9	Pay Over Contract	M	Actual	09/01/2018	05/31/2019	09/01/2018	09/01/2018	05/31/2019		8.00	0.00	All Earnings(Contract+PNE+ENP)	Annualize Over 12 months	0.00
13	UCD	Faculty	Admin AY paid over 12 months	Other/X	Pay Over Contract	M	Actual	09/01/2018	05/31/2019	09/01/2018	09/01/2018	08/31/2019		8.00	0.00	All Earnings(Contract+PNE+ENP)	Annualize Over 12 months	0.00
14	UCD	Faculty	Spring	Spring	Pay Over Contract	M	Actual	01/22/2019	05/31/2019	01/22/2019	01/22/2019	05/31/2019		8.00	0.00	All Earnings(Contract+PNE+ENP)	Annualize Over 12 months	0.00
15	UCD	Faculty	Spring	Spring	Pay Over Contract	M	Actual	01/22/2019	05/31/2019	01/22/2019	01/22/2019	05/31/2019		8.00	0.00	All Earnings(Contract+PNE+ENP)	Annualize Over 12 months	0.00
16	UCD	Faculty	Spring	Spring	Pay Over Contract	M	Actual	02/01/2019	05/31/2019	02/01/2019	02/01/2019	05/31/2019		8.00	0.00	All Earnings(Contract+PNE+ENP)	Annualize Over 12 months	0.00
17	UCD	Faculty	Summer I	Summer	Pay Over Contract	M	Actual	06/01/2019	07/31/2019	06/01/2019	06/01/2019	07/31/2019		8.00	0.00	All Earnings(Contract+PNE+ENP)	Annualize Over 12 months	0.00
18	UCD	Faculty	Summer VII	Summer	Pay Over Contract	M	Actual	06/01/2019	08/31/2019	06/01/2019	06/01/2019	08/31/2019		8.00	0.00	All Earnings(Contract+PNE+ENP)	Annualize Over 12 months	0.00
19	UCD	Faculty	Summer Mini	Summer	Pay Over Contract	M	Actual	06/01/2019	06/30/2019	06/01/2019	06/01/2019	06/30/2019		8.00	0.00	All Earnings(Contract+PNE+ENP)	Annualize Over 12 months	0.00
20	UCD	Faculty	Summer II	Summer	Pay Over Contract	M	Actual	07/01/2019	08/31/2019	07/01/2019	07/01/2019	08/31/2019		8.00	0.00	All Earnings(Contract+PNE+ENP)	Annualize Over 12 months	0.00
21	UCD	Faculty	Summer Mini	Summer	Pay Over Contract	M	Actual	07/01/2019	07/31/2019	07/01/2019	07/01/2019	07/31/2019		8.00	0.00	All Earnings(Contract+PNE+ENP)	Annualize Over 12 months	0.00
22	UCD	Faculty	Summer Mini	Summer	Pay Over Contract	M	Actual	08/01/2019	08/31/2019	08/01/2019	08/01/2019	08/31/2019		8.00	0.00	All Earnings(Contract+PNE+ENP)	Annualize Over 12 months	0.00
23	UCD	Faculty	Academic Year paid over 9 ½ mo	Fclt 10/10	Pay Over Contract	M	Actual	08/12/2019	05/31/2020	08/12/2019	08/12/2019	05/31/2020		8.00	0.00	All Earnings(Contract+PNE+ENP)	Annualize Over 12 months	0.00
24	UCD	Faculty	Admin AY paid over 9 months	Admin 9/9	Pay Over Contract	M	Actual	09/01/2019	05/31/2020	09/01/2019	09/01/2019	05/31/2020		8.00	0.00	All Earnings(Contract+PNE+ENP)	Annualize Over 12 months	0.00
25	UCD	Faculty	Fall	Pay Over Contract	M	Actual	09/01/2019	12/31/2019	09/01/2019	09/01/2019	12/31/2019		8.00	0.00	All Earnings(Contract+PNE+ENP)	Annualize Over 12 months	0.00	
26	UCD	Faculty	Academic Year paid over 12 mon	Fclt 9/12	Pay Over 12 Months	M	Actual	09/01/2019	05/31/2020	09/01/2019	09/01/2019	08/31/2020		8.00	0.00	All Earnings(Contract+PNE+ENP)	Annualize Over 12 months	0.00
27	UCD	Faculty	Academic Year paid over 9 mont	Fclt 9/9	Pay Over Contract	M	Actual	09/01/2019	05/31/2020	09/01/2019	09/01/2019	05/31/2020		8.00	0.00	All Earnings(Contract+PNE+ENP)	Annualize Over 12 months	0.00
28	UCD	Faculty	Admin AY paid over 12 months	Other/X	Pay Over Contract	M	Actual	09/01/2019	05/31/2020	09/01/2019	09/01/2019	08/31/2020		8.00	0.00	All Earnings(Contract+PNE+ENP)	Annualize Over 12 months	0.00
29	UCD	Faculty	Spring	Spring	Pay Over Contract	M	Actual	01/01/2020	05/31/2020	01/01/2020	01/01/2020	05/31/2020		8.00	0.00	All Earnings(Contract+PNE+ENP)	Annualize Over 12 months	0.00
30	UCD	Faculty	Spring	Spring	Pay Over Contract	M	Actual	02/01/2020	05/31/2020	02/01/2020	02/01/2020	05/31/2020		8.00	0.00	All Earnings(Contract+PNE+ENP)	Annualize Over 12 months	0.00
31	UCD	Faculty	Default Appointment Period	Oth/Cont	Pay Over Contract	M	Actual							8.00	0.00	All Earnings(Contract+PNE+ENP)	Annualize Over 12 months	0.00
32	UCD	Student	Default Appointment Period	Oth/Cont	Pay Over Contract	M	Actual							8.00	0.00	All Earnings(Contract+PNE+ENP)	Annualize Over 12 months	0.00



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DOCUMENT NAME	TYPE	DEPARTMENT
Contract Elections Guide	Procedure	HCM Community, Employee Services
Contract Proration Calculator	Document	Employee Services
HCM 9.2: HCM ePAR, Position Data, and Transfer/Transfer Contract Approval Roles	Document	Employee Services, HCM Community
Hiring an Employee		HCM Community
Viewing Related Content		HCM Community
Working with Contracts		HCM Community



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DOCUMENT NAME	TYPE	DEPARTMENT
Funding Entry		HCM Community
Manage Funding Suspense		HCM Community
Payroll Expense Transfers - PETs (Regular Users)		HCM Community



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EMPLOYEE SERVICES

Thank you.

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Questions and comments are always welcome.



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