

Ask faculty to update contract payment schedules by July 11 ^[1]



April 22, 2025 by [Employee Services](#) ^[2]

University of Colorado faculty on a contract have the option to choose to change their contract payment schedule for the 2025-26 academic year between May 1 and July 11.

Faculty members have until 5 p.m. (MT) July 11 to select their new schedule in the employee portal by following this guide.

Two payment schedules are available:

Faculty Academic Year payments (August – May):

- For CU Boulder, CU Denver | Anschutz Medical Campus and UCCS, academic year salary will start in August, paying Aug. 31 to May 31.

Faculty 9/12 payments:

Note: Employees may elect this option only if they do not exceed the maximum deferred compensation limit in 2025. Please refer to the employee portal or [faculty election page](#) ^[3] for additional information. More information can also be found in the IRS's [2025 General Instructions for Forms W-2 and W-3](#) ^[4] on page 12, under the heading "Nonqualified deferred compensation plans."

- For CU Boulder, CU Denver | Anschutz Medical Campus and UCCS, academic salaries will be paid from August 2025 through August 2026.

If no changes are made, then the previously chosen election will continue.

Reminder: Once faculty have chosen their payment schedule, they may not revoke or change their schedule for the plan year.

Share these resources with contract faculty

Visit the [Employee Services contracts webpage](#) ^[5] to learn how to choose a contract type.

The Contract Proration Calculator [6] can help faculty to determine whether combined 9-pay-12 contracts exceed IRS limits and how it will be distributed over a 12-month period.

IRS deferred compensation guidelines [7] will walk faculty through the tax implications of selecting a 9-pay-12 contract.

This Quick Reference Guide [8] will show faculty members how to select their contracts in the employee portal.

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Links

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[7] <https://www.irs.gov/newsroom/frequently-asked-questions-sec-409a-and-deferred-compensation>

[8] <https://www.cu.edu/docs/contract-elections-guide>