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Best Practices: Managing employee contracts with irregular start or end dates [1]



July 19, 2021 by Employee Services [2]

Sometimes contracts end mid-month and a new contract begins during the same month. Avoid confusing paycheck calculations by following these best practices for mid-month contract changes.

- Payroll does not differentiate mid-month position changes for different contracts on the same job record.
- Contract Details are associated with a Record Number in Job Data, not the position.
- If contract pay ends mid-month and new position data is entered for the new contract mid-month on the same job record, payroll will not use the position active at the time of the mid-month end date for the prior contract. Instead, it will post both contracts using the last position listed in Job Data for that pay period.
- Account codes and the CU Boulder and UCCS FIN fringe rates will use the last position data for both contracts.
- If an employee will be rehired to a new contract mid-pay period, **use a different Record Number to rehire the employee**.
- Use a different position number to manage funding for multiple contracts with each having their own distributions.

Need extra help?

To access helpful HCM queries:

- Log into the **employee portal** [3].
- Open the **CU Resources** dropdown menu and click **Business Tools**.
- Select the **HCM** tile and choose **HCM Community Users** from the drop-down menu.
- Click the **HCM WorkCenter** tile.
- Select the **Resources** tab and click the query you desire.

You can find contract resources on the HCM Contracts page [4].

As always, you can email hcm-community@cu.edu [5] or System.HRGL.Team@cu.edu [6] for additional help.

HRGL [7], funding [8], Contracts [9], earnings not paid [10]
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