

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



July 16, 2025 by [Employee Services](#) ^[2]

Avoid unanticipated paycheck calculations by following these best practices for mid-month contract changes.

Sometimes a contract may end mid-month, like a summer contract that ends in the middle of August, and a new contract begins during the same month, like a fall contract that starts in the middle of August.

Contracts are tied to job data record numbers, which include position data.

- The summer contract is associated with a position with its own job code and funding distribution
- The fall contract is associated with its own position with a different job code and different funding distribution

If **both contracts** use the **same record number**, both contracts (the summer contract and the fall contract) will **post only using the fall contract position job code and funding, due to it being the latest active record as of the pay period.**

Instead, for a new contract mid-pay period, **use a different record number for the new contract.**

- Each contract will use its own record number.
- Each record number will use its own position number.
- Each position number will use its own job code (and account codes) and funding distribution.

Need extra help?

To access the HCM queries:

1. Log in to the **[employee portal](#)** ^[3].
2. Open the **CU Resources** dropdown menu and click **Business Tools**.
3. Select the **HCM** tile and choose **HCM Community Users** from the drop-down menu.

4. Click the **HCM WorkCenter** tile.
5. 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.

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