

## **Best Practices: Managing employee contracts with irregular start or end dates** <sup>[1]</sup>



July 16, 2025 by [Employee Services](#) <sup>[2]</sup>

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](#) <sup>[3]</sup>.
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](mailto:hcm_community@cu.edu) [5] or [System.HRGL.Team@cu.edu](mailto:System.HRGL.Team@cu.edu) [6] for additional help.

[HRGL](#) [7], [Funding Entry](#) [8], [PET](#) [9], [payroll expense transfer](#) [10], [Contract pay](#) [11], [account codes](#) [12], [fringe rates](#) [13], [Contracts](#) [14], [manual check adjustments](#) [15]

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