

Don't forget to pay out Earnings Not Paid for 9-pay-12 terminations this May ^[1]

March 18, 2020 by [Employee Services](#) ^[2]

The end of the semester is quickly approaching and professors of a 9-pay-12 contract, who terminate in May should have their Earnings Not Paid (ENP) paid out in their May paycheck.

To do this, insert a termination row in the Job Data with a termination date of **June 1, 2019** prior to May payroll.

For more contract tips, tricks and information, [visit the Contract Pay section of the HCM Community website](#) ^[3].

[earnings not paid](#) ^[4], [ENP](#) ^[5]

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