

## Ending academic year contracts in December? Review these steps and reminders before you begin <sup>[1]</sup>

November 7, 2018 by [Employee Services](#) <sup>[2]</sup>

If you have academic year professors who are resigning when the fall semester ends, take the following steps to successfully end their contracts and pay all owed salaries.

### 1. Change the salary

- Use an ePAR [Pay Rate Change](#) <sup>[3]</sup> and a reason of **Base Pay – Decrease**.
- To ensure the projected payment for December correctly updates; it is critical that the effective date of this change be **Dec. 1, 2018**.
- The new amount should be half of their academic year appointment.
- Keep the proration button as **No Proration of Change Amt**.

### 2. Terminate the job

- After the pay rate change is approved, enter the termination row on **Job Data**.
- If everything is entered in a timely manner, the Earnings Not Paid (ENP) will pay out for the December payroll.

### 3. Make a pay rate change to a contract

- Effective date your pay rate changes to the first day of the next payroll. This date is currently **Nov. 1, 2018**.
- Always maintain the **No Proration of Change Amount** button.
- The first day of the following payroll is when payroll processing begins.
- Backdating contracts does not update projected pay on the **Contract Payment Details** page. This results in incorrect paychecks for employees.

[Contracts](#) <sup>[4]</sup>, [Contract pay](#) <sup>[5]</sup>

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