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Entering summer contracts? Use these resources to get started [1]

March 18, 2020 by Employee Services [2]

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If you'll be entering contracts for the summer term, review these resources.

The Contract Pay section of the HCM website [3] has guides and instructions, whether you're setting up a new contract, entering a reappointment or just checking details.

Here are a few reminders:

- Rehire templates with future dated termination effective dates: It will assign the same job, but will cause an error.
- DO NOT put in Summer School Schedule.
- All contract start/payment start and contract end/payment end dates need to match.
    - Do not have a different contract begin date from payment begin date.

If you have additional questions, please email hcm_community@cu.edu [4].

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