

## **Entering summer contracts? Use these resources to get started** <sup>[1]</sup>

March 18, 2020 by [Employee Services](#) <sup>[2]</sup>

***Updated March 26, 2021***

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

The [Contract Pay](#) section of the HCM website <sup>[3]</sup> 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](mailto:hcm_community@cu.edu) <sup>[4]</sup>.

[Summer Contracts](#) <sup>[5]</sup>

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