

Faculty must choose contract schedule for the 2019-20 academic year by July 26 ^[1]

May 6, 2019 by [Employee Services](#) ^[2]

University of Colorado faculty recently received an email requiring them to take action on their contract payment schedule for the 2019-20 academic year.

Faculty members with a current contract **must choose** a contract schedule in the portal by **July 26**. If they do not make an election by this deadline, they will not be part of the Employee Services faculty renewal process, which may cause a delay of their first payment.

Encourage your faculty to access these resources

If your faculty need assistance during this process, please encourage them to use the resources below:

- Visit the [Employee Services' faculty payroll webpage](#) ^[3] to learn how to choose a contract type.
- The [Contract Proration Calculator](#) ^[4] can help determine whether their combined 9-pay-12 contracts exceed IRS limits and how it will be distributed over a 12-month period.
- [IRS deferred compensation guidelines](#) ^[5] will walk them through the tax implications of selecting a 9-pay-12 contract.
- Our [Quick Reference Guide](#) ^[6] will show them how to select their contract in the employee portal.

If you have additional questions, please email hcm_community@cu.edu ^[7].

[Contract Election](#) ^[8], [Contract Schedule](#) ^[9], [Contracts](#) ^[10], [faculty](#) ^[11]

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[3] <https://www.cu.edu/employee-services/payroll/faculty-payroll>

[4] <https://www.cu.edu/docs/contract-proration-calculator>

[5] <http://www.irs.gov/newsroom/frequently-asked-questions-sec-409a-and-deferred-compensation>

[6] <https://www.cu.edu/docs/contract-elections-guide>

[7] mailto:hcm_community@cu.edu

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