Get a head start on contracts that terminate early in May

April 25, 2023 by Employee Services

Nine-month contracts are set up to pay over a nine-month contract period — the payment period is the same as the contract period. Sometimes a faculty member may elect to hold back some pay during the nine-month period to extend the payment period over twelve months. These are called nine-pay-twelve contracts. In this case, the payment period is longer than the worked contract period.

How do nine-pay-twelve contracts work? The full amount of the monthly portion of the nine-month contract posts to the funding sources each pay period. The employee receives a reduced amount of the full monthly portion, and the remaining portion of the pay is held as a liability of “Earnings Not Paid” (ENP) in a default campus pool SpeedType. The ENP is paid out to the employee over the summer months from this campus pooled SpeedType.

What happens if a faculty member terminates at the end of a term, before the ENP is paid out over the summer months?

- The remaining ENP must be paid out to the employee upon termination, preferably with the last pay period of the contract.

What are the steps to process an early ENP payout?

If the updated termination date is entered before the payroll deadline for the last pay period of the contract:

- Confirm the remaining ENP payout amount from the Contract Payment Details page.
- Add a termination row in Job Data with an effective date the day after the contract ends. This will allow HCM to update the payment end date to match the last pay period for the contract.
- Approve the job data row before the May payroll deadline at 5 p.m. on May 18, 2023. The final contract pay and unpaid ENP will be included in the May paycheck.

If the updated termination date is entered after the payroll deadline for the last pay period of the contract, ENP must be manually entered into CU Time to pay out to the employee.

- From the Contract Payment Details page, verify the remaining ENP to pay out.
- Enter the final ENP payout into CU Time and approve the entry by the payroll deadline.
- Do not enter an override SpeedType. ENP is paid from default campus SpeedTypes that are stored in the Department Budget Table.

After the final ENP payment processes using one of the methods above, use the HCM query “Payroll Register Acct Detail” to confirm the accuracy of the ENP payment.

- Download the query results to Excel to easily filter for ENP earn codes.
- Match the ENP amount paid to the amount due in the Contract Payment Details.
- Confirm that the ENP was funded by the default campus pooled SpeedType.

Need extra help?

For specific HR/GL questions, email: System.HRGL.Team@cu.edu or hcm_community@cu.edu.

Check out the HRGL training materials from the Training link on the HR/GL webpage.

- Once you navigate to the Webinars page, choose “Paying People”
- Find the Faculty Contracts webinar and materials. The HR/GL section begins at 34:50, and the HR/GL slides are posted separately.

Find additional contract resources in the Payroll section of the Employee Services website.

Find HCM queries here:

1. Log into the employee portal.
2. Open the CU Resources dropdown menu and click Business Tools.
3. Select the HCM tile and choose HCM Community Users from the drop-down menu.
4. Click the HCM WorkCenter tile.
5. Select the Resources tab and click the query you desire.

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