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Get a head start on contracts that terminate early in May [1]

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An employee may be paid from a contract that spans across the academic year, often from mid-August to mid-May. When the contract is paid in full across these dates, the full pay falls in the corresponding fiscal year. No payment is made during the summer.

Contract employees may choose to reduce their monthly take home pay during the academic year (and fiscal year) and spread the reduced contract payments period over the entire year — including the summer. In this case, the payments cross the fiscal year.

Regardless of the option to be paid fully during the academic year or extended through the summer, the entire contract will post to the general ledger during the academic year so it's fully posted in the same fiscal year.

For employees who extend their pay through the summer, the full monthly portion will be reduced using an earn code "Earnings Not Paid" (ENP) and it will post to a default campus ENP pooled SpeedType. The balance 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.

If the updated termination date (effective the day after the contract ends) is entered **before** the payroll deadline for the last pay period of the contract payment (i.e., for the May payroll):

- No additional funding entries are required. HCM knows how to pay out the ENP and how to post it to the correct SpeedType. ENP is paid from a default campus SpeedType that is stored in the Department Budget Table.

If the updated termination date (effective the day after the contract ends) is entered **after** the payroll deadline for the last pay period of the contract payment (i.e., for the May payroll):

- ENP must be manually entered into CU Time to pay out to the employee verified from the **Contract Payment Details** page.
- **Do not enter an override SpeedType in CU Time.** HCM knows how to pay out the ENP and how to post it to the correct SpeedType. ENP is paid from a default campus SpeedType that is 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 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.

ENP is a restricted earn code on the Payroll Expense Transfer (PET) page. If ENP did not post to the correct campus pool SpeedType, reach out to your campus controller's office [3] for assistance in submitting a PET.

ENP is only used for Earnings Not Paid with a contract. Do not use this earn code for any other reason.

Need extra help?

For specific HRGL questions, email: System.HRGL.Team@cu.edu [4].

Check out the HRGL training materials [5] from the Training Videos 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 Contracts [6] section of the Employee Services website.

Find HCM queries here:

1. Log into the **employee portal** [7].
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.

HRGL [8], funding [9], Contracts [10], earnings not paid [11]
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[2] https://www.cu.edu/blog/hcm-community/author/148727 [3] https://www.cu.edu/controller/campus-controllers-finance-offices [4] mailto:System.HRGL.Team@cu.edu [5] https://www.cu.edu/hcm-community/hrgl [6] https://www.cu.edu/employee-services/payroll/pay/contracts [7] https://my.cu.edu/
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