

Prepare for fall contract processing: Review reminders, resources ^[1]

July 30, 2019 by [Employee Services](#) ^[2]

Prepare for fall contract processing by reviewing reminders and resources for setting up new faculty and student contracts, merit increases, contract renewal and campus-specific hiring dates for new employees.

Fall contracts will be available the week of Aug. 5.

Note: Click on any image below to enlarge it.

Setting up contracts: New faculty and students

Student contracts should **never** produce an ENP. Prevent this by ensuring your contract and payment begin and end dates are the same. Reference the crosswalk tables below or refer to your campus HR office.

Learn about setting up new faculty and student contracts by reviewing the [Hiring an Employee](#) ^[3] and [Working with Contracts](#) ^[4] step-by-step guides.

Merit increases and contract renewals

Merit increases and faculty renewals will be completed by **Aug. 5**. Ensure these are set up correctly by accessing and running your personnel reports (including contract reports).

Follow these steps to get started:

1. **Navigate to HCM in the employee portal > HCM Work Center Tile > CU HCM User WorkCenter > Resources tab > Query Manager >**

CU HCM User WorkCenter

WorkCenter Resources

HCM Queries

Query Manager

- [Job List](#)
- [Employee Compensation](#)
- [Funding Distribution](#)
- [Payroll Register Acct Detail](#)
- [Time Entry](#)
- [Vacant Positions](#)
- [Payroll Register](#)
- [Personnel Roster](#)
- [Dept Personnel & Org Roster](#)
- [Training Report](#)
- [Paycheck Distribution](#)
- [Leave Accruals](#)
- [Leave Balances](#)
- [Personnel Actions History](#)
- [Funding Suspense Current Row](#)

Top 15 Listed above. [Click here for ALL](#)

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- Run Contract Pay (**CUES_HCM_CONTRACT_PAY**) and Contract Payment Details (**CUES_HCM_ACTIVE_CONTRACT_DET**s) queries

CUES_HCM_QUERY_LIST2- List of ALL HCM Queries

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (15 kb)

[View All](#)

	Name	Description
1	Action Reason Codes	This query returns a list of action/reason code combinations and descriptions.
2	Active Position History Report	Lists position data by position number, action date, and action reason for a specified department ID.
3	Active/Inactive Positions	This query displays Active and/or inactive positions by department.
4	CU TBT Manage Transactions	CU TBT Manage Transactions
5	Campus Box Table	This query returns a list of departments and their corresponding campus box code and location.
6	Campus Nodes	This query returns a list of campus nodes and underlying departments.
7	Contract Pay	This query will return contract data including history, current, and future rows. Can be filtered by dept ID, empl ID, job code
8	Contract Payment Details	This query returns payment details for active contracts.

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Additional resource: Learn how to read the contract payment details page with the [Working with Contracts](#) [4] guide.

Campus-specific hiring dates for new employees

Review the following reminders regarding campus-specific hiring dates.

University of Colorado Boulder

New faculty must be in the system before August payroll. View additional dates below.

Campus Boulder Campus

Employee Group Faculty

	Contract Term Period	Contract Pay Type	Payment Term	Monthly Freq	Calculation Method	Contract Beg Date
1	Academic Year paid ove	Fctt 9/9	Contract	M	Actual	08/19/2019
2	Academic Year paid ove	Fctt 9/12	12 Months	M	Actual	08/19/2019
3	Default Appointment Per	Oth/Cont	Contract	M	Actual	
4	Fall	Fall	Contract	M	Actual	08/19/2019

Campus Boulder Campus

Employee Group Student

	Contract Term Period	Contract Pay Type	Payment Term	Monthly Freq	Calculation Method	Contract Beg Date
1	Default Appointment Per	Oth/Cont	Contract	M	Actual	
2	Fall	Oth/Cont	Contract	M	Actual	08/15/2019

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University of Colorado Colorado Springs

New faculty must be in the system before August payroll. View additional dates below.

	Contract Term Period	Contract Pay Type	Payment Term	Monthly Freq	Calculation Method	Contract Begin Date
1	Academic Year paid ove	Fclt 9/9	Contract	M	Actual	08/19/2019
2	Academic Year paid ove	Fclt 9/12	12 Months	M	Actual	08/19/2019
3	Default Appointment Per	Oth/Cont	Contract	M	Actual	
4	Fall	Fall	Contract	M	Actual	08/19/2019

	Contract Term Period	Contract Pay Type	Payment Term	Monthly Freq	Calculation Method	Contract Begin Date
1	Default Appointment Per	Oth/Cont	Contract	M	Actual	
2	Fall	Fall	Contract	M	Actual	08/13/2018

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University of Colorado Denver

Faculty will begin receiving pay in September. See additional dates below.

Campus Denver Campus

Employee Group Faculty

	Contract Term Period	Contract Pay Type	Payment Term	Monthly Freq	Calculation Method	Contract Begin Date
1	Academic Year paid ove	Fclt 9/9	Contract	M	Actual	09/01/2019
2	Academic Year paid ove	Fclt 9/12	12 Months	M	Actual	09/01/2019
3	Academic Year paid ove	Fclt 10/10	Contract	M	Actual	08/12/2019
4	Default Appointment Per	Oth/Cont	Contract	M	Actual	
5	Fall	Fall	Contract	M	Actual	09/01/2019

Campus Denver Campus

Employee Group Student

	Contract Term Period	Contract Pay Type	Payment Term	Monthly Freq	Calculation Method	Contract Begin Date
1	Default Appointment Per	Oth/Cont	Contract	M	Actual	

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[4] <https://www.cu.edu/docs/sbs-working-contracts>

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