

## **Prepare for fall contract processing with these important reminders, resources** <sup>[1]</sup>

August 2, 2018 by [Employee Services](#) <sup>[2]</sup>

Preparing for fall contract processing? Before you begin, review these reminders and resources for setting up new faculty and student contracts, merit increases, contract renewal and campus-specific hiring dates for new employees.

Note: Click on any image below to enlarge it.

### **Setting up contracts for new faculty and students**

Student contracts must never produce an ENP. To prevent this, make sure your contract and payment begin and end dates are the same. For specific dates, refer to your campus HR office.

**Helpful resources:** Review the [Hiring an Employee](#) <sup>[3]</sup> and [Working with Contracts](#) <sup>[4]</sup> step-by-step guides to learn about setting up new faculty and student contracts.

### **Merit increases and contract renewals**

Merit increases and faculty renewals will be completed in the system by **Aug. 5**. To ensure these are set up correctly, access and run your personnel reports (including contract reports) by following these steps:

1. **NavBar > CU Resources > Business Tools > HCM > 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.  |

**Helpful resource:** Use the [Working with Contracts](#) [4] guide to learn how to read the contract payment details page.

## Campus-specific hiring dates for new employees

Please review the following reminders regarding campus-specific hiring dates.

### University of Colorado Boulder

New faculty must be in the system before August payroll. Additional dates are provided below.

Campus Boulder Campus

Employee Group Faculty

|   | Contract Term Period    | Contract Pay Type | Payment Term | Monthly Freq | Calculation Method | Contract Begin Date | Contract End Date |
|---|-------------------------|-------------------|--------------|--------------|--------------------|---------------------|-------------------|
| 1 | Academic Year paid over | Fclt 9/9          | Contract     | M            | Actual             | 08/20/2018          | 05/10/2019        |
| 2 | Academic Year paid over | Fclt 9/12         | 12 Months    | M            | Actual             | 08/20/2018          | 05/10/2019        |
| 3 | Default Appointment Per | Oth/Cont          | Contract     | M            | Actual             |                     |                   |
| 4 | Fall                    | Fall              | Contract     | M            | Actual             | 08/20/2018          | 12/31/2018        |

Campus Boulder Campus

Employee Group Student

|   | Contract Term Period    | Contract Pay Type | Payment Term | Monthly Freq | Calculation Method | Contract Begin Date | Contract End Date |
|---|-------------------------|-------------------|--------------|--------------|--------------------|---------------------|-------------------|
| 1 | Default Appointment Per | Oth/Cont          | Contract     | M            | Actual             |                     |                   |
| 2 | Fall                    | Oth/Cont          | Contract     | M            | Actual             | 08/15/2018          | 12/31/2018        |
| 3 | Maymester               | Oth/Cont          | Contract     | M            | Actual             | 05/14/2018          | 06/01/2018        |

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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 | Contract End Date |
|---|-------------------------|-------------------|--------------|--------------|--------------------|---------------------|-------------------|
| 1 | Academic Year paid over | Fct 9/9           | X Months     | M            | Actual             | 08/13/2018          | 05/18/2019        |
| 2 | Academic Year paid over | Fct 9/12          | 12 Months    | M            | Actual             | 08/13/2018          | 05/18/2019        |
| 3 | Default Appointment Per | Oth/Cont          | Contract     | M            | Actual             |                     |                   |
| 4 | Fall                    | Fall              | Contract     | M            | Actual             | 08/13/2018          | 12/15/2018        |

|   | Contract Term Period    | Contract Pay Type | Payment Term | Monthly Freq | Calculation Method | Contract Begin Date | Contract End Date | C     |
|---|-------------------------|-------------------|--------------|--------------|--------------------|---------------------|-------------------|-------|
| 1 | Academic Year paid over | Oth/Cont          | Contract     | M            | Actual             | 08/13/2018          | 05/18/2019        | 08/13 |
| 2 | Default Appointment Per | Oth/Cont          | Contract     | M            | Actual             |                     |                   |       |
| 3 | Fall                    | Fall              | Contract     | M            | Actual             | 08/13/2018          | 12/15/2019        | 08/13 |

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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 | Contract End Date |
|---|-------------------------|-------------------|--------------|--------------|--------------------|---------------------|-------------------|
| 1 | Academic Year paid over | Fct 9/9           | Contract     | M            | Actual             | 09/01/2018          | 05/31/2019        |
| 2 | Academic Year paid over | Fct 9/12          | 12 Months    | M            | Actual             | 09/01/2018          | 05/31/2019        |
| 3 | Academic Year paid over | Fct 10/10         | Contract     | M            | Actual             | 08/13/2018          | 05/31/2019        |
| 4 | Default Appointment Per | Oth/Cont          | Contract     | M            | Actual             |                     |                   |
| 5 | Fall                    | Fall              | Contract     | M            | Actual             | 09/01/2018          | 12/31/2018        |

Campus Denver Campus

Employee Group Student

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

[8] fall contracts [9], Contract pay [10]

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[3] <https://www.cu.edu/docs/sbs-hiring-employee>

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

[5] <https://www.cu.edu/sites/default/files/CU%20HCM%20User%20Workcenter.png>

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