

Start the new year with cleaner data ^[1]



November 18, 2025 by [Employee Services](#) ^[2]

The workload for campus Human Resources professionals is demanding enough without getting held up by erroneous HCM records. There are two common types of data you can search for to proactively clean up your employee data: expired faculty contracts and employees on a short work break (SWB).

Find expired contracts

Run the **CUES_HCM_CONTRACT_APPOINT_END** query to identify contracts that have expired or will expire in the next 45 days. Employees listed in this query have active job records in HCM, but no contract pay is due or issued when each payroll cycle is run.

Be aware: These employees may have other active job records receiving pay of other types at the same time.

By running this query regularly, you can ensure appropriate contracts have been renewed and identify and terminate job records that are tied to expired contracts and should no longer be active.

Find employees on a short work break

Occasionally, employees will take a short-term break from work, but plan to return to the same position. This can include academic employees not teaching during a specific semester or over summer break.

Employees on an SWB are in a non-paid payroll status. Regularly reviewing SWB employee records allows you to keep on top of any extended breaks where circumstances change and the employee doesn't return.

Run the new **CUES_HCM_SWB_WO_RFS** query to find these employees and their number of days on SWB status. You can also filter the query by Business Unit, Department, or Node to narrow your results.

The screenshot shows the 'CU HCM User WorkCenter' interface. On the left, there is a navigation pane with 'WorkCenter' and 'Resources' tabs. Under 'HCM Queries', a list of queries is shown, including 'TBT Manage Transactions', 'Funding Distribution', 'Position Information', 'Personnel Roster', 'Time Entry', 'Paycheck Distribution', 'Training Report', 'Leave Accrual Detail NEW', 'Personnel Actions History', 'Position Funding', 'Leave Accrual Summary', and 'My Leave Timesheet Status'. A red box highlights the 'Click here for ALL' link below the list. On the right, a table of queries is displayed, with the query 'Employees on SWB w/o RFS' highlighted by a red box. The table contains the following data:

ID	Query Name	Description
29	Employee work address/phone	This query lists the campus address and phone number for employees and r
30	Employees on SWB w/o RFS	Employees on Short Work Break without a Return from Short Work Break
31	End of Appointment or Contract	This query returns a list of employees with appointments or contracts that hav
32	Essential Services Designees	This query returns basic job and position information for employees whose n
33	FAMLI Payroll Register	This query returns FAMIL information
34	Funding Distribution	This query returns job data and funding distribution info by empl ID, dept ID, o history, including future dated info.
35	Funding History	This query returns the complete funding history for a single position. Can be r
36	Funding Suspense Current Row	This query returns active employees (or those terminated with pay) whose cu days in the future, or if there is no position/department match in the departme
37	Funding Suspense Max Row	This query returns active employees who have a project end date, funding end future date funding rows).
38	Funding Suspense Previous Rows	This query returns active employees who have a project end date, funding end DOES NOT include any future dated rows.

How to access HCM queries

Access these and other queries in the HCM WorkCenter:

1. Log into the **employee portal** [3].
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. If it doesn't appear in the preview of the 15 most popular queries, select the link that says "Click here for ALL" to see the full list.

HCM [4], **Contracts** [5]

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