

Take these simple steps to pay out Earnings Not Paid (ENP) to professors terminating at the end of May ^[1]

March 28, 2017 by [Employee Services](#) ^[2]

If you have 9-pay-12 professors who are resigning at the end of Spring Semester, follow this process to pay all owed salaries. Currently, there is no way to change a Contract Payment Term to “Pay Over Contract” for 9-pay-12 professors in order to allow the Earnings Not Paid (ENP) to pay out on the employee’s May payroll.

To pay out ENP for any 9-pay-12 professors terminating in May, follow these steps:

- Allow the May payment to run as usual.
- When May payroll is confirmed, visit the **Contract Payment Details** page to access the amount of ENP owed to the employee (**Main Menu > Payroll for North America > Employee Pay Data > Contract Payment Details**). Add up the projected pay for June, July and August to get the total owed for ENP.
- Add the ENP amount to the system for off-cycle payment (**Main Menu > CU Time > CU Employee Reported Time**).
- Use the date range of **05/01/17** through **05/31/17** and enter the earn code of ENP. From there, enter the amount of ENP owed.

Note: If the termination date is any date other than **06/01/17**, it is important that the earnings end date of the off-cycle payment is the last active day of employment.

[Contract pay](#) ^[3]

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