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View these tips, resources to ensure contract pay rate changes are completed correctly and in time for payroll [1]

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Do your part to ensure contract pay rate changes are completed correctly and in time for payroll by reviewing these tips when making a pay rate change to contracts:

- Pay rate changes must be effective dated the first day of the next payroll. Once payroll processing has started, you must use the first day of the following month. This date is currently **Oct. 1, 2018**.
- Always maintain the **No Proration of Change Amount** button.
- Backdating contracts does not update projected pay on the Contract Payment Details page. This results in incorrect pay for the first month of the change, then the system will adjust itself.

Review these resources if you have questions

Need some help? Two guides are available to assist you:

1. The Pay Rate Change step-by-step guide [3]describes the process for entering a pay rate change.
2. The Working with Contracts step-by-step guide [4] contains additional guidelines and details about changing contract pay, changing parameters of a contract and reappointments.

Contracts [5]
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