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What posts to the general ledger when you make HCM job changes? [1]

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In HCM, you often enter in functions such as appointment start date, short work breaks and contract end dates. What exactly do they do to post payroll? How does it affect the general ledger and employee benefits?

Learn what a few functions mean and when to use them:

Appointment End Date

When you add an appointment end date in Job Data, this field captures a date reflecting the end of an employment relationship. It could mean the employee should be terminated (i.e., in the case of the max time for a nine-month temporary appointment), or that a new employment relationship should be entered (i.e., teaching in one term ends, and a new letter of offer will apply to the next term).

Use the appointment end date to stop encumbrances from calculating from this date to the end of the fiscal year (i.e., encumber for one term only).

Short Work Break

During a period between temporary appointments or periods of absence, Short Work Break can be used to continue the employee relationship without pay. Short Work Breaks do stop earnings, but benefits continue to post.

Compensation – Zero Pay

Sometimes departments will change job data to reflect zero compensation, i.e., to keep the employee active with access to CU's systems, instead of entering a termination and a new POI relationship. If the position is benefits eligible, benefits continue to post.

Contract End Date Mid-Month

Contract Details are associated with a Record Number in Job Data.

If contract pay ends mid-month, it will post based on the last position listed in Job Data for that pay period. In this case, the account codes will post correctly, and the CU Boulder and UCCS FIN fringe rates will process correctly.

If an employee will be rehired after a contract ends mid-pay period, use a different Record Number to rehire the employee to the different position in the same pay period.

- If a new job is added after the contract ends in the same pay period, and the position for this job has a different job code, the contract will use the new position (job code) information.
- This may mean that account codes (based on job codes) are posted differently than for the contract. If so, then CU Boulder and UCCS FIN fringe may also post incorrectly.

Terminating a Contract Early with ENP

When a contract is terminated before the contract end date and there has been Earnings Not Paid (ENP), ensure all ENP pays out to the employee in the final check.

If a contract with ENP is terminated before the contract end date, and the entry for the terminating end month is added **before** payroll processes for that terminating month, then ENP will pay out automatically.

If a contract with ENP is terminated before the contract end date, and the entry for the terminating end month is added **after** payroll processes for that terminating month, then the final ENP must be entered into CU Time.

- Check the Contract payment details for the correct amount to add.
- Do not enter an override SpeedType.
- Remember that ENP is tracked and paid from specific campus SpeedTypes stored in the Department Budget Table. As long as a new row was added to the position funding since April 2017, the default ENP will post correctly.

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