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**EMPLOYEE SERVICES**

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## Hire Other Contract Employees

Use this guide for hiring fiscal-year or other contract employees.

Faculty members may accept additional positions above and beyond their regular academic-year appointments (for example: a two-month administrative contract or short-term course). These contracts should be set up on a separate employee record number other than the faculty member's primary appointment (which is usually the zero record).

Note: The screen shots used in this guide may not be representative of your access.

**Files:**



[Other-Contract-Employees.pdf](#)<sup>[1]</sup>

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**Source URL:** <https://www.cu.edu/employee-services/policies/hire-other-contract-employees>

**Links:**

[1] [https://www.cu.edu/sites/default/files/policies/docs/Other-Contract-Employees\\_0.pdf](https://www.cu.edu/sites/default/files/policies/docs/Other-Contract-Employees_0.pdf)