

# CU 8.9 HRMS Step by Step Guide

## Changes to Pay Type Contract - Workforce Administration

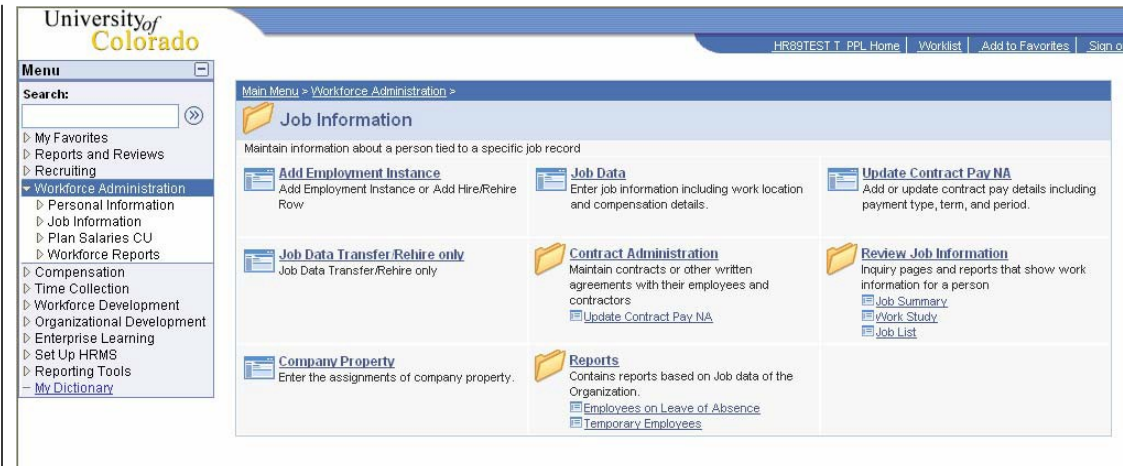
**Overview:** This guide provides steps used to change payment types for contract pay faculty who wish to change their payment terms—**9 pay 9 to 9 pay 12** or vice versa.

**A word on effective date:** For Pay Type Contract changes, the effective date cannot be in the middle of a pay period. The effective date of the change must be equal to the first day of a pay period for which the payroll period has not passed.

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

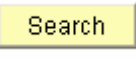
### 1. Navigate to Job Information page

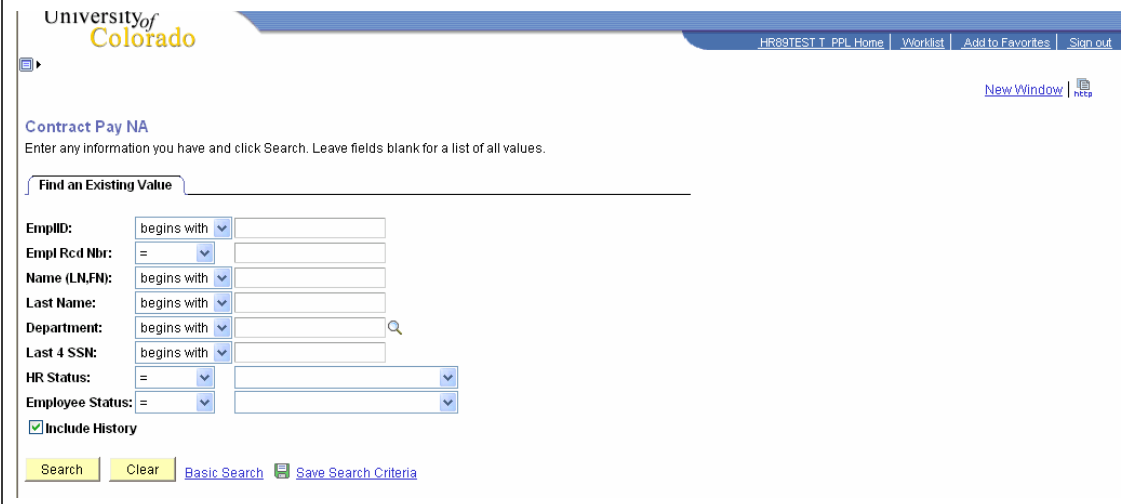
- Workforce Administration
- Job Information
- Update Contract Pay NA




### 2. Update Contract Pay NA search page displays

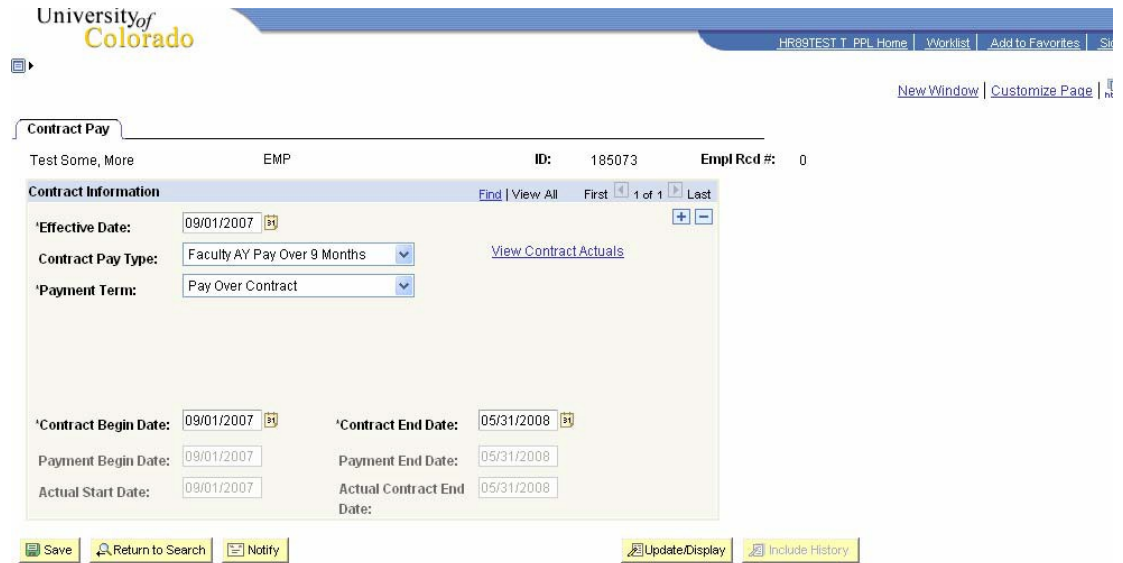
- Enter one or more of the search fields

Click 



### 3. Contract Pay page displays

- Effective date on this page is original Contract Pay Date
- Contract Pay Type is original type
- Click  to insert a row



University of Colorado




HR99TEST.T PPL Home Worklist Add to Favorites Sign out

New Window Customize Page

Contract Pay



Test Some, More EMP ID: 185073 Empl Rcd #: 0

Contract Information Find | View All First 1 of 1 Last

\*Effective Date: 09/01/2007   

Contract Pay Type: Faculty AY Pay Over 9 Months View Contract Actuals

\*Payment Term: Pay Over Contract

\*Contract Begin Date: 09/01/2007  \*Contract End Date: 05/31/2008 

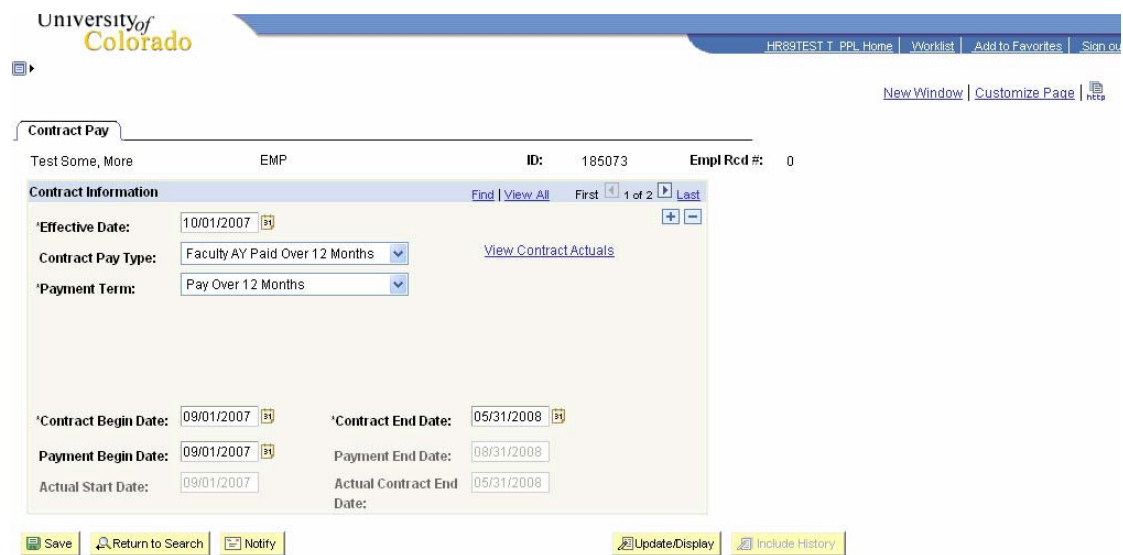
Payment Begin Date: 09/01/2007 Payment End Date: 05/31/2008

Actual Start Date: 09/01/2007 Actual Contract End Date: 05/31/2008

Save Return to Search Notify Update/Display Include History

### 4. New Row displays

- Effective Date must equal 1<sup>st</sup> day of a pay period for which the payroll deadline has not passed
- Enter change to Contract Pay Type
- Contract and Payment begin and end dates default
- Review and Save



University of Colorado




HR99TEST.T PPL Home Worklist Add to Favorites Sign out

New Window Customize Page

Contract Pay



Test Some, More EMP ID: 185073 Empl Rcd #: 0


Contract Information Find | View All First 1 of 2 Last

\*Effective Date: 10/01/2007   

Contract Pay Type: Faculty AY Paid Over 12 Months View Contract Actuals

\*Payment Term: Pay Over 12 Months

\*Contract Begin Date: 09/01/2007  \*Contract End Date: 05/31/2008 

Payment Begin Date: 09/01/2007  Payment End Date: 08/31/2008

Actual Start Date: 09/01/2007 Actual Contract End Date: 05/31/2008

Save Return to Search Notify Update/Display Include History

### 5. Important Notes

**For 9 pay 12 change to 9 pay 9.** system automatically begins to pay back any accrual employee has made beginning with the effective date of the change. It will prorate the amount paid into the accrual account over the balance of the contract period.

**For 9 pay 9 change to 9 pay 12.** system automatically begins to deduct the accrual for summer pay beginning with effective date of the change. It will prorate amount needed into accrual account over balance of contract period.

### Changes to Pay Type Contract complete