FACULTY CONTRACT WEBINAR

August 11, 2020

AGENDA

- Overview

- Template Based Transactions

- Pay Rate Changes

- Contract Payment Details

- Renewal Process

- Resources

OVERVIEW

- One contract per employment instance can be active at one time.

- Workdays in a contract are every MTWTF that falls on or between the contract begin and end dates. (90 days per semester).

- Contracts will adjust based on amount of time it has to pay out and the contract worth remaining to be paid.

- Projected and Paid Contract Payments are detailed on the Contract Payment Details page.

- Contracts pay for a specified period of time, but they do not automatically terminate the job row when completed.

OVERVIEW

- Professional employees on a contract must be in the MON paygroup.

- Students on a contract must be in the STM paygroup.

- *Setting up a new contract for a new job record or a terminated job record requires use of the Hire/Rehire template.

- Setting up a new contract for an active job record where the previous contract has ended requires the ePAR Pay Rate Change with a reason of Reappointment.

- A comprehensive step-by-step guide for contracts can be found here: https://www.cu.edu/docs/sbs-working-contracts.

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NEW FROM LAST YEAR

- Setting up a new contract for a new job record or a terminated job record requires use of the Hire/Rehire template.

- All contracts must have matching contract/payment begin and end dates (9/12 exception).

- UCB and UCCS start AY pay in August and end mid-May.

- CU has instituted a limit on salary for those who can elect a 9-pay-12 contract based on IRS guidelines.

- Faculty now have access to a Contract Election link in their self-service portal to make payment schedule changes before the start of a new academic year.

- The Prorate Using Effective Date" compensation change radio button will be available for UCB and UCCS.

CONTRACT CALCULATOR

Instructions: Select your Campus from the drop-down field selection and enter your anticipated Contract amount for the Academic Year below. Contract dates and monthly breakdown will automatically calculate your 9 Pay 12 Contact amounts in the chart to the right.

Campus:	UCCS	**Employee Group:**	Faculty
Contract Type:	Fclt 9/12		
Contract Begin Date:	8/13/2018	**Contract End Date:**	5/18/2019
Payment Begin Date:	8/13/2018	**Payment End Date:**	8/10/2019
Contract Worth:	$120,000.00	**Tax Year:**	2019
		Academic Year:	2019-2020
Deferred Comp Amt:	$8,001.35		
Contract 9x12 Option:	Available	**Maximum Deferred:**	$19,000

Month Number	Month	CRG	ENP
Month One:	August	7,659.57	-1,121.68
Month Two:	September	11,744.68	-1,719.92
Month Three:	October	11,744.68	-1,719.92
Month Four:	November	11,744.68	-1,719.92
Month Five:	December	11,744.68	-1,719.92
Month Six:	January	11,744.68	-1,719.92
Month Seven:	February	11,744.68	-1,719.92
Month Eight:	March	11,744.68	-1,719.92
Month Nine:	April	11,744.68	-1,719.92
Month Ten:	May	11,744.68	-1,719.92
Month Eleven:	June	6,638.30	3,386.47
Month Twelve:	July	0.00	10,024.76
Month Thirteen:	August	0.00	3,189.70
Totals		120,000.00	16,600.93

https://www.cu.edu/docs/contract-proration-calculator

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TEMPLATE BASED TRANSACTIONS

When using the templates to hire, rehire, or transfer an employee for contract pay, be sure to select **Yes** when prompted about a contract:
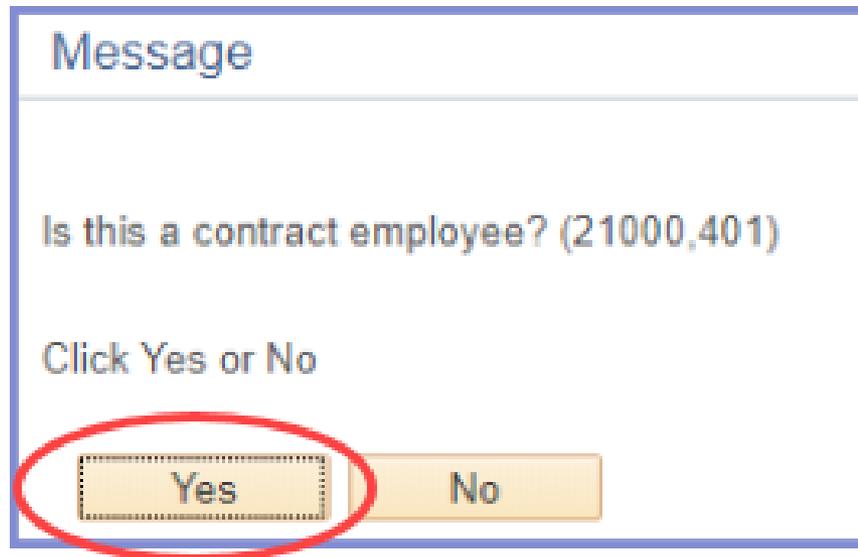
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TEMPLATE BASED TRANSACTIONS

- Contract parameters default based on the template effective date and Contract Term Period selected. Information is pulled from the contract crosswalk.

- If Default Appointment Period is chosen, the contract end date (CU Contract End Dt) must be coded:

CU Contract Term Period

Contract Term Period [_____ ▼]   *CU Contract End Dt [_____] 🗓

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PAY RATE CHANGES

System adjusts payment to reflect the new pay rate change.

- Must be effective dated first day of next paying month

- Off-cycle payment
  - Professional contract pay earnings code is **CRG**
  - Student contract pay earnings code **CRX**

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COMMON ERRORS: PAY RATE

- Back-Dating a salary pay rate change.

- Choosing the wrong pay rate change option.

Contract Change Prorate Options

Prorate Change

● No Proration of Change Amt.

○ Prorate Over Contract Period

○ Prorate Using Effective Date

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CONTRACT PAYMENT DETAILS

On Contract Payment Details page, look at future projected payments.

Navigation:

Main Menu>

Payroll for North America>

Employee Pay Data USA>

Contract Payment Details

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KNOW YOUR CONTRACT PAYMENT DETAILS PAGE

The effective date, displayed in the middle, shows this was the contract as of 09/01/17.

Contract ID 0000011	Status Active		Recalculate Contract No	
Contract Payment Sequence			Find | View All	First ◀ 2 of 2 ▶ Last
Contract Sequence 0		Effective 09/01/2017		

The payments done are at the bottom of the Actual Earnings tab.

Projected Earnings	Actual Earnings							
Status	Pay Period End Date	Off Cycle	Separate Check	Work Days	Contract Regular	Paid Not Earned	Earned Not Paid	Total Paid
1 Payroll Confirmed	09/30/2017	N	0	21	10133.34	0.00	-3047.34	7086.00
2 Adjustment	09/30/2017	Y	99	0	0.00	0.00	0.00	0.00
3 Payroll Confirmed	10/31/2017	N	0	22	10133.34	0.00	-3047.34	7086.00

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VERIFYING ACCURACY

1. New contract amount minus previous payment amounts.
2. Divide by number of months left to be paid.

Projected Payments and Actual Earnings   Personalize | Find | View 3

Projected Earnings	Actual Earnings								
	Status	*Pay Period End Date	Off Cycle	Separate Check	Work Days	Contract Regular	Paid Not Earned	Earned Not Paid	Total Paid
1	Active	11/30/2017 🔍	N	0	22	11692.96	0.00	-3610.17	8082.79
2	Adjustment	11/30/2017	Y	99	0	0.00	0.00	0.00	0.00
3	Active	12/31/2017 🔍	N	0	16	11692.97	0.00	-3610.17	8082.80
4	Active	01/31/2018 🔍	N	0	18	11692.97	0.00	-3610.17	8082.80
5	Active	02/28/2018 🔍	N	0	20	11692.97	0.00	-3610.17	8082.80
6	Active	03/31/2018 🔍	N	0	22	11692.97	0.00	-3610.17	8082.80
7	Active	04/30/2018 🔍	N	0	21	11692.97	0.00	-3610.17	8082.80
8	Active	05/31/2018 🔍	N	0	9	4575.51	0.00	3507.30	8082.81
9	Active	06/30/2018 🔍	N	0	0	0.00	0.00	8082.80	8082.80
10	Active	07/31/2018 🔍	N	0	0	0.00	0.00	8082.80	8082.80
11	Active	08/31/2018 🔍	N	0	0	0.00	0.00	8082.80	8082.80

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Contract ID 0000001   Status Active   Recalculate Contract No

Contract Payment Sequence   Find | View All   First ◀ 1 of 1 ▶ Last

Contract Sequence 0   Effective 01/04/2016

Contract Information

Company CU   University of Colorado
Pay Group MON   Faculty - Contracts
Contract Begin Date 01/04/2016   Contract End Date 05/31/2016
Payment Begin Date 01/04/2016   Payment End Date 05/31/2016
Contract Worth 9000.00

Contract Calendar

Holiday Schedule	School Schedule	Work Schedule

▼ Pay Rates

Annual Rate	9,000.000	Daily Rate	84.112
Monthly Rate	750.000	Hourly Rate	10.514000

▶ Payment Summary

Projected Payments and Actual Earnings

Personalize | Find | View 3 | 🔲 | 📊   First ◀ 1-5 of 5 ▶ Last

Projected Earnings   **Actual Earnings**   📋

	Status	Pay Period End Date	Off Cycle	Separate Check	Work Days	Contract Regular	Paid Not Earned	Earned Not Paid	Total Paid	Worked	Leave of Absence		
1	Payroll Confirmed	02/29/2016	N	0	21	2250.00	0.00	0.00	2250.00	1766.35			
2	Adjustment	02/29/2016	Y	99	0	0.00	0.00	0.00	0.00	1682.26			
3	Active	03/31/2016 🔍	N	0	23	2250.00	0.00	0.00	2250.00	1934.58		+	−
4	Active	04/30/2016 🔍	N	0	21	2250.00	0.00	0.00	2250.00	1766.35		+	−
5	Active	05/31/2016 🔍	N	0	22	2250.00	0.00	0.00	2250.00	1850.46		+	−

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RENEWAL PROCESS

Update:

- Employees' statuses (active or inactive)
- Template with contract amount changes

Validate:

- Report of employees whose contracts will be renewed for Fall 2019

NEW!

- Employees Self-Service Contract Election Link

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RESOURCES

Contract Pay website:

https://www.cu.edu/hcmcommunity/employee-transactions/

non-pay-transactions/contract-pay

QUESTIONS?