

## **Best practices: Tackle changing contracts in the same pay period** <sup>[1]</sup>



July 22, 2024 by [Employee Services](#) <sup>[2]</sup>

When a contract ends mid-month and a new contract begins during the same month, posting payroll can be tricky. Avoid confusing paycheck calculations by following these best practices for mid-month contract changes.

When an employee transitions from one contract to another mid-pay period, **use a different employee record number** for the new contract beginning mid-month. Separate record numbers allow funding and account codes to process separately for each contract.

Contracts are tied to a record number on the record, not effective dated position data.

- HCM will not differentiate between multiple positions with different effective dates tied to more than one contract on the same record during a single pay period.
- Both contracts post using the same data from the **last position** that is effective in the pay period.

### **Why does this matter?**

Funding distributions and account codes use position data when posting pay, which in turn identifies the campus funding rules, type of pay (i.e., faculty vs. student and full-time vs. part-time pay) and which campus fringe rates to post.

- Funding distributions use business unit (campus) and position number to post funding.
- Account codes use position data (job code, regular/temporary status and sum of standard hours (for full- or part-time status)) to post the type of pay.
- Fringe rates post based on account codes on earnings SpeedTypes for campuses that pool benefit costs.

For example, if a contract in effect at the beginning of the month is a part-time position, and the contract beginning mid-month is a full-time position, and both contracts are on the same employee record number, then both contracts will be charged the higher full-time fringe rate based on the full-time position effective at the end of the pay period.

Consider how pay for partial month contracts could be corrected:

- If just funding must be corrected, use a Payroll Expense Transfer.
- If the account codes must be corrected, then the position(s) must be moved to separate records. Submit a [manual adjustment form](#) [3]. The form can also be used to change pay group, earnings code, job code, department and earnings period.
- After the manual adjustment posts, the account codes may still need to be corrected. Reach out to your campus controller's office for special assistance or email [system.hrgl.team@cu.edu](mailto:system.hrgl.team@cu.edu) [4].

## Need extra help?

You can find contract resources on the [HCM Contracts page](#) [5]. You can find resources for funding and account codes on the [CU HR/GL web page](#) [6].

As always, you can email [hcm\\_community@cu.edu](mailto:hcm_community@cu.edu) [7] or [System.HRGL.Team@cu.edu](mailto:System.HRGL.Team@cu.edu) [8] for additional help.

To access the HCM queries mentioned above:

1. Log in to the [employee portal](#) [9].
2. Open the **CU Resources** dropdown menu and click **Business Tools**.
3. Select the **HCM** tile and choose **HCM Community Users** from the drop-down menu.
4. Click the **HCM WorkCenter** tile.
5. Select the **Resources** tab and click the query you desire.

[HRGL](#) [10], [Funding Entry](#) [11], [PET](#) [12], [payroll expense transfer](#) [13], [Contract pay](#) [14], [account codes](#) [15], [fringe rates](#) [16], [Contracts](#) [17], [manual check adjustments](#) [18]

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