Faculty Contract Frequently Asked Questions

**Q:** What are the contract dates for Summer 2024?

**A:** June 10, 2024 is the start date for the Summer contracts and they end on August 2, 2024. When you are entering these into HCM, in the “Contract Term Period” field use Summer.

**Q:** What are the contract dates for Fall 2024?

**A:** August 19, 2024, is the start date for contracts. Classes begin August 26, 2024, and contracts begin a week prior. Semester long contracts end December 21, 2024. When you are entering these into HCM, in the “Contract Term Period” field use Fall.

If not a full semester, such as Weekend University, then the actual dates will need to be entered into the Letter of Offer and HCM. For example, 2/10/2024 – 4/20/2024. For the Contract Term Period use the Default Appointment Period.

**Q:** How do I determine the percentage of appointments?

**A:** Use this chart:

|  |  |  |  |
| --- | --- | --- | --- |
| **Number of Credit Hours** | **Estimated Work Hours to enter in Position Data** | **Percent of Time** | **FTE** |
| 3 | 9 | 22.5% | .225 |
| 6 | 18 | 45% | .45 |
| 9 | 27 | 67.5% | .675 |
| 12 | 36 | 90% | .90 |

**Q:** If this person isn’t scheduled to be paid until the end of the semester, when do I enter the contract?

If an appointment isn’t paid until the end of the semester, please enter in the appointment now with the contract information at zero pay ($.000001), then when pay is to be done, enter in a row at the beginning of the month it is to be paid.

**Q:** Where can I find more information and training?

**A:** There are many resources available for you including:

<https://www.cu.edu/docs/jaid-working-contracts>

<https://www.youtube.com/watch?v=ZKLV9CycuNc>

**Q:** What do I need to attach or note on the contract page as I am entering in the contract information into HCM?

**A:** Job Notes: Always enter in the semester and year, the class(es) being taught with sections, the credits, when the class(es) are run and total pay. (i.e. Fall 2024

WEST 2900-OL1 3crs class runs 8/26 - 12/21/2024 total pay is $3,000)

Attachments:Always attach the signed LOO or Overload memo to the Transaction.

Make sure you save and submit your entry.

**Q:** What should I do before we start issuing Letters of Offer or before the semester starts?

**A:** Here are a few things you can do over the spring and summer to help ensure everything is ready to go for the fall semester.

1. Review Personnel Roster before starting to get acquainted with what is going on in your Department(s).

Navigation: HCM tile > HCM Community Users > HCM WorkCenter tile > Resources tab > Personnel Roster

1. Update Lecturer positions, if needed, with a date after 8/2/2024 and before 8/19/2024, to be reviewed and approved.  Doing this before you enter in the contract will help HR from having to correct these dates later in the process and slow down the approval process. Also, if changes are needed after you have entered in the appointment it will give a bit of wiggle room to make those changes.
2. Positions that don’t need FTEs updated are overloads and visiting lecturer positions. They stay at 1 standard hour or .025 FTE
3. Update Funding if needed. Always review to make the SpeedType hasn’t changed. This will save you from doing a Payroll Expense Transfer (PET) later.

Navigation to review: HCM tile > HCM Community Users > Pay Actions tile > CU PETs and Funding > CU Position Funding History

Navigation to update: HCM tile > HCM Community Users > Pay Actions tile > CU PETs and Funding > CU Funding Entry > Add a New Value

1. Make sure you are using the right Letters of Offer and Pre-Approvals.

Lecturer (1419 job code) - Use this Letter of Offer: [Lecturer](https://uccsoffice365.sharepoint.com/%3Aw%3A/s/HRWebsite/Efh8OAcTgLFDi2XKxijd9BYBTWgYMjRuGiKI8HE0BzMFmg?e=kuOW2A)

Visiting Lecturers (1420 job code) – Full-time staff that are not in your department need pre-approval. Use this Letter of Offer: [Teaching Outside the Home Department (with Pre-Approval for Additional Pay)](https://uccsoffice365.sharepoint.com/%3Aw%3A/s/HRWebsite/EU6YE-8l8tJCheUqt_UPmccBJLhRyks-tkdsP47kkZxKTQ?e=zM8Xk1)

Full-time faculty from a different department teaching a course, use this Letter of Offer: [Teaching Outside the Home Department (with Pre-Approval for Additional Pay)](https://uccsoffice365.sharepoint.com/%3Aw%3A/s/HRWebsite/EU6YE-8l8tJCheUqt_UPmccBJLhRyks-tkdsP47kkZxKTQ?e=zM8Xk1)

**Q**: What should I do after the start of the semester to ensure everything is correct?

**A:** Once your appointments have been reviewed and approved – re-run the Personnel Roster to make sure all your entries have been completed. (Make sure to check the box for future dates).

Once payroll runs, it is a good practice to run this again to double check that the compensation is correct by running the Payroll Register Acct Detail report.