To move someone from 9/12, 10/12, or 11/12 contract pay to annual pay:

1. Run the “Employee Contract Data” query in the Human Resources Information Library (HRIL)
2. Identify any one you would like to be removed from contract pay
3. Email HRIS@lists.utah.edu the spreadsheet of only those you would like REMOVED from contract pay by 5/31/18.