Faculty Contract Pay

Information on renewal of existing contracts, moving a faculty employee from contract to annual pay, and other faculty contract information
Faculty Contract Pay

What is Faculty Contract pay?
• Contract pay is a pay functionality in the system that allows a faculty employee to receive pay for 12 months even if they do not work the full 12 months.
• This is not an employment contract between the faculty employee and the department.

Why are some Faculty paid annual and some paid on a contract?
• This is a personal decision or budgeting choice of the Department.
Who is eligible for Faculty Contract Pay?

- Employees in the Job Category of Faculty as indicated on the ePAF are eligible and will see the contract checkbox.

Examples
- Professor (job code 9176)
- Associate Professor (job code 9125)

The 3 types of Faculty Contract Pay are:

- 9/12 – means the employee is working 9 months out of the year
- 10/12 – means the employee is working 10 months out of the year
- 11/12 – means the employee is working 11 months out of the year

*They are still paid over 12 months, even if they work 9, 10 or 11 months*
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Overview

• Faculty employees currently receiving contract pay on a 9/12, 10/12, 11/12 contract will have their contracts automatically renewed unless a request is sent to HR.

• Setting up new contracts using a Hire ePAF.

• Contract Pay Limits and Reminders.
Moving from Contract Pay to Annual Pay

Move from contract to annual pay in just 3 easy steps!

1. Run ‘Employee Contract Data’ query in HRIL
2. Identify anyone you would like to be removed from contract
3. Email spreadsheet to HRIS
   - Check DMU website for due date
   - https://www.hr.utah.edu/serviceTeams/FY.php

Email: HRIS@lists.utah.edu
Moving from Contract Pay to Annual Pay

1. Navigate to CIS
2. Click on the Human Resources Info Library tile
3. Open the Faculty folder
4. Select the ‘Employee Contract Data’ query
Faculty contracts are setup *only* using the Hire eForm.

Contracts can *only* be effective 7/1.

- They cannot be setup after the 7/15 pay period has closed.

- Check the ‘Contract’ box

- Compensation Rate cannot be $0

How to set up a faculty employee on a new contract?
• When the ‘Contract’ box has been checked the Contract Data page will appear after the compensation page.

• Click on the magnify glass to select one of the 3 Contract Pay Types.
Setting up Faculty Contract

- The contract and payment dates will automatically populate onto the page.
After the 7/1 pay period closes:

- You cannot set up new contracts.
- Edits to compensation rate will result in the faculty being moved to annual pay.

*Other changes to contract records are allowed as long as the compensation rate is not changing. The changes will be monitored and may result in the faculty employee being moved to annual pay.

Please work with your HR Rep/Analyst on any changes.
New contracts (9/12, 10/12 or 11/12)

- Can ONLY be setup effective 7/1 by submitting a Hire ePAF and checking the contract box.
- If the faculty member is a current employee then on the last page of the hire ePAF it will ask if they are leaving their current position for this one, select ‘Yes, leaving current assignment’.

- To change the contract type (9/12 to 10/12, etc.) work with your HR Rep/Analyst.

- Editing information on a contract record may result in the faculty being moved to annual pay. Edits should be made using an Edit Existing Job ePAF.

- If you know a faculty will need to have their compensation rate adjusted after 7/1 for any reason, do not set them up on contract.

- Changes to contract distributions (for activities) can ONLY be made in D-Jobs from June 1st to June 30th.

- Contact your HR Team with questions!