

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.

Faculty Contract Pay

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*

Faculty Contract Pay

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!**



Email: HRIS@lists.utah.edu

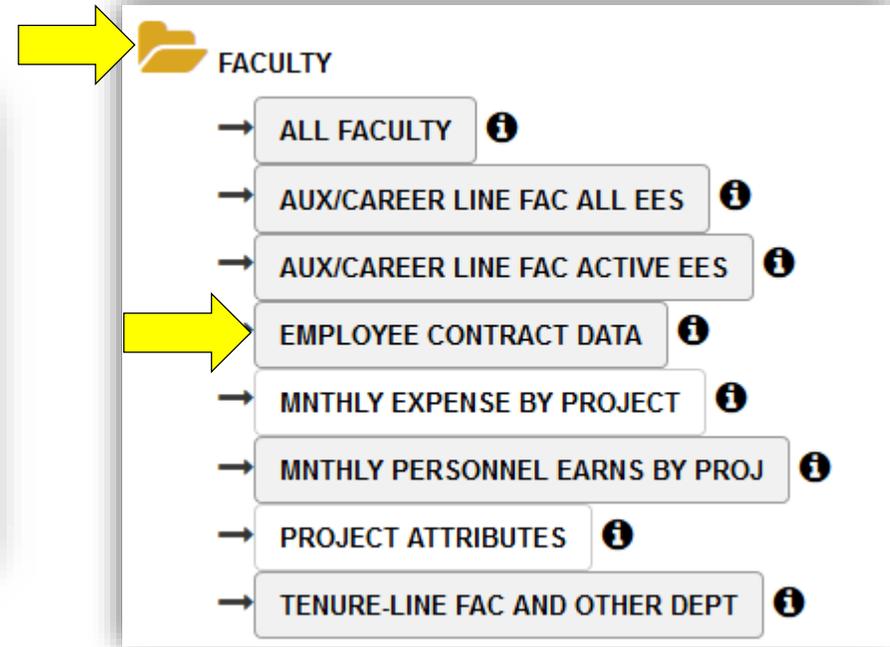
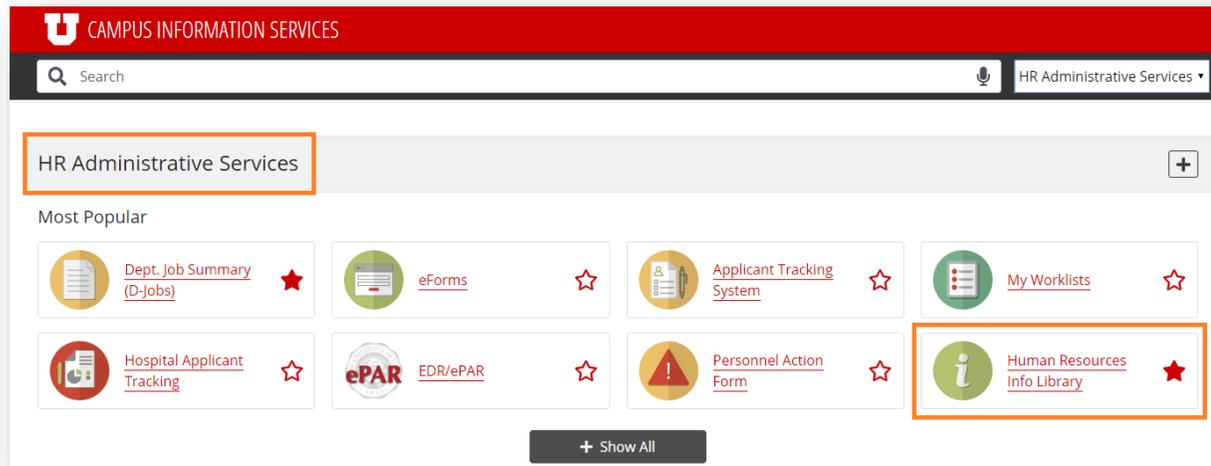
Moving from Contract Pay to Annual Pay

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



Setting up Faculty Contract

How to set up a faculty employee on a new contract?

- 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

Job Data

*Effective Date: 07/01/2020  eForm ID: 1109591

*Department: 00076  School of Dance

*Location: 0028001060  ALICE SHEETS MARRIOTT CENTER F

*Home Department: 00076  School of Dance

*Job Code: 9176  Professor

*Job Category: Faculty 

Working Title: Professor

Contract? Summer Pay?

Setting up Faculty Contract

- When the 'Contract' box has been checked the Contract Data page will appear after the compensation page.

The image shows a screenshot of a web application interface. The main window is titled "Contract Data" and has an "eForm ID 1109591" in the top right corner. Below the title bar, there is a search field for "*Contract Pay Type" with a magnifying glass icon. Below this, there are four labels: "Contract Begin Date", "Contract End Date", "Payment Begin Date", and "Payment End Date".

A modal window titled "Look Up Contract Pay Type" is open in the foreground. It contains a search field with a dropdown menu set to "begins with" and an empty input box. Below the search field are three buttons: "Look Up", "Clear", and "Cancel".

Below the buttons, the modal displays "Search Results". At the top of the results section, it says "View 100 First 1-3 of 3 Last". The results are listed as follows:

Contract Pay Type
Fac 10/12
Fac 11/12
Fac 9/12

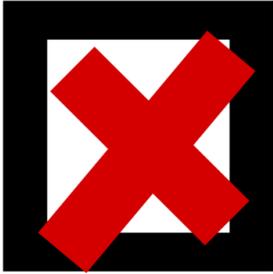
- Click on the magnify glass to select one of the 3 Contract Pay Types.

Setting up Faculty Contract

- The contract and payment dates will automatically populate onto the page.

Contract Data	
*Contract Pay Type	<input type="text" value="Fac 9/12"/> Faculty Pay 9/12
Contract Begin Date	08/16/2020
Contract End Date	05/15/2021
Payment Begin Date	07/01/2020
Payment End Date	06/30/2021

Contract Pay Limits



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.

Contract Pay Reminders

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!

