Reporting Period - Employees Paid Monthly

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Regular Hours Worked

The reporting period for regular hours worked for monthly, salaried employees is the first through the last day of the current month paid.

Example: if the current monthly pay date is April 30, the reporting period for salaried regular hours worked, exception hours and leave usage is April 1 through April 30. Recording of exception hours and leave usage is done the following month, so in this example it would be entered in Time Collection by the May Time Collection due date.

June Exception

Colorado has mandated that each year, June pay be delayed by one day for all classified employees (other months are unaffected). Because CU has a consolidated payroll system and cannot single out one employee type, the June payday for **all** monthly employees will be the first working day of July. All other months will be paid on the last working day of the month.

Exception Hours

In general, the standard university reporting period for exception hours?such as additional hours worked, overtime, compensatory time and shift differentials?is from the first through the last day of the month, and recording in Time Collection occurs in the following month. Colorado Springs and selected authorized departments on all campuses may use an alternate reporting period. Check with your campus human resources department or appointing authority for specific procedures related to your department or campus.

Leave Usage

In general, the standard university reporting period for leave usage such as vacation and sick leave is the first through the last day of the month. Recording in Time Collection occurs in the following month. Check with your campus human resources department for procedures related to your campus.

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