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EMPLOYEE SERVICES

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Help keep employee records accurate

When rehiring former CU employees, please request new direct deposit, address and W-4 information to avoid payroll deposit, mailing and tax withholding errors.

You can direct employees to the [portal](#) [1] to update their address and W-4 details; just click the "Personal Information" tab on the left to update your address within the "Employee Profile" section, and select "Payroll and Compensation," also on the left, to update your W-4. Download and complete [CU's Direct Deposit Authorization Form](#) [2] to update your direct deposit selections, and send the form to Employee Services

Source URL: <http://www.cu.edu/employee-services/help-keep-employee-records-accurate>

Links:

[1] <https://my.cu.edu>

[2] <http://www.cu.edu/sites/default/files/policies/949-direct-deposit-authorization-and-instructions/files/directdepositauth-1-15-14.pdf>