University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

EMPLOYEE SERVICES

Published on *University of Colorado* (http://www.cu.edu)

Contact Payroll [1]

Payroll: Business Partners, HRMS and PeopleSoft Inquiries

Location

Mailing Address:

University of Colorado ?
Employee Services
1800 Grant Street, Suite 400
Denver, CO 80203

Interoffice Mail: Campus Box
400 UCA

Contact Us

Main Phone Number: 303-860-4200 (option 2)

Fax Number: 303-860-4299

- In-person appointments:
  - Normal business hours are 8 a.m. to 5 p. m. Monday-Friday, except for university system office holidays.
  - Outside of business hours, or if you receive a voice mail message, please leave a detailed message and provide a phone number where you can be reached.

To change your address, phone number, emergency contact information or to update your W-4 selections, view your pay

advice or W-2:

1. Click on **Employee/Student portal** at my.cu.edu [2].
2. Select **CU Resources** tab.
3. Then select either **Personal Information** or **Payroll and Compensation.**
4. **Note: Any changes made in these areas will not update the Student portal. Please be sure to make all of the necessary changes on the Student portal as well.**

To activate/change your direct deposit:

1. Complete the Direct Deposit Authorization Form [3] and submit the original completed form to Employee Services.

NOTE: If you do not have a CU Resources tab, please contact the IT Help Desk for your campus from the list below:

- Boulder 303-735-4357
- Denver/AMC 303-724-4357
- UCCS 719-255-3536
- System 303-860-4357

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Business Partners:

- Please review the Employee Services Procedural Guide [4] for the most current guidelines for processing and requesting off-cycle checks.
- When a off-cycle check is approved for processing by Employee Services please email the form to: offcycle_pbs@cu.edu [5]
- Note: If you are a PeopleSoft HRMS user & need technical assistance, contact your local IT Service Desk.

My.Leave & Portal issues or corrections

Contact pbs.datachange@cu.edu [6]

Attachments:
Video:
Images:
Groups audience:
Employee Services

Source URL: http://www.cu.edu/employee-services/contact-payroll

Links:

[1] http://www.cu.edu/employee-services/contact-payroll
[2] https://my.cu.edu/
[3] http://www.cu.edu/employee-services/policies/direct-deposit-information
[4] http://www.cu.edu/employee-services/policies/employee-services-procedural-statements-esps
[5] mailto:offcycle_pbs@cu.edu
[6] mailto:pbs.datachange@cu.edu