

Contact Payroll ^[1]

Payroll: HCM Community and PeopleSoft Inquiries

Contact Us

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

Mailing Address:

Fax Number: 303-860-4299

University of Colorado –

Employee Services

1800 Grant St., Suite 100 • Services on appointments:
Normal business hours are 8 a.m. to 5 p.m.

Denver, CO 80202 • Monday-Friday, except for university system
office holidays.

Interoffice Mail: Outside Business hours, or if you receive
400 UCA a voicemail 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:
 - **Employee Profile** within the **My Info and Pay** horizontal menu bar, or
 - the **My Info** tile on the screen.
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. Access the direct deposit signup within the employee portal ^[3], within the **My Info and Pay** horizontal menu bar, or within the **My Info** tile on the screen.
2. You'll be prompted to verify your identity via our authentication tool ^[4], which ensures your direct deposit

bank account information is safe.

3. Complete the **Direct Deposit Authorization Form** within the employee portal.
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Groups audience:

Employee Services

Source URL:

<https://www.cu.edu/employee-services/contact-payroll>

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

HCM Community members:

- When an off-cycle check is approved for processing by Employee Services, please email the form to: offcycle_pbs@cu.edu ^[5]
- Note: If you are an HCM user and need technical assistance, contact your local IT Service Desk.

Links

- [1] <https://www.cu.edu/employee-services/contact-payroll>
- [2] <https://my.cu.edu/>
- [3] <https://my.cu.edu>
- [4] <https://www.cu.edu/employee-services/it-takes-two-portal-security-strengthened-new-tool>
- [5] mailto:offcycle_pbs@cu.edu
- [6] mailto:hcm_community@cu.edu

My Leave & Portal issues or corrections

Contact hcm_community@cu.edu ^[6]