

## **Procedures** <sup>[1]</sup>

Ensure compliance when completing Employee Services procedures.

### **Contracts**

Contract Elections <sup>[2]</sup>: Record and access faculty contract elections

### **Employment verification**

Access a Report for Verifiers <sup>[3]</sup>: Accessing employment verification reports.

Employment and Income Verification <sup>[4]</sup>: Access faculty and staff employment verification reports.

### **Leave certification**

Annual Leave Certification for Employees and Supervisors <sup>[5]</sup>: Submit and approve annual leave certification as required by Regent Policy.

### **Moving**

Moving Procedures <sup>[6]</sup>: House-hunting trips/moving reimbursements.

### **Pay procedures**

CU Boulder On-Campus Student Employment Procedures <sup>[7]</sup>: Address student employment pay issues in HCM for both non-work-study and work-study student employees.

Holiday Pay <sup>[8]</sup>: Record and process pay for holidays, personal days of observance and Governor's/President's holidays.

On-Call Pay <sup>[9]</sup>: Process pay for eligible employees who are required to be available at certain times and restricted in movement.

Shift Differential Pay <sup>[10]</sup>: Record and compensate employees in eligible job codes who have worked a second, third or night shift.

Translation Pay <sup>[11]</sup>: Provide compensation for classified staff who perform translation services.

Scope of Work/Independent Contractor <sup>[12]</sup>: Hiring and paying an independent contractor for

work at the university.

Overpayments [13]: Reconciling employee overpayments.

## Training reports

Running a Training Completion Report using CU-Data (Cognos) [14]: Accessing employment verification reports.

### Groups audience:

Employee Services

### Right Sidebar:

HCM: Procedures Document Library

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**Source URL:**<https://www.cu.edu/employee-services/procedures-0>

### Links

[1] <https://www.cu.edu/employee-services/procedures-0> [2] <https://www.cu.edu/docs/qrg-contract-elections-guide> [3] <https://www.cu.edu/docs/access-report-verifiers> [4] <https://www.cu.edu/docs/employment-and-income-verification-guide> [5] <https://www.cu.edu/docs/sbs-annual-leave-certification-employees-and-supervisors> [6] <https://www.cu.edu/employee-services/payroll/moving> [7] <https://www.cu.edu/docs/cu-boulder-campus-student-employment-procedures> [8] <https://www.cu.edu/docs/holiday-pay-procedural-statement> [9] <https://www.cu.edu/docs/call-pay-procedural-statement> [10] <https://www.cu.edu/docs/shift-differential-procedural-statement> [11] <https://www.cu.edu/docs/translation-pay-differential-procedural-statement> [12] <https://www.cu.edu/employee-services/collaborative-hr-services/cu-campuses/scope-work-sow-independent-contractor> [13] <https://www.cu.edu/docs/es-procedure-overpayment> [14] <https://www.cu.edu/docs/sbs-training-completion-report-cu-data>