

University Staff Payroll ^[1]

- [University Staff](#)
- [Pay](#)
- [Resources](#)
- [Forms](#)

University Staff (formerly Exempt Professionals)

University staff members are CU employees whose positions are exempt from the state personnel system. University staffers are paid monthly, on the last banking day of the month.

CU has multiple options for documenting hours worked and exception time. You must verify with your department how it records hours/time and follow that procedure.

Both the employee and his/her supervisor must sign the leave record verifying the accuracy of leave usage and balances.

There's more to your pay than receiving a paycheck. Ensure you understand your finances by reading your paycheck correctly, reviewing pay days, learning how to safeguard against lost paychecks and more.

Click on a tile to learn more about your pay





PAY TO THE
ORDER OF

CHECK

DATE

\$\$\$\$\$. \$\$\$\$

2.

1234567890

1234567890

1234 7890

READ PAYCHECK



DIRECT DEPOSIT



PAY TO THE
ORDER OF

\$\$\$\$\$. \$\$

2.

1234567890

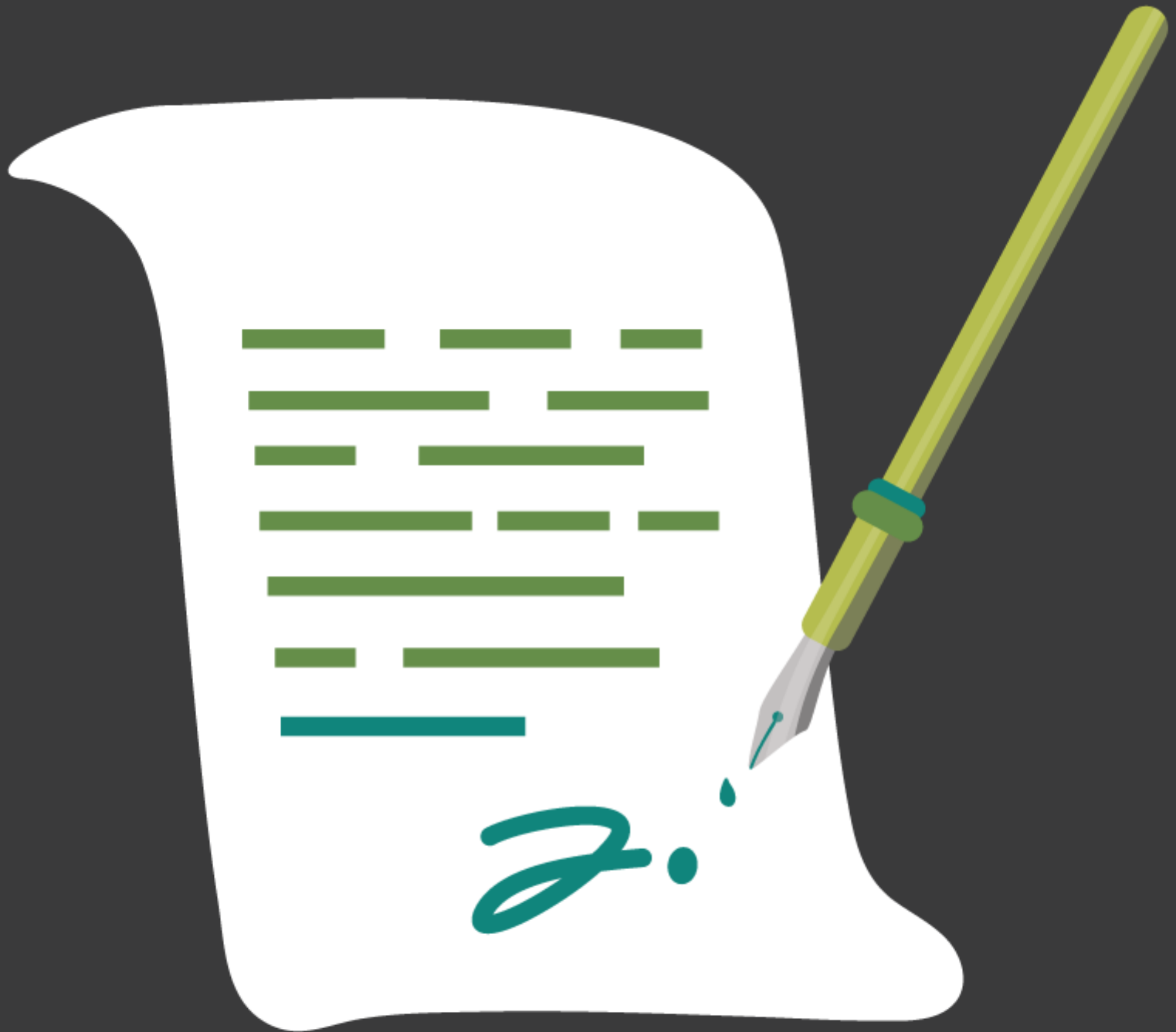
1234567890

1234567890

LOST CHECK



IMPUTED INCOME



CONTRACTS

SHIFT DIFFERENTIAL, ON-CALL & TRANSLATION PAY



Resources

- Officer and University Staff (formerly Exempt Professional) Handbook [9]
- Resources for HCM Users [10]
- Board of Regents [11]
- Payroll Production Calendars [12]
- Payroll Adjustments [13]
- W-2 [14]
- University Staff Taxes [15]
- CU Resources (in the employee portal) [16]

My Leave Step-by-Step Guides

CU has multiple options for documenting hours worked and exception time. You must verify with your department how it records hours/time and follow that procedure.

- My Leave - Setting your Preferences, Tracking Time and Requesting Leave [17]
- My Leave - Selecting Earnings Codes [18]

Additional Resources

- Four-campus search [19]
- Department of Labor [20]
- Social Security Administration [21]
- Internal Revenue Service [22]
- Procurement Service Center [23]—Contact the PSC for travel and business expense reimbursements reported as taxable income.
- Social Security Application [24]

University Staff Payroll Forms

EMPLOYEE WORK RECORD

Employee Work Record Example-Biweekly [25]

Employee Work Record Example-Monthly [26]

EXPENSES & DEDUCTIONS

Moving Expenses Worksheets [27]

GETTING PAID

Direct Deposit Authorization: To access, log in to the employee portal. [28]

PERSONAL INFORMATION

Emergency Contact [29]

I-9 (Employment Eligibility Information) [30]

TAXES

Request for Exemption From Local City Occupational Privilege Tax (OPT) [31]

W-2/1042-S Reissue Request Form [14]

W-4 Form [32]

W-4 Forms for each state [33]

W-9 for Employee Services Business-Estate Claims [34]

Groups audience:

Employee Services

Source URL:<https://www.cu.edu/employee-services/university-staff-payroll>

Links

[1] <https://www.cu.edu/employee-services/university-staff-payroll> [2] <https://www.cu.edu/employee-services/payroll/pay/pay-days> [3] <https://www.cu.edu/employee-services/payroll/pay/read-paycheck> [4] <https://www.cu.edu/employee-services/payroll/pay/direct-deposit> [5] <https://www.cu.edu/employee-services/payroll/pay/lost-check> [6] <https://www.cu.edu/employee-services/payroll/pay/imputed-income> [7] <https://www.cu.edu/employee-services/payroll/pay/contracts> [8] <https://www.cu.edu/employee-services/payroll/pay/shift-differential> [9] <https://www.cu.edu/employee-services/officer-and-university-staff-handbook> [10] <https://www.cu.edu/hcm-community/pay-employees> [11] <https://www.cu.edu/regents/regent-laws> [12] <https://www.cu.edu/employee-services/skillsoft/payroll-production-calendars> [13] <https://www.cu.edu/employee-services/payroll-adjustments> [14] <https://www.cu.edu/docs/w-21042-s-reissue-request-form> [15] <https://www.cu.edu/employee-services/taxes> [16] <https://www.cu.edu/employee-services/cu-resources-training> [17] <https://www.cu.edu/docs/sbs-my-leave-basics-preferences-time-and-leave> [18] <https://www.cu.edu/docs/jaid-my-leave-selecting-earnings-codes> [19] <https://www.cu.edu/search/site> [20] <https://www.dol.gov/> [21] <http://www.socialsecurity.gov/> [22] <https://www.irs.gov/> [23] <https://www.cu.edu/psc> [24] <http://www.socialsecurity.gov/forms/ss-5.pdf> [25] <https://www.cu.edu/employee-services/policies/employee-work-record-example-biweekly> [26] <https://www.cu.edu/employee-services/employee-work-record-example-monthly> [27] <https://www.cu.edu/docs/moving-expenses-worksheets> [28] <https://my.cu.edu/> [29] <https://www.cu.edu/docs/emergency-contact> [30] <https://www.cu.edu/docs/form-i-9> [31] <https://www.cu.edu/docs/request-exemption-local-city-occupational-privilege-tax-opt> [32] <https://www.cu.edu/docs/w-4-instructions> [33] <https://www.cu.edu/docs/state-w-4-forms> [34] <https://www.cu.edu/docs/w-9-es-business-estate-claims>