PAY ROLES

JOBS
DUE
NEW

A newsletter for CU business partners

Salary increases available July 2 in HRMS

Employee Services staff will upload most employee merit increases into the HRMS on Tuesday, July 1, and will work toward uploading increases for 9-month faculty members by Friday, Aug. 1. Payroll will enter this information into separate rows within the system:

Row 1: 12-month faculty and university staff members

Row Date	Action	Reason
July 1, 2014	PAY	MER (merit)

Rows 2-5: Classified staff members

Row Date	Action	Reason
July 1, 2014	PAY	COL (cost of living adjustment)
July 1, 2014	PAY	MER (merit)
July 1, 2014	PAY	MIN (minimum)

The compensation page will contain an additional payment for employees who will receive a non-base-building increase. Those codes begin with "NBB" (non-base-building) and reflect if the increase is a cost of living adjustment or merit payment.

ES staff will load all non-base building awards into employees' pay at the end of July, with the earnings code "PPN" (non-base-building cost of living adjustment) or PPO (non-base-building merit).

ES will replace all NBB codes from the compensation page in "Job Data" with a new row dated August 1, 2014.

9-month faculty salary uploads

Please begin entering salary increases for 9-month faculty into "Salary Planning" today so the payroll staff can complete these updates by Friday, Aug. 1. That information will be contained in a single row, data "September 1, 2014," with an action of "PAY" and a reason of "MER" (merit). We will insert an additional row into "Contract Pay" for the new academic year.

Please note: Salary uploads include only those employees whose salary information is entered in the "Salary Planning" page (with the exception of ineligible classified staff members).

Upcoming deadlines

See our fiscal-year-end deadlines and reminders at http://www.cu.edu/fiscal-year-14-reminders.

July 2014 payroll

• Pay date: Thursday, July 31, 2014
• Monthly time collection deadlines: Monday, July 21, 2014
• Special off-cycle time collection: available beginning at 9 a.m. Tuesday, July 22, 2014
• Please ensure your data changes/monthly time collection batches have been approved by 5 p.m. Monday, July 21, 2014. Unapproved batches will not be included in the payroll processing for July.

July 2014 time collection

Biweekly: Please verify your data and have your time collection batches approved. Unapproved batches will not be included in the payroll processing.

• BW for PPE 7/5/14 is 5 p.m. on Thursday, July 10, 2014 for pay date of Friday, July 18, 2014
• BW for PPE 7/19/14 is 5 p.m. on Thursday, July 24, 2014 for pay date of Friday, August 1, 2014

Monthly: Please verify your data and have your time collection batches approved. Unapproved batches will not be included in the payroll processing.

• Regular cycle at 5 p.m. on Monday, July 21, 2014 for pay date of Thursday, July 31, 2014
• Special off-cycle monthly is Noon on July 29, 2014 for pay date of Wednesday, July 30, 2014

View compensation history in the portal

Employees may soon view their earnings history by selecting the "Compensation History" page within the employee portal's CU Resources tab. This new, convenient tool will help CU toward its goal of providing information in a paper-free format. As part of that effort, the university no longer will mail compensation letters to classified staff members, who may easily access salary history and non-base-building compensation information through this feature.

If you have questions or concerns, please email Jennifer.Bosma@cu.edu or Lisa.Affleck@cu.edu.

Pay date for June is July 1

Remind your staff and student workers paid on a monthly basis that they will receive their June pay on Tuesday, July 1, per state guidelines.

Remember: CU is not responsible for employee banking or overdraft fees and will not approve requests for reimbursements.

Contact HRMS and Payroll

Pay Roles is a monthly newsletter distributed by the University of Colorado's Employee Services department. If you need assistance, please contact us at:

Payroll phone: (303) 860-4200, option 2
Toll Free: (855) 216-7740, option 2
Email: PBS.Datachange@cu.edu
Fax: 303-860-4299
Mail:
University of Colorado – Employee Services
1800 Grant St., Suite 400
Denver, CO 80203
Campus Box: 400 UCA (for interoffice mail)

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EMPLOYEE SERVICES

Scope of Work form changes in the works

Starting in July, you can access a revised Scope of Work form to pay independent contractors.

The form—which outlines a contractor's services and compensation—will now include language about Colorado's Misclassification of Employees as Independent Contractors Act (MEICA).

That law penalizes employers who misclassify contractors as independent—a status that makes those workers ineligible for certain benefits.

Employers who violate MEICA may receive fines, or may be prohibited from receiving state funds or future contracts.

The new SOW form also will contain fields asking for more detailed descriptions of each independent contractor's services and compensation.

Look for the modified form online soon.

Deadline to use or lose excess leave is June 30

Monday, June 30, is the last day employees can schedule or donate vacation or sick leave balances that exceed CU's allowed maximum. This is your final opportunity to use the leave sweep reports Employee Services has sent your department to encourage your affected employees to use or lose their leave.

Sick leave:
• University staff em-

ployees will maintain all sick leave as there is no maximum for this group.

• Classified staff who have accrued sick time above the maximum allowance will have those excess hours converted to vacation hours, using a 5-to-1 ratio (e.g., 5 sick hours = 1 vacation hour). See details about vacation and sick leave on the Employee Services website.

NEW

Pay retirees' unused vacation balances

On Tuesday, July 1, any CU retirees who have returned as university staff members will lose their unused vacation and, in its place, will receive a vacation payout.

This vacation payout is the result of CU's "Hiring working retirees into staff positions" policy, which became effective on January 1. The policy aims to better enforce long-standing rules regarding maximum work limits and benefits eligibility for CU retirees who rejoin the university as staff members.

Guidelines for paying out returned retirees for unused vacation:

1. To pay out **unused vacation time earned in 2013 only**, please use earnings code "VCT" on July's special off-cycle payroll.
2. To pay out unused vacation balances to r**etirees paid on a daily rate**, first calculate the retiree's hourly rate, then enter the hourly rate in the "override hourly rate" field in time collection. (Otherwise, the retiree will be paid for days and not hours of vacation.)

In August, Employee Services will sweep all leave attached to retiree records.

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EMPLOYEE SERVICES

Ask staff to update phone numbers before upgrade

More than 17,500 University of Colorado faculty and staff already have verified their phone numbers using the pop-up window in the CU Resources area of my.cu.edu. The university would like business partners to ask remaining employees to update their information as soon as possible.

Later this summer, the university will roll out Duo Security's multi-factor authentication tool, which will greatly increase the security of personal information by requiring two layers of authentication before granting access.

In the coming weeks and months, the university will provide information how to use new authentication tools for business partners and employees. The goal is to provide business partners with the necessary information to answer questions about this new system.

Ask faculty and staff to update phone numbers

Multi-factor authentication's success and usefulness hinges on keeping up-to-date phone numbers in the portal. If your staff and coworkers haven't validated their phone numbers using the pop-up window, please ask them to take the following steps:

1. Select your campus portal at my.cu.edu and log in.

2. Go to the CU Resources area. A pop-up alert window will ask you to verify your phone information.

3. Is your information correct? Check the box next to the statement, "This information has been validated and is up to date."

4. Is your information incorrect? Click the "Update My Information" link and enter the correct phone numbers.

5. What if you didn't see a pop-up window? First, make sure you're in the CU Resources area.

From there, select "Employee Profile" from the "Personal Information" menu and verify your phone number(s) and/or update phone numbers, as necessary. Home, cellular, campus 1 and campus 2 phone types will be available for use with the new security tool.

6. Once you've updated your information, you're all set.

Find out more
Get the latest information on this project at www.cu.edu/es/it-takes-two.

Biweekly rollout of paycards postponed

Employees paid on a biweekly basis who have not signed up for direct deposit will be issued their pay on a paycard starting on Friday, July 18, and not on July 3, as originally scheduled.

Paycards, CU's new payment alternative, will replace paper payroll checks this July.

While biweekly-paid employees had previously been scheduled to receive their first earnings via paycard on the July 3 biweekly payday, Employee Services pushed back this date following overwhelming requests to enroll in direct deposit, the alternative to paycards.

Employees paid on a monthly basis who have not enrolled in direct deposit will receive their pay via paycard on July 31.