

PAY ROLES

A newsletter for CU business partners

Paycards: Educate your team today

Remember: Starting July 2, any employee who is not enrolled in [direct deposit](#) will be issued a paycard instead of a paper payroll check. (Read more about CU's [paycards rollout](#).) Help spread the word to your employees about what paycards are and how they can be used:

Remind employees: June pay day is July 1

Employees will receive their June paychecks on Tuesday, July 1, making it the only 2014 pay date that will not fall on the last day of the month. The pay date shift is a directive from the State of Colorado to all state agencies.

How will paycards affect your employees?

Paycards are a paper-free way to pay only those employees who **DO NOT** enroll in direct deposit.

Paycards will eliminate **payroll checks** and **NOT** the use of checks for funding internal business processes.

Paycards are an alternative to setting up direct deposit through CU's Employee Services.

Paycards are a way for employees without banking accounts to store and manage their pay—even after they leave CU.

A paycard can be used to:

- withdraw funds from ATMs and at banks bearing the VISA and MasterCard logos.
- make purchases and get cash back at the point of sale.
- receive and accept offers from.
- retailers based on how you use it.

Paycards are automatically mailed to employees who **DO NOT** enroll in CU's direct deposit program by July 1, 2014.

Paycards are ready for use only after employees activate them by:

- calling the toll-free number listed on the front of your card and following the instructions; or
- visiting the Brink's Moneycard website, where you can use its self-service feature to activate your card.

Paycards allow users to set up anytime and on-demand text message alerts about:

- account balance
- purchase history
- the nearest, surcharge-free ATMs



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EMPLOYEE SERVICES

Upcoming deadlines

May 2014 payroll deadlines

- Pay date: Friday, May 30
- Monthly time collection deadlines: Monday, May 19
- Special off-cycle time collection: available beginning at 9 a.m. Tuesday, May 20
- Please ensure your data changes/monthly time collection batches have been approved by 5 p.m. Monday, May 19.

May time collection deadlines

- 5 p.m. Thursday, May 15: Bi-weekly Pay Period Ending May 10, 2014
- 5 p.m. Monday, May 19: Monthly Pay Period Ending May 31, 2014
- Noon on Monday, May 27: Special Off-Cycle Payroll (OC) Pay Period Ending May 30

Update your payroll calendars

We've made a few changes to [CU's 2014 payroll calendars](#)—including posting new ones for August through December.

The new calendars for the January through July time span have been updated to reflect:

- a fiscal-year payroll change
- biweekly payroll processing time
- system unavailability for the salary upload processing that has been moved to Tuesday, July 1.

Make sure you have the most up-to-date versions of these calendars—and be sure to replace any old ones in your files—[by downloading them from the Employee Services website](#).

Ready for the end of the fiscal year?

REVIEW PAY RECORDS

Start the new fiscal year with a clean slate: Review and confirm the accuracy of your department's account statements (including payroll expense transfers) and employees' pay records. Some important reminders:

- Faculty paid on 9-pay-12, academic-year contracts who are leaving CU in May must be paid for the remainder of their contracts in May 2014.
- If you overpay an employee in one fiscal year and the employee pays back the money in another, Employee Services can only give your department a prorated, partial credit of funds recovered through the fiscal year in which the money was paid.

LEAVE SWEEPS

If you have an employee in your department who has accrued the maximum amount of vacation, or is nearing that maximum, you will receive the second of four leave sweep reports in early June.

Leave sweep reports help you identify employees on your team who have exceeded or are nearing CU's limit on accruing vacation.

Use these reports to either correct leave report errors in the HRMS, or notify affected employees of their leave status, and urge them to use or donate their time before June 30, 2014.

Employee Services will run a full sweep of leave records after it runs the July 2014 payroll.

Contact HRMS and Payroll

PayRoles 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

Made an error? Fix it with new off-cycle pay process

Starting this spring, you'll be able to correct payroll errors through the time collection process on a weekly basis.

Employee Services is instituting this new off-cycle pay process to eliminate the hundreds of corrections it's forced to make outside the normal payroll cycle.

Since implementing its [special off-cycle pay process](#) in January, Employee Services has measured a 25 percent decrease, year over year, in the number of errant payroll requests (aka, hand-drawn requests).

The new off-cycle pay process will all but eliminate the use of hand-drawn requests, which will only be



needed for involuntary terminations, overpayments, settlements and other rare circumstances.

Off-cycle pay should be used sparingly; paying your employees during the regular monthly and biweekly pay periods should be your first priority.

Employee Services will monitor its progress and work with you more closely to ensure the new off-cycle pay process is successful.

Retroactive pay forms for paying contracts only

Effective immediately, you may only use the retroactive pay form to pay out university contracts.

The form, which Employee Services previously accepted to retroactively pay all employees, should now be used only if you fail

to pay a contract during the special off-cycle payroll.



Help keep employee records accurate

When rehiring former CU employees, please request new direct deposit, address and W-4 information to avoid payroll deposit, mailing and tax withholding errors.

You can direct employees to the [portal](#) to update their address and W-4 details; just click the "Personal Information" tab on the left to update your address within the "Employee Profile" section," and select "Payroll and Compensation," also on the left, to update your W-4.

Employees can download and complete CU's [Direct Deposit Authorization Form](#) to update their direct deposit selections, and send the form to Employee Services.



Follow CU's rules when paying out leave balances

Will you be paying out leave balances for an employee who is retiring or leaving CU? Make sure you follow [CU's rules for paying departing faculty on 12-month contracts, officers, and university and classified staff](#).

Use this document to find maximum payout limits, calculation methods and information about how to manage leave buyouts for retirees.



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OE Campus Sessions begin next week

Starting next week, Employee Services benefits professionals and carriers from CU's benefits plans will be on your campus to host 2014-15 Open Enrollment Sessions and Career Fairs. Dates:

- May 6: CU Sysstem
- May 7: CU Anschutz
- May 8: CU Denver
- May 12: CU Boulder
- May 13: UCCS

These sessions are a forum to learn about plan features. And if employees have already enrolled, they can use these events to ensure they made the right choices, and make necessary changes to their enrollments before OE closes at 5 p.m. Friday, May 16. [Find your campus session and fair, and get directions.](#)

Benefits changes, tax increases hot topics in summer

As summer approaches, it's a good time to remind employees about potential summer benefits and tax changes.



Specifically: Benefits charges

- Employees on 9-pay-9 contracts (September through May) will be billed for summer benefits, even though they're not being paid. In some cases, these employees may have their benefits payments deducted from their paychecks upon returning to work in September.
- Employees on leave for more than 90 days also must continue to pay their benefits premiums.

Tax increases

- Faculty members may see an increase in the amount of taxes withheld from their paychecks if they're bumped into a higher tax bracket due to the following circumstances:
 - o A faculty member is paid on 9-pay-12 contract and receives

- additional salary payments during the summer.
 - o A faculty member retires or is terminated and, as a result, receives a large, lump-sum payment.

To offset the impact of these scenarios, employees can adjust their W-4 forms for May (by May 13) and/or June (by June 11).

So what can you do?

1. Ensure benefits aren't unduly charged to former CU employees by processing terminations as soon as possible.
2. If you have any faculty members paid on 9-pay-12 contracts who are leaving the university, check to see if they require a payout of accrued earnings not paid (ENP) in May. Paying these employees quickly will ensure they're not charged for benefits this summer.

