

JOB **DUE** **NEW** **PAY** **ROLES**

A newsletter for CU HRMS users

Protect your pay from email scams

A recent phishing email incident on one University of Colorado campus highlights how crucial it is to protect your personal information online. Last month, CU Denver employees received an email asking them to confirm their employee credentials by clicking on a link that led them to a fraudulent website designed to look the CU employee portal. Criminals stole any credentials entered on this site and used them to alter direct deposit allocations, thus stealing their pay.

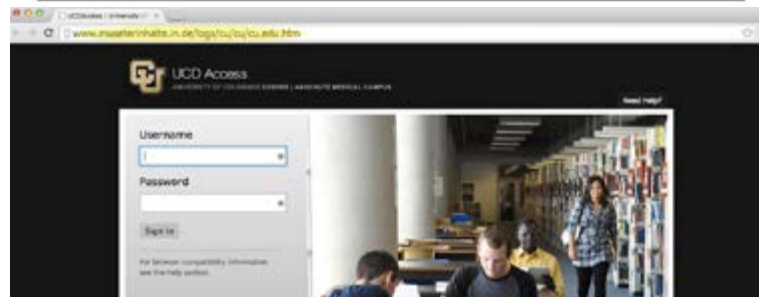
Law enforcement is investigating, and CU is working with affected employees.

Any time you make changes to direct deposit information, we will send a notification email. If you receive this email and have not altered your preferences, contact Employee Services. Shortly, the direct deposit link will be accessible only on campus or via a campus VPN.

You can always check your electronic paystub in the employee portal, five business days before each payday. The sooner errors are reported, the more likely we can stop false transactions. Questions? Call 303-860-4200, option 2, or email employeeservices@cu.edu.

Safeguard against phishing email attacks

1. Remember that CU will never ask you to submit personal or confidential information via email.
2. Look at the address in the "From" field of the email. While the sender may claim to represent CU, if the address in the "From" field doesn't contain "cu.edu," chances are good the email is deceptive.
3. Read between the lines. Does the email in question read like anything the university has sent you? Many phishing emails are hastily written and contain glaring grammatical errors.
4. Do not click on Web links in emails. Instead, open a Web browser and type in the address you wish to visit. If you ever doubt the legitimacy of an email claiming to be from CU, contact your campus IT helpdesk, or call the sender to confirm he/she emailed you.
5. If you do click on a Web link in an email, always look at the Web address in your browser's address bar. CU Web addresses generally contain "colorado.edu," "cu.edu" and "ucdenver.edu."
6. Educate yourself on phishing. Find helpful information, including current and past issues of the Office of Information Security's monthly email, at <https://www.cu.edu/ois>.



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EMPLOYEE SERVICES

Upcoming 2013, 2014 deadlines

Please take note of the following submission deadlines.

- noon Friday, Dec. 20 – Deadline to submit hand-drawn check requests for inclusion in tax year 2013. All requests received after noon Dec. 20 will be processed as 2014 activity.
- Saturday, Dec. 21 – First biweekly pay period end date for 2014. (Pay day is Friday, Jan. 3.)
- 10 a.m. Thursday, Dec. 26 – Deadline to submit “Termination for Cause” hand-drawn check requests. Payment for these Terminations for Cause will be by check only; direct deposits are possible at this time. These checks will be available for pick-up on the campuses, if necessary.
- Friday, Dec. 27 – Processing biweekly payroll for pay period ending Dec. 21. (Pay day is Friday, Jan. 3.)
- 11 a.m. Monday, Dec. 30 – All hand-drawn checks must be picked up by the employee at the designated campus locations prior to 11 a.m. Dec. 30. Any checks not picked up by this deadline will be mailed to the employee’s home address by Employee Services or the campus designee.
- Tuesday, Dec. 31 – Last monthly pay period end date for 2013. (Pay day is Tuesday, Dec. 31.)
- 5 p.m. Wednesday, Jan. 15 – Deadline for address changes to be entered in HRMS for W-2 processing.

Ask employees to review W-4s on CU Resources

Employee Services asks that employees review your W-4 to determine if their filing status and/or number of withholding allowances will need to change for the new tax year.

The IRS requires employers to remind their employees annually to review and make any necessary changes to their W-4 (Employee’s Withholding Allowance Certificate). If you are an international employee, please see the note below.

How to review and/or change your W-4

1. Review the current W-4 tax status in the tax data box on the pay advice or payroll warrant. Access pay advice through the CU Resources page on your campus

portal (select the Pay Advice link under the Payroll and Compensation menu).

2. Make any desired changes to W-4 tax status. Either update this information online through the CU Resources page on the campus portal (select the W-4 link under the Payroll and Compensation menu), or submit an original W-4 form to Employee Services. Note: The paper version of the 2014 W-4 will be posted to the Employee Services Forms page as soon as it is released by the IRS (in late December).

Additional Resources

The following IRS resources will help you determine whether you need to update your W-4 tax information.

SEE W-4, page 4

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)

Review Payroll Registers to Catch December Overpays

Please review your Payroll Registers promptly during December to ensure payments are correct.

Check your campus Payroll Production Calendar at <https://www.cusys.edu/pbs/hrms/ps/calendar.html> for the December stop/pull deadlines.

It is important that incorrectly paid funds be stopped or pulled during December, to avoid an overpayment that crosses tax years.

Payroll counselors can advise you regarding stop/pull requests, deadlines and replacement checks.

Items that cannot be pulled may require your department to notify ES that an overpayment has occurred. Overpayments identified in December should be reported immediately to ES by completing and submitting a Notice of Overpay Adjustment form, <https://www.cu.edu/pbs/payadmin/forms-payroll/pay-adjust.html>.

Timely review of payroll registers is especially important for December pay periods.

Employees may not know they were overpaid, and the short time frame makes it especially difficult to notify them and recover the funds by Dec. 31.

Employees who have left their positions with the university and their overpayment is not repaid in the same year as it occurred, federal and state taxes included in the overpayment will be charged back to them.

Final pay, hand-drawn check, pay corrections processes change Jan. 1



In last month’s Pay Roles, we detailed changes to payroll corrections, hand-drawn checks, and final pay effective Jan. 1. Here is that information for you to review:

Employee payment errors

When errors are made on the processing of payroll, they will be corrected on the next scheduled pay date.

If an error is detected in time, the correction may occur on a special payroll run. Please Note: Paperwork must be received by Employee Services by noon Tuesday, for payment by direct deposit on Friday.

Hand-drawn checks

Hand-drawn checks will only be issued outside of the regular processing times:

- When an employee is involuntarily terminated.
- When there are overpayments on an employee’s final paycheck in cases of voluntary termination.
- For employee settlement payments.
- For errors that result in an employee being un-

derpaid by 20 percent or more of their regular gross pay.

- For errors that result in an employee being overpaid by more than 20 percent of their regular gross pay.
- If Employee Services receives an approved hand-drawn request from campus leadership for extreme hardships or extenuating circumstances. Each campus will determine the approval process.

Final Pay

Voluntary termination: Final pay must be calculated and paid through regular processing means (time collection) on the final pay date or on the next scheduled pay date, including calculation and payment of any vacation, sick or compensatory time owed to employee.

Involuntary termination:

SEE CHANGE, page 4

Yearly tax reminders

- Employees with tax-exempt status for 2013 will be notified directly of 2014 renewal procedures in a separate mailing.
- Employee Services will mail 2013 W-2s by Jan. 31, 2014, as required. Look for a news article to be posted on the Employee Services homepage. Reissued copies of 2013 W-2s will be available starting Feb. 14, 2014. To ensure receipt of your original W-2 and to avoid any delays, please review and, if necessary, update your address. Retirees and current employees can do this using the employee portal. If you are a former employee and no longer have portal access, please complete the Address/Phone/Email Change form. If you are a student, update your address on the student and employee portal.
- The 2014 Social Security wage base is \$117,000, and the withholding maximum is \$7,254 with a tax rate of 6.2 percent. If 2013 contributions have stopped due to meeting the 2013 maximum, deductions will resume Jan. 1, 2014. No maximum applies for Medicare taxes, with a tax rate of 1.45 percent.
- The employee Medicare tax rate increases 0.90 percentage points, from 1.45 percent to 2.35 percent, on wages more than \$200,000 in a year. The employee's actual liability for the additional tax will depend on the employee's filing status and the amount of wages and other compensation paid to the employee and/or spouse. The over-withholding and under-withholding of Meditax for employees will be reconciled when they file their personal tax returns.

Imputed Cash Award Forms due Wednesday

Don't forget to submit your Recognition Reporting Form(s) to report imputed cash award (ICA) items by Wednesday, Dec. 11.

This includes all taxable

cash-like or non-cash awards made to an employee.

The form is available on the Procurement Services Center website at <https://www.cu.edu/psc/forms/>

W-4: Visit the portal to make changes

- IRS Withholding Calculator (<http://www.irs.gov/individuals/article/0,,id=96196,00.html>)
- Publication 919 - How Do I Adjust My Tax Withholding? (<http://www.irs.gov/publications/p919/index.html>)
- See Publication 213 for reasons to review your W-4 (<http://www.irs.gov/pub/irs-pdf/p213.pdf>)

supervision of an international tax specialist. Contact an international tax specialist at one of the email addresses below if you believe your status has changed.

Individuals with a last name in the A-L range should contact Kendra Zafiratos (Kendra.Zafiratos@cu.edu) and those with last name in the M-Z range should contact Alicia Dandeneau (Alicia.Dandeneau@cu.edu).

If you have additional questions about your W-4 withholding, call the Employee Services payroll line at (303) 860-4200, ext. 2, or send an email to employeeservices@cu.edu.

International Employees

Do not submit a W-4 for 2013. International non-resident employees may only make W-4 changes under the

CHANGE: Need help? Call a payroll counselor

Final pay must be calculated and payment requested by using the approved hand-drawn process within 24 hours of termination.

Benefit and other deductions: The proper benefit and other deductions will be withheld as required.

If you need assistance or

have any questions, contact Employee Services at 303-860-4200, option 2, or via email to employeeservices@cu.edu. If you are not sure how to process a payroll item, please reach out to this group for assistance; we are committed to help guide you through these changes.

