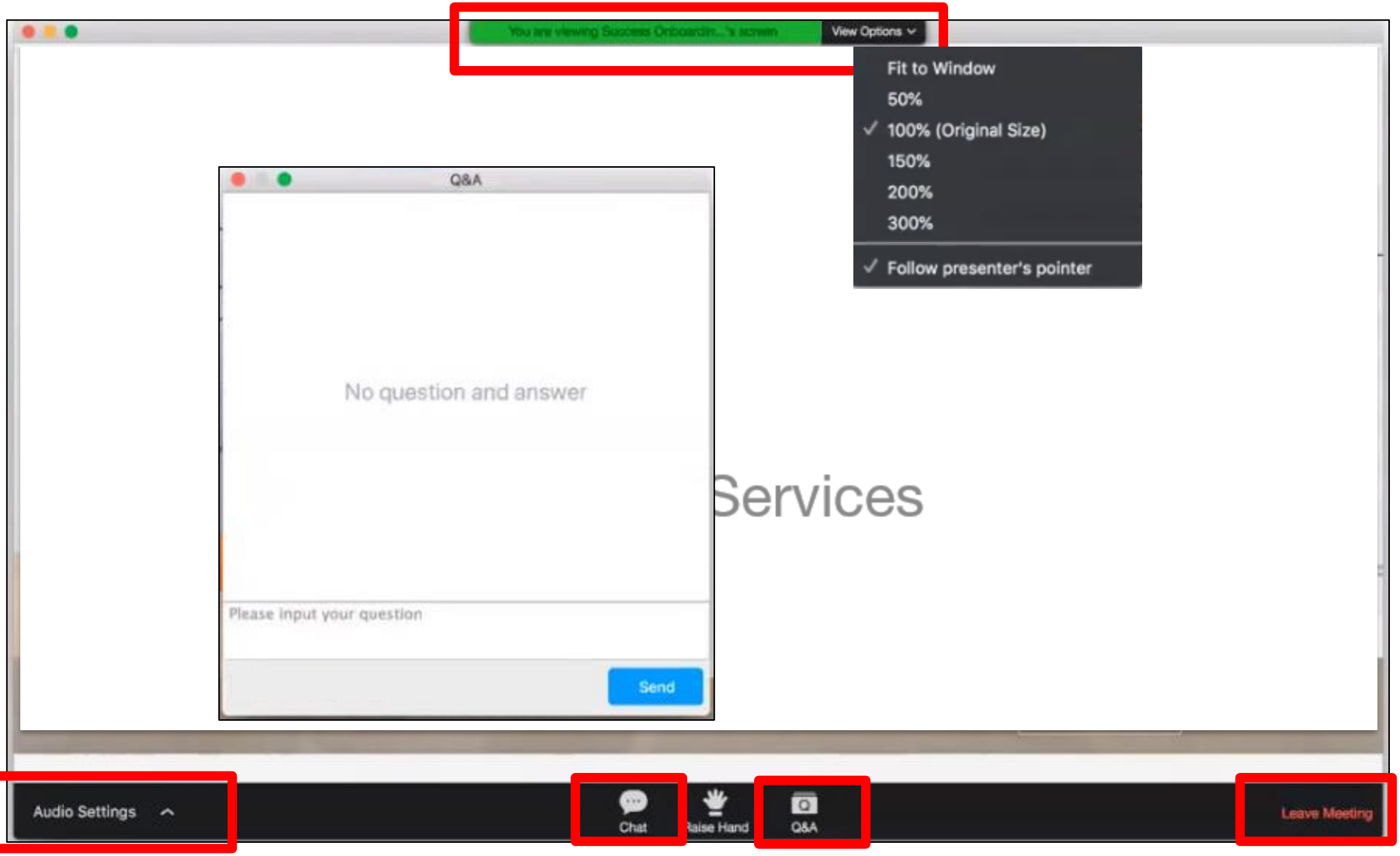
CALCULATING A PAYCHECK



Zoom Webinar Controls

Calculating a Paycheck

Objectives

- Review the HCM data required to create a paycheck.
- Review the payroll entries that contribute to a paycheck.
- Review employee pay, taxes, and deductions that are included in a paycheck.
- Learn how the taxes and deductions are calculated.
- Learn what post processing actions are applied so that the paycheck can be distributed to Finance.
  - Position funding, CU Time Overrides, Create Additional Pay Funding
  - Account Codes

Agenda

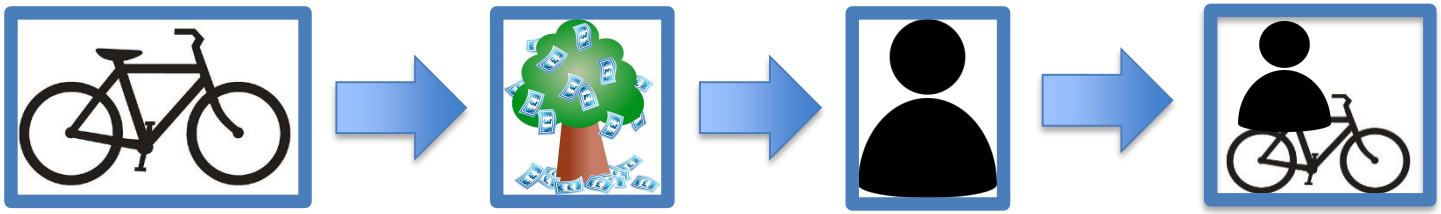
- HCM Payroll Overview
- HCM Payroll Entries
- Pay, Taxes, and Deductions
- Calculating Earnings
- Calculating Taxes and Deductions
- Pay advice: Reviewing the Employee Paycheck
- Payroll Post Processing
- Paycheck Distribution Examples
- Tracking Pay, Taxes and Deductions

HCM PAYROLL OVERVIEW

HCM – Payroll and Paychecks

HCM Payroll Data

- Master Record of Human Resources & Payroll Data
- Paycheck Information: Position, Funding, Personal, Job Data

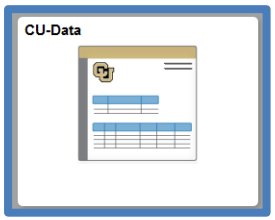


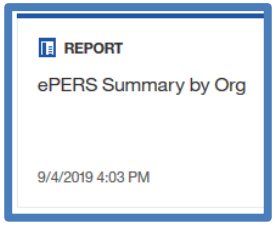
Create Paychecks

Paycheck Post Processing

Downstream Impact

- Payroll Expense to the General Ledger
- Payroll Encumbrances to the General Ledger
- Payroll Effort to the Electronic Personal Effort Reporting System (ePERS)





HCM – Payroll and Paychecks

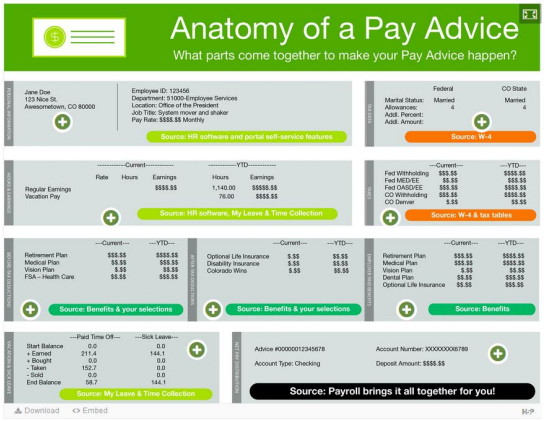
Payroll Data Entry

- Job Data
  - Payroll
  - Compensation Tab
- Contract Pay
- My Leave
- CU Time
- ePAR Additional Pay
- CU Create Additional pay

HCM – Payroll and Paychecks

Paycheck Creation

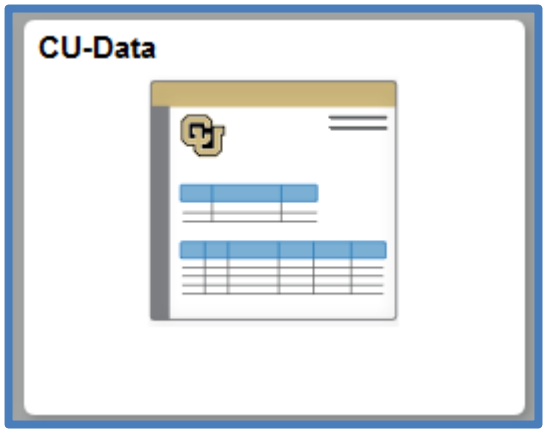
- Calculate employee pay, taxes and deductions in paycheck
- Calculate employer payroll expense for employee
- Create employee paycheck pay advice
- Distribute employee pay to employee



HCM – Payroll and Paychecks

Paycheck Post Processing

- Distributes payroll expenses according to commitment accounting rules
- Apply SpeedTypes proportionally:
  - Position Funding distribution percentages
  - Additional pay distribution percentages
- Create account codes
  - Position Job Codes
  - Reg/Temp, Full Part time
- Create accounting lines to send to FIN
- Send Payroll Journal to FIN



Who gets a paycheck?

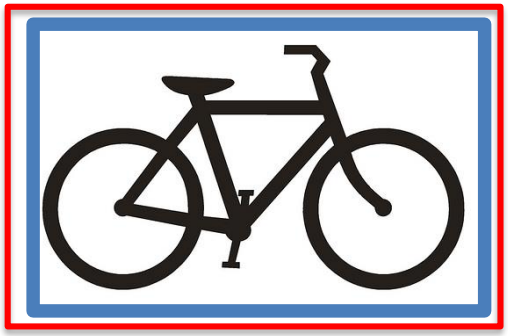
Person of Interest

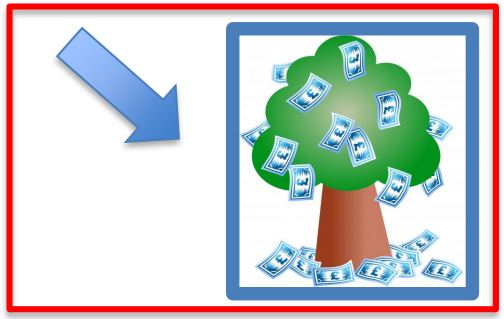
Stipend Recipient

Employee Relationship

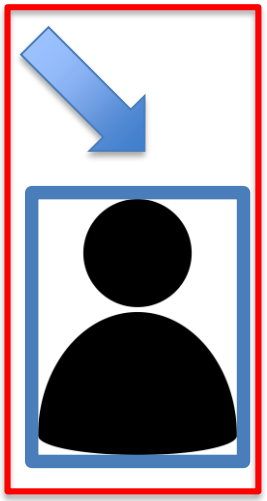
HCM Position, Funding, Person, Job

Position
Position Funding

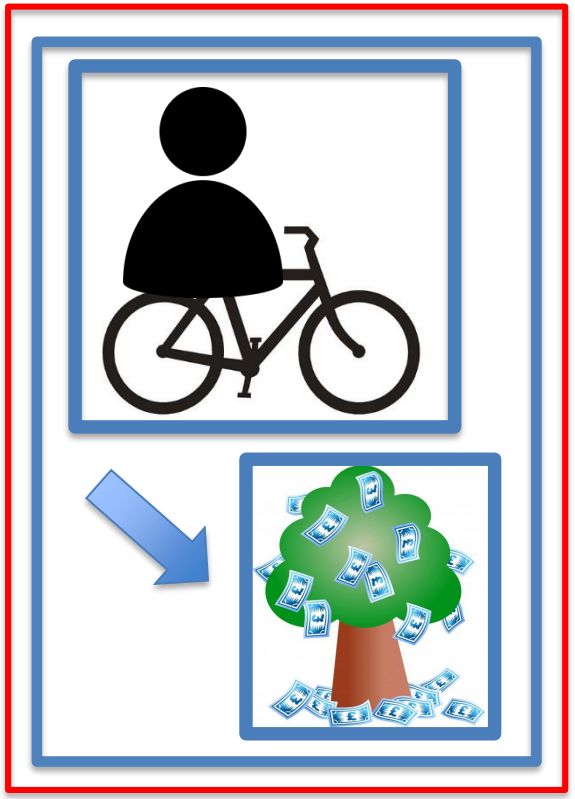




Person

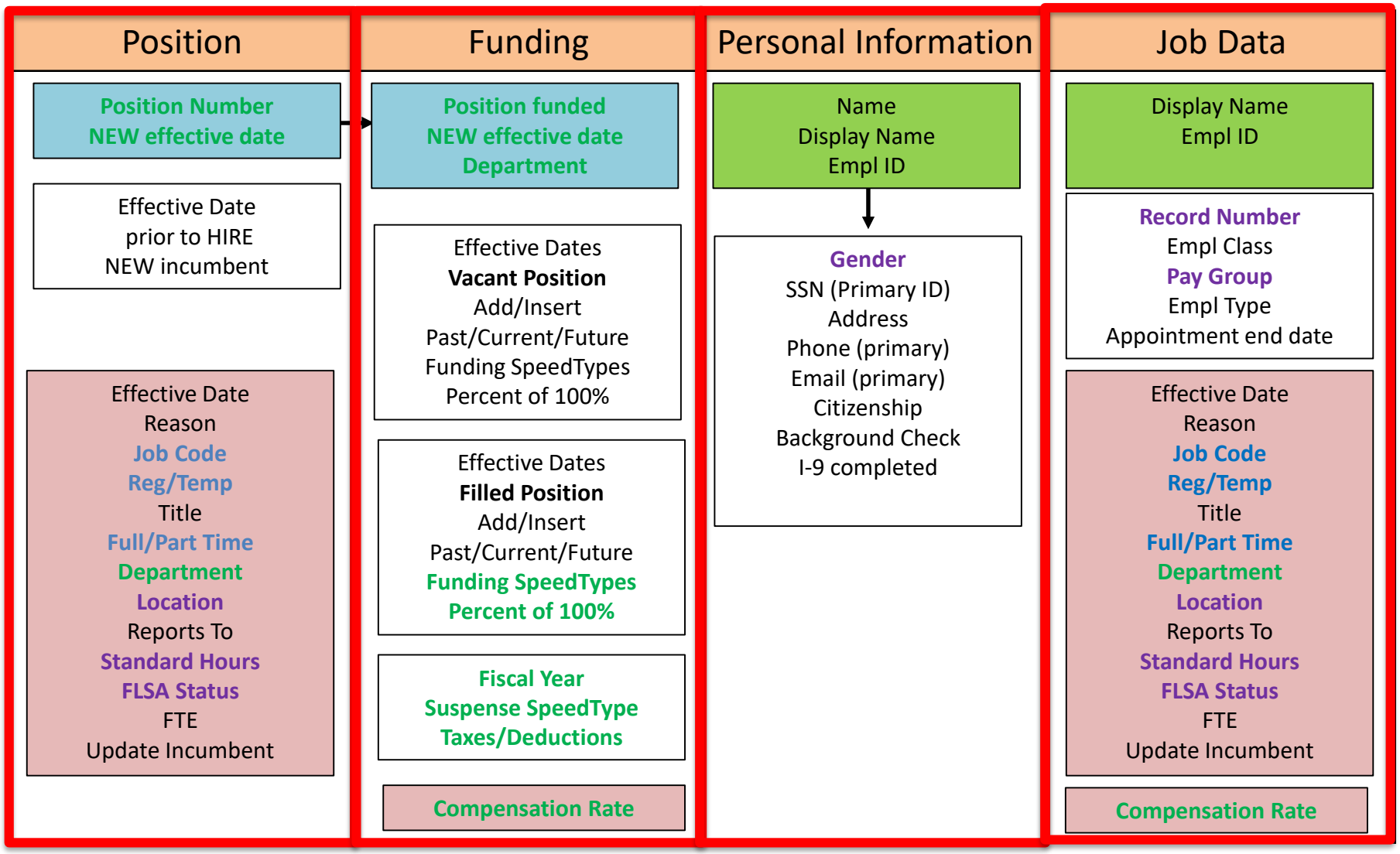


Position +
Person =
Job Data

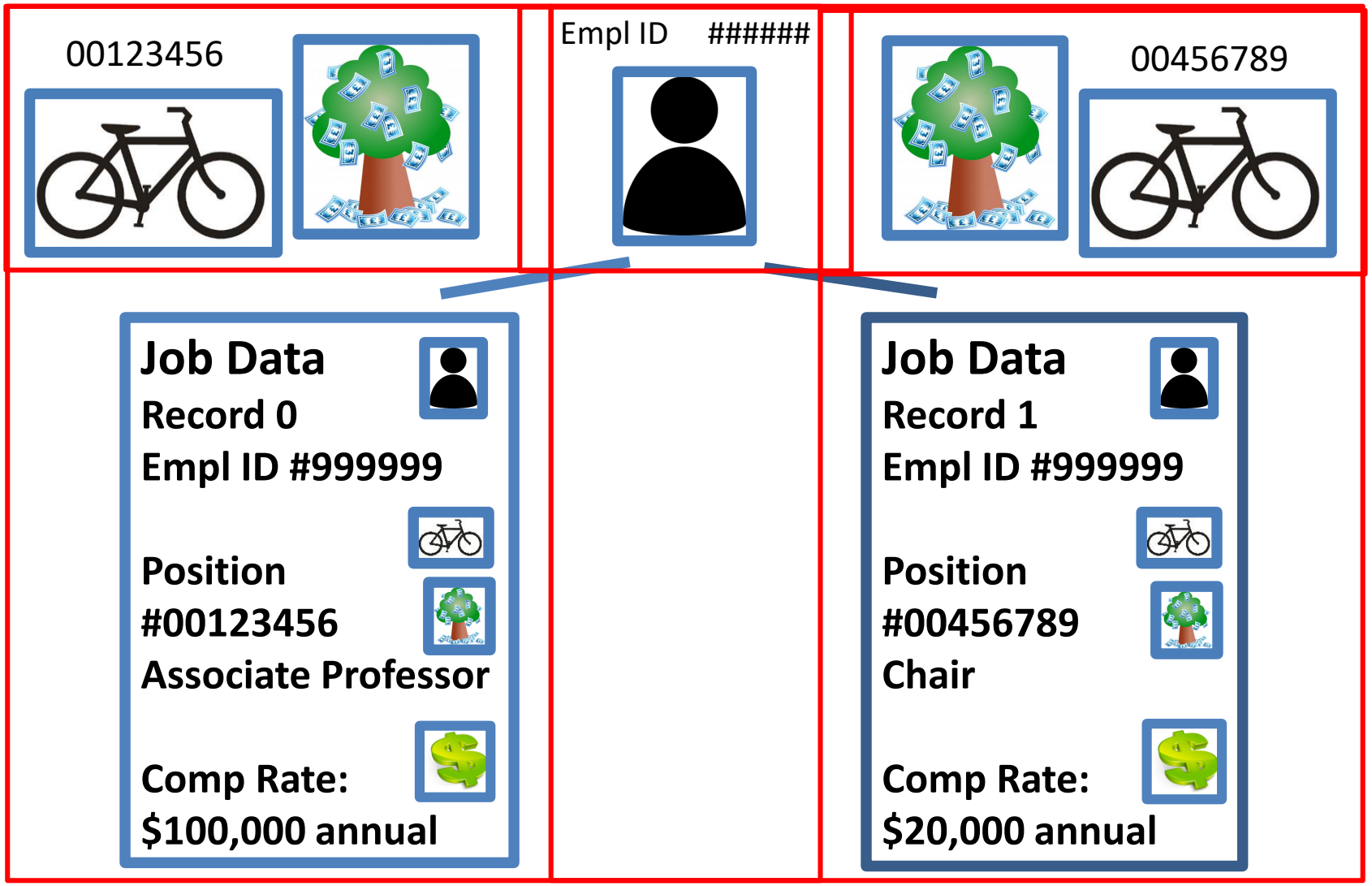


Position Funding
Additional Pay Funding

HCM Data in Paychecks



Employee and Positions

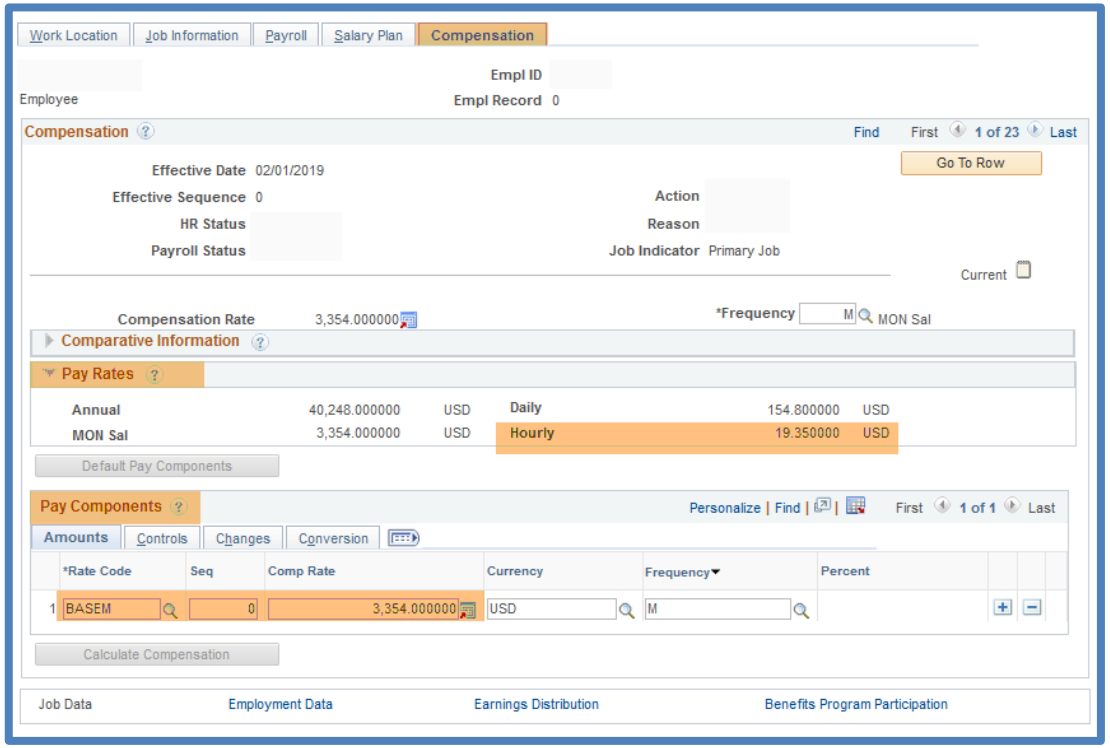


Job Data

Compensation Tab

Create Job Data with Template

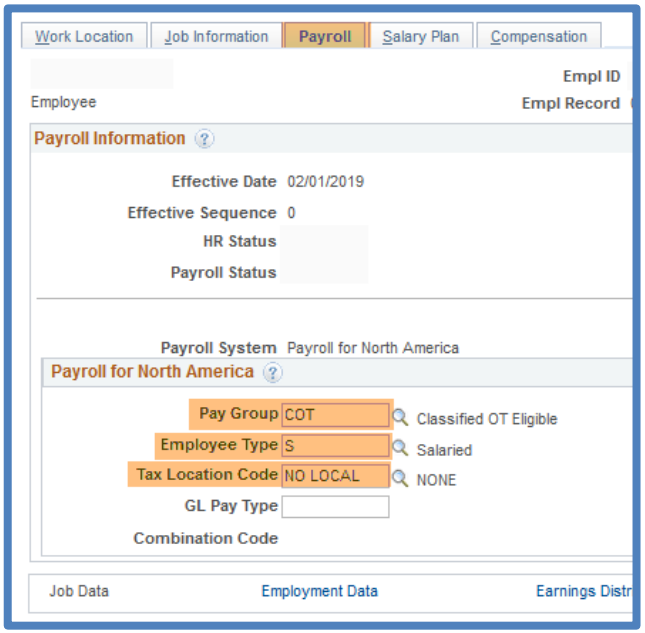
Update Job Data with ePAR Pay Rate



Payroll Tab

Update Pay Group with

ePAR Job Change



Contract Details

Contract Pay

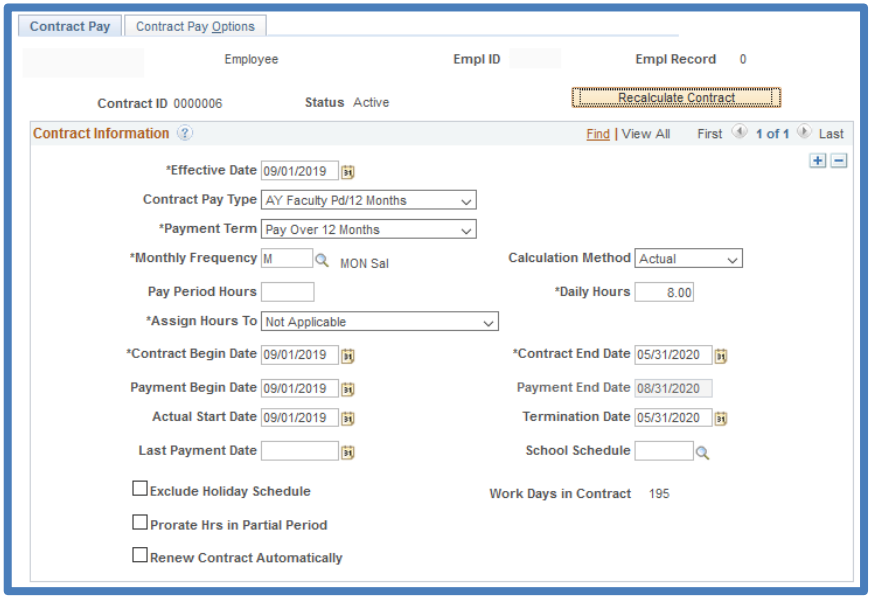
HCM WorkCenter – Contract Pay

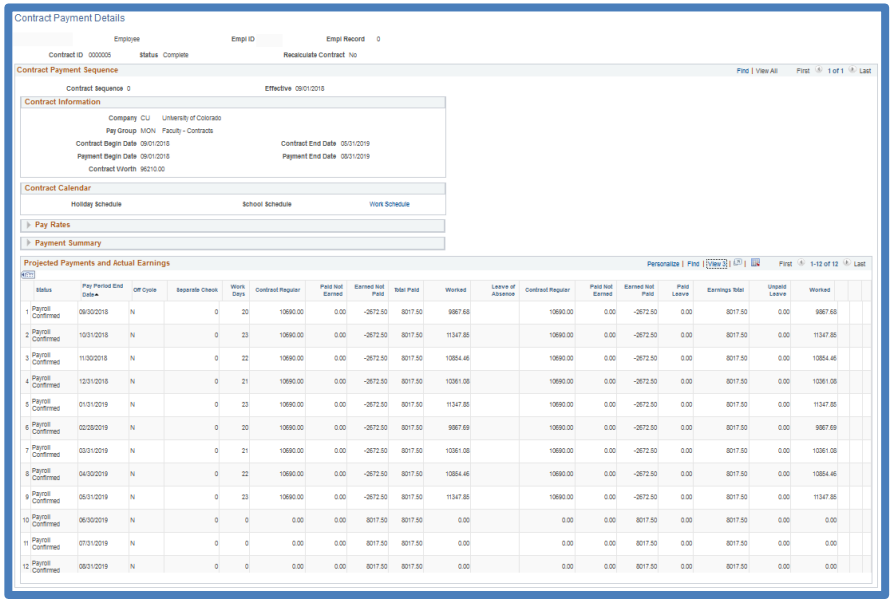
Contract Payment Details

Payroll for North America

Employee Pay Data USA

Contract Payment Details





HCM PAYROLL ENTRIES

HCM Payroll Entries

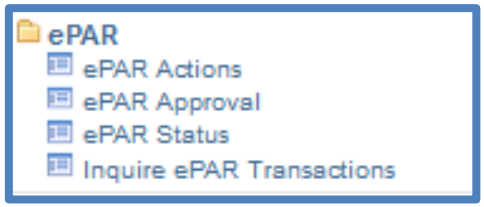
Payroll Data Received Via:

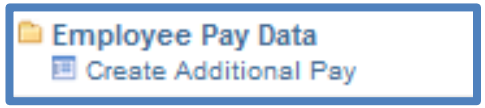
- Job Data
  - Payroll
  - Compensation Tab
- Contract Pay

- My Leave
- CU Time
- ePAR Additional Pay
- CU Create Additional pay

HCM Payroll Entries

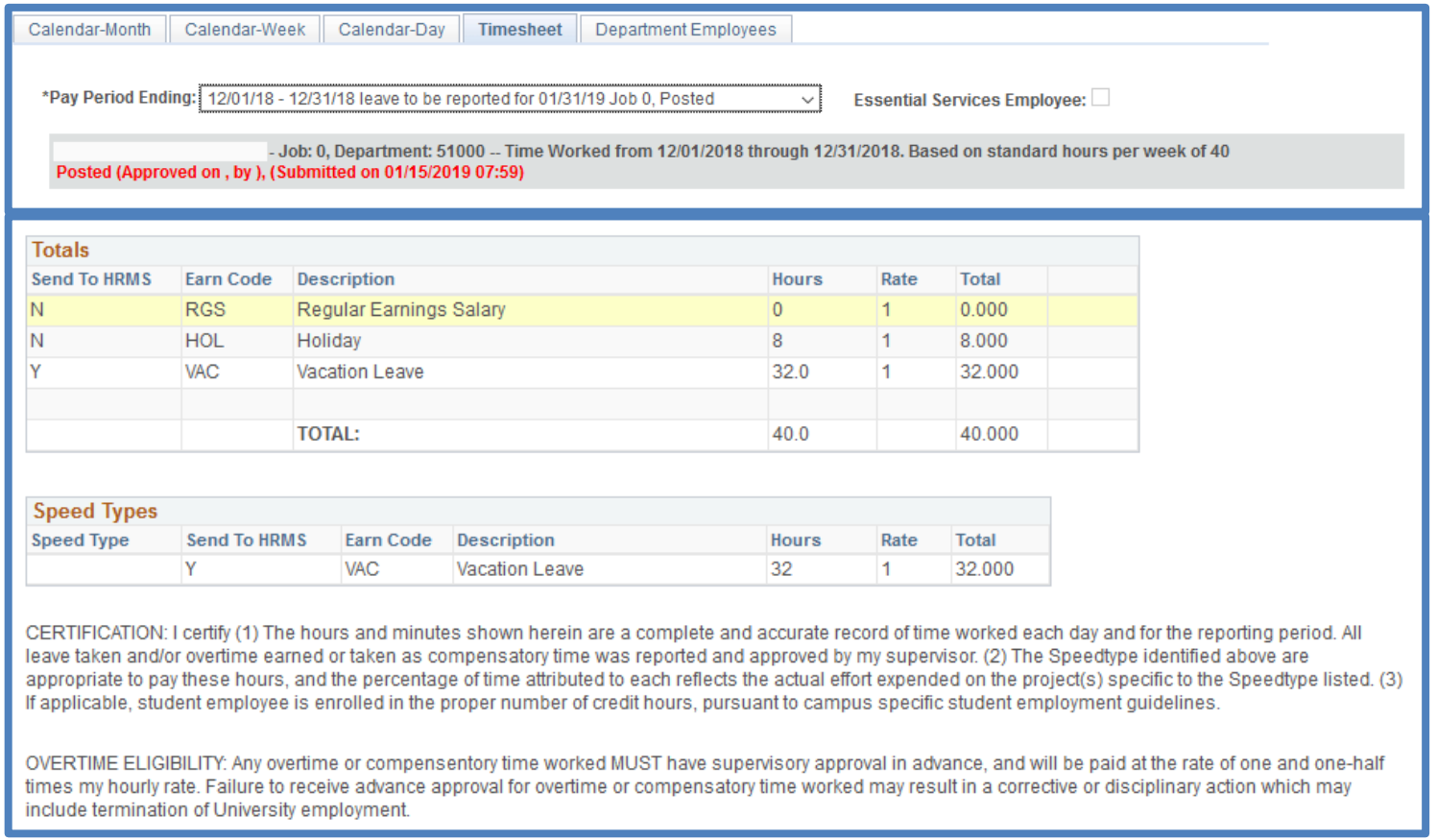
- **My Leave –** Submit and Approve Timesheets
- **CU Time –** Earnings and Exception Time
  - My Leave Upload
  - Manual Entry
  - Batch Upload
- CU Time Override SpeedType
  - Earnings Override ONLY
- **ePAR Additional Pay**
  - One Time Pay in CU Time
- Create Additional Pay
  - Recurring Pay in Payroll for North America





HCM Payroll Entries

My Leave – Submit and Approve Timesheets



Calendar-Month | Calendar-Week | Calendar-Day | **Timesheet** | Department Employees

*Pay Period Ending: 12/01/18 - 12/31/18 leave to be reported for 01/31/19 Job 0, Posted

Essential Services Employee:

- Job: 0, Department: 51000 -- Time Worked from 12/01/2018 through 12/31/2018. Based on standard hours per week of 40

Posted (Approved on , by), (Submitted on 01/15/2019 07:59)

Totals

Send To HRMS	Earn Code	Description	Hours	Rate	Total
N	RGS	Regular Earnings Salary	0	1	0.000
N	HOL	Holiday	8	1	8.000
Y	VAC	Vacation Leave	32.0	1	32.000
		TOTAL:	40.0		40.000

Speed Types

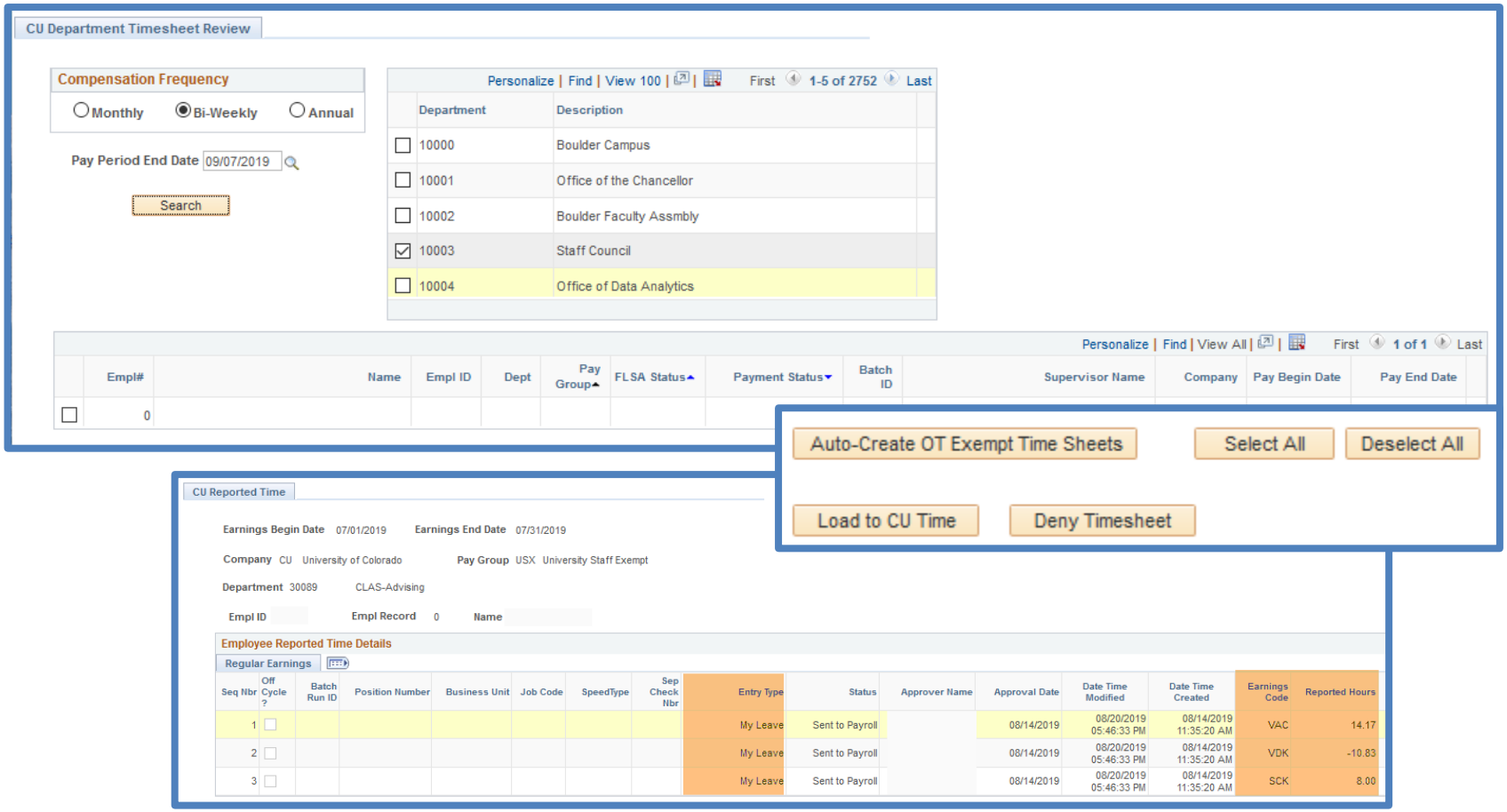
Speed Type	Send To HRMS	Earn Code	Description	Hours	Rate	Total
	Y	VAC	Vacation Leave	32	1	32.000

CERTIFICATION: I certify (1) The hours and minutes shown herein are a complete and accurate record of time worked each day and for the reporting period. All leave taken and/or overtime earned or taken as compensatory time was reported and approved by my supervisor. (2) The Speedtype identified above are appropriate to pay these hours, and the percentage of time attributed to each reflects the actual effort expended on the project(s) specific to the Speedtype listed. (3) If applicable, student employee is enrolled in the proper number of credit hours, pursuant to campus specific student employment guidelines.

OVERTIME ELIGIBILITY: Any overtime or compensentory time worked MUST have supervisory approval in advance, and will be paid at the rate of one and one-half times my hourly rate. Failure to receive advance approval for overtime or compensatory time worked may result in a corrective or disciplinary action which may include termination of University employment.

HCM Payroll Entries

CU Time – My Leave Upload



HCM Payroll Entries

CU Time – Manual Entry

CU Reported Time

Earnings Begin Date 07/28/2019 Earnings End Date 08/10/2019

Company CU University of Colorado Pay Group STU Student Workers

Department 30055 Business School

Empl ID Empl Record 0 Name

Employee Reported Time Details

Regular Earnings

Seq Nbr	Off Cycle ?	Batch Run ID	Position Number	Business Unit	Job Code	SpeedType	Sep Check Nbr	Entry Type	Status	Approver Name	Approval Date	Date Time Modified	Date Time Created	Earnings Code	Reported Hours
1	☐							Manual Time Sheet	Sent to Payroll		08/12/2019	08/16/2019 09:42:30 AM	08/12/2019 10:13:54 AM	STH	10.00

CU Reported Time

Earnings Begin Date 01/01/2019 Earnings End Date 01/31/2019

Company CU University of Colorado Pay Group COT Classified OT Eligible

Department 10492 I&S Business Srvcs/HR

Empl ID Empl Record 0 Name

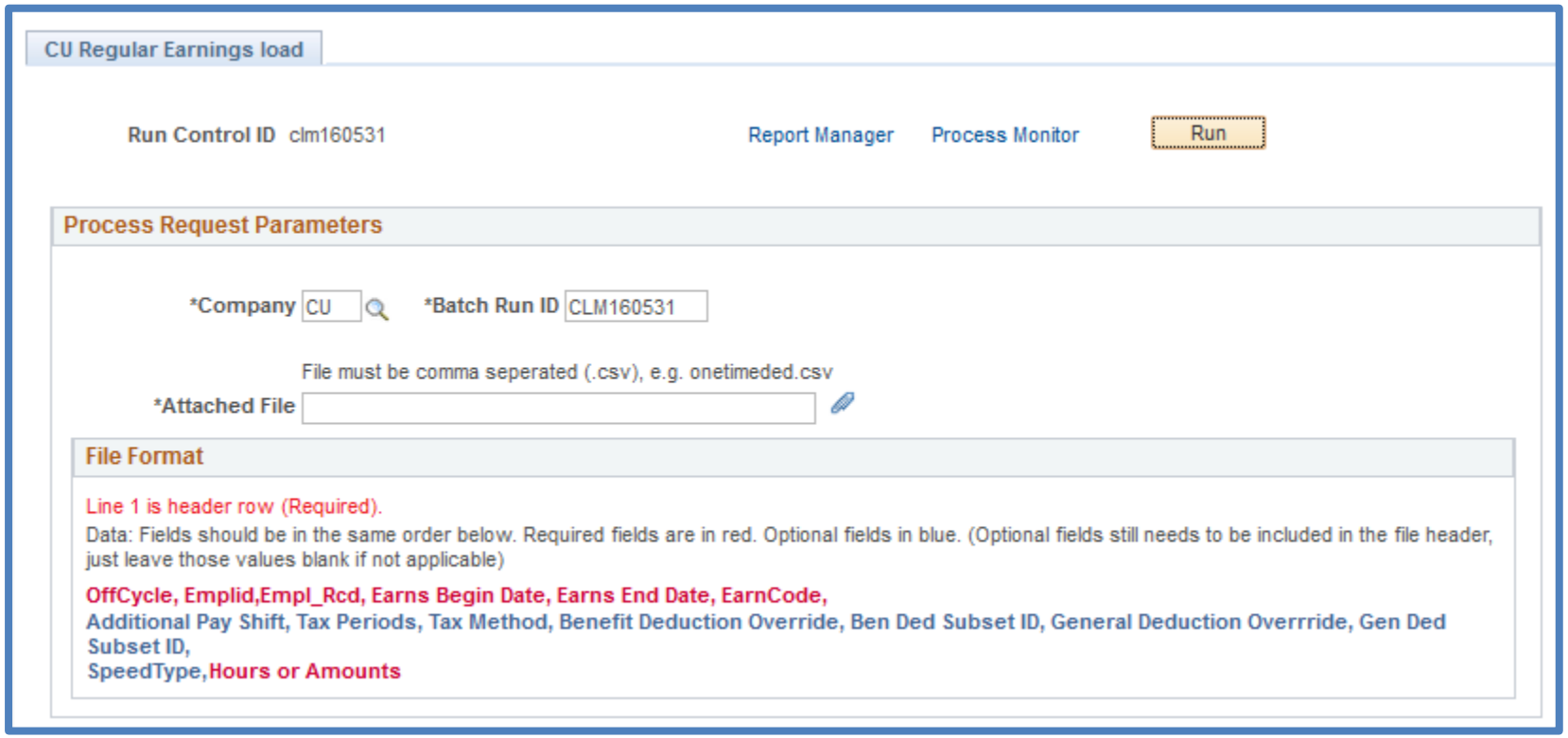
Employee Reported Time Details

Regular Earnings

Seq Nbr	Off Cycle ?	Batch Run ID	Position Number	Business Unit	Job Code	SpeedType	Sep Check Nbr	Entry Type	Status	Approver Name	Approval Date	Date Time Modified	Date Time Created	Earnings Code	Reported Hours
1	☑							Manual Time Sheet	Sent to Payroll		02/04/2019	02/06/2019 11:45:04 AM	02/04/2019 11:58:39 AM	SCA	-6.66
2	☑							Manual Time Sheet	Sent to Payroll		02/04/2019	02/06/2019 11:45:04 AM	02/04/2019 12:02:01 PM	VAA	-27.08
3	☑							Manual Time Sheet	Sent to Payroll		02/04/2019	02/06/2019 11:45:04 AM	02/04/2019 12:02:02 PM	DK1	-2.26
4	☑							Manual Time Sheet	Sent to Payroll		02/04/2019	02/06/2019 11:45:04 AM	02/04/2019 12:03:34 PM	VCT	11.88

HCM Payroll Entries

CU Time – Batch Upload



HCM Payroll Entries

CU Time – Override SpeedType

CU Reported Time

Earnings Begin Date 08/01/2019 Earnings End Date 08/31/2019

Company CU University of Colorado Pay Group USX University Staff Exempt

Department 10948 OIT-Administration

Empl ID Empl Record 0 Name

Employee Reported Time Details

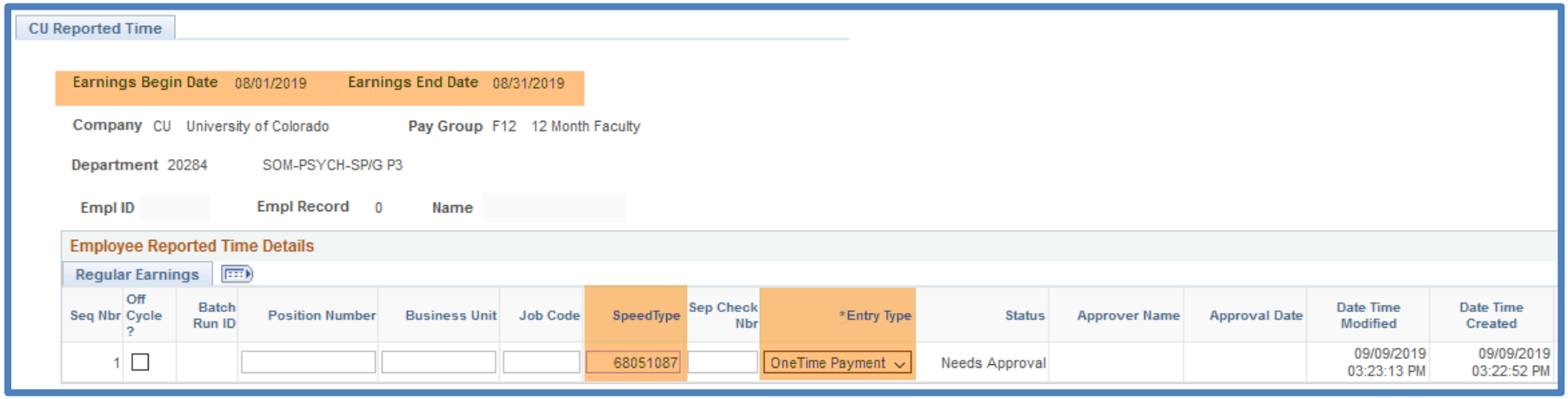
Regular Earnings

Seq Nbr	Off Cycle ?	Batch Run ID	Position Number	Business Unit	Job Code	SpeedType	Sep Check Nbr	Entry Type	Status	Approver Name	Approval Date	Date Time Modified	Date Time Created
1	☐					11003963		OneTime Payment	Sent to Payroll		08/15/2019	08/20/2019 05:48:43 PM	08/15/2019 08:59:17 AM

Earnings Code	Additional Pay Shift	Tax Periods	Tax Method	Deductions Taken	Deduction Subset ID	General Deductions Taken	General Ded Subset ID	Hours	Amount
MVT									3405.120

HCM Payroll Entries

CU Time – Override SpeedType



CU Reported Time

Earnings Begin Date 08/01/2019 Earnings End Date 08/31/2019

Company CU University of Colorado Pay Group F12 12 Month Faculty

Department 20284 SOM-PSYCH-SP/G P3

Empl ID Empl Record 0 Name

Employee Reported Time Details

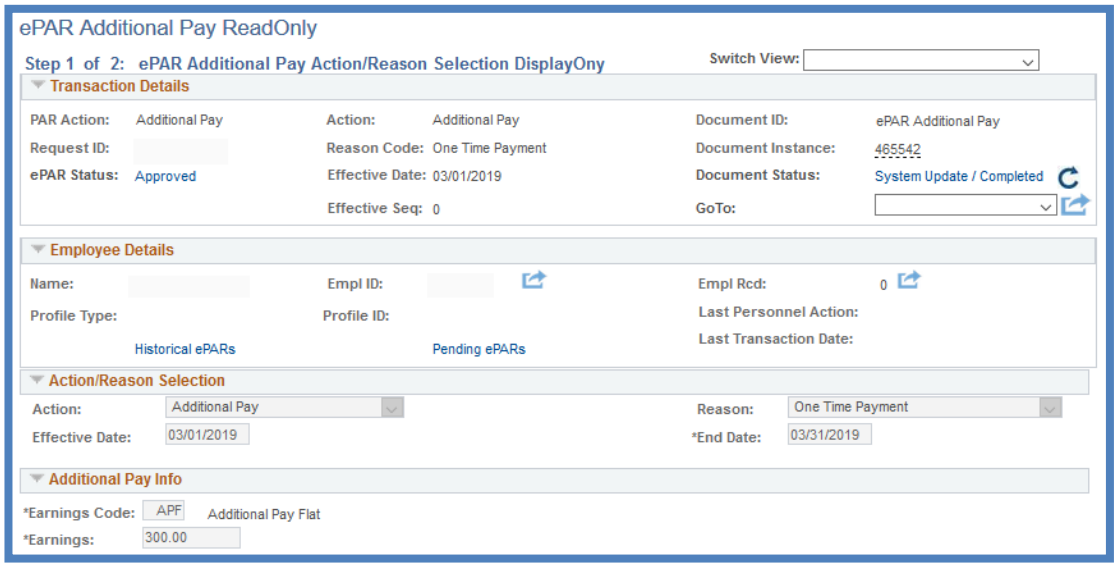
Regular Earnings

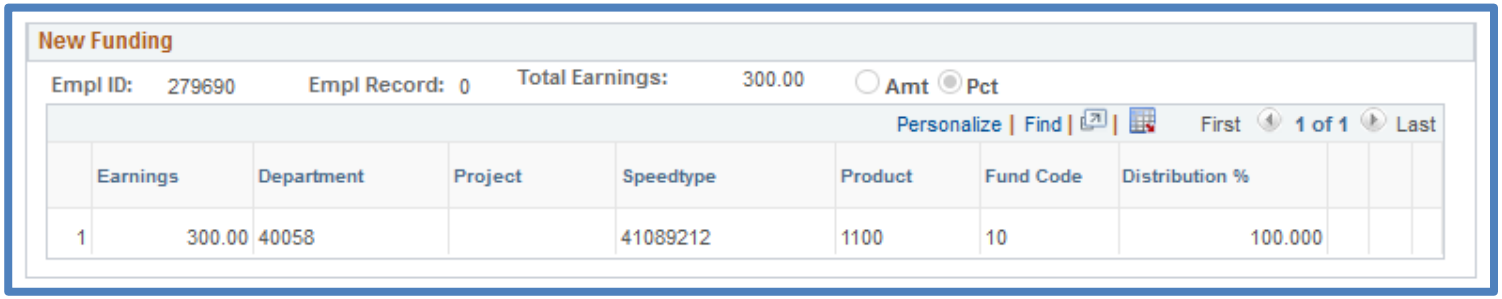
Seq Nbr	Off Cycle ?	Batch Run ID	Position Number	Business Unit	Job Code	SpeedType	Sep Check Nbr	*Entry Type	Status	Approver Name	Approval Date	Date Time Modified	Date Time Created
1	☐					68051087		OneTime Payment	Needs Approval			09/09/2019 03:23:13 PM	09/09/2019 03:22:52 PM

Earnings Code	Additional Pay Shift	Tax Periods	Tax Method	Deductions Taken	Deduction Subset ID	General Deductions Taken	General Ded Subset ID	Hours	Amount
UOC									

HCM Payroll Entries

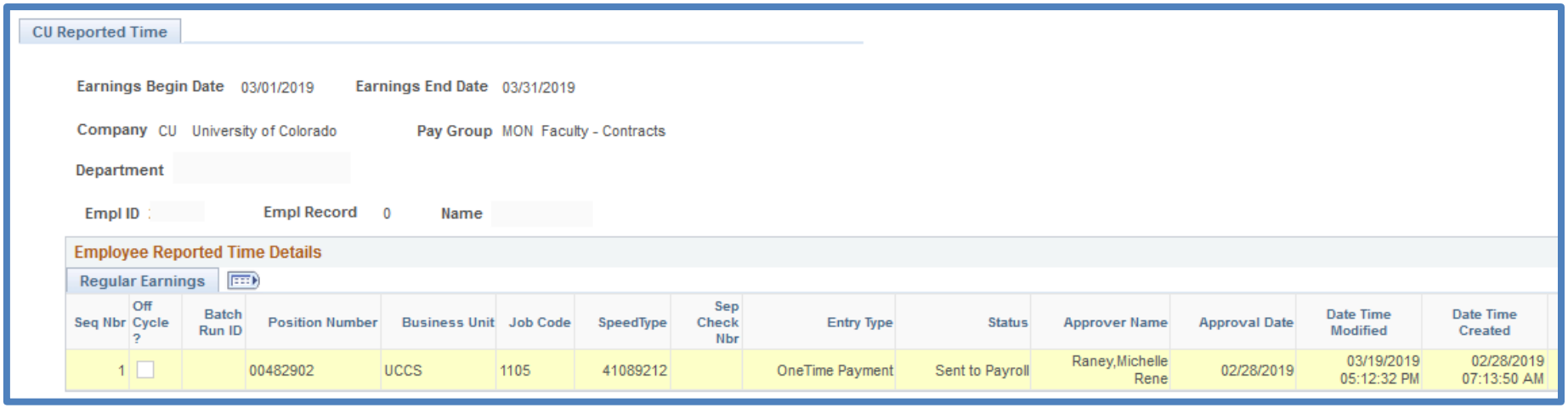
CU Time – ePAR One Time Pay





HCM Payroll Entries

CU Time – One Time Pay



CU Reported Time

Earnings Begin Date 03/01/2019 Earnings End Date 03/31/2019

Company CU University of Colorado Pay Group MON Faculty - Contracts

Department

Empl ID Empl Record 0 Name

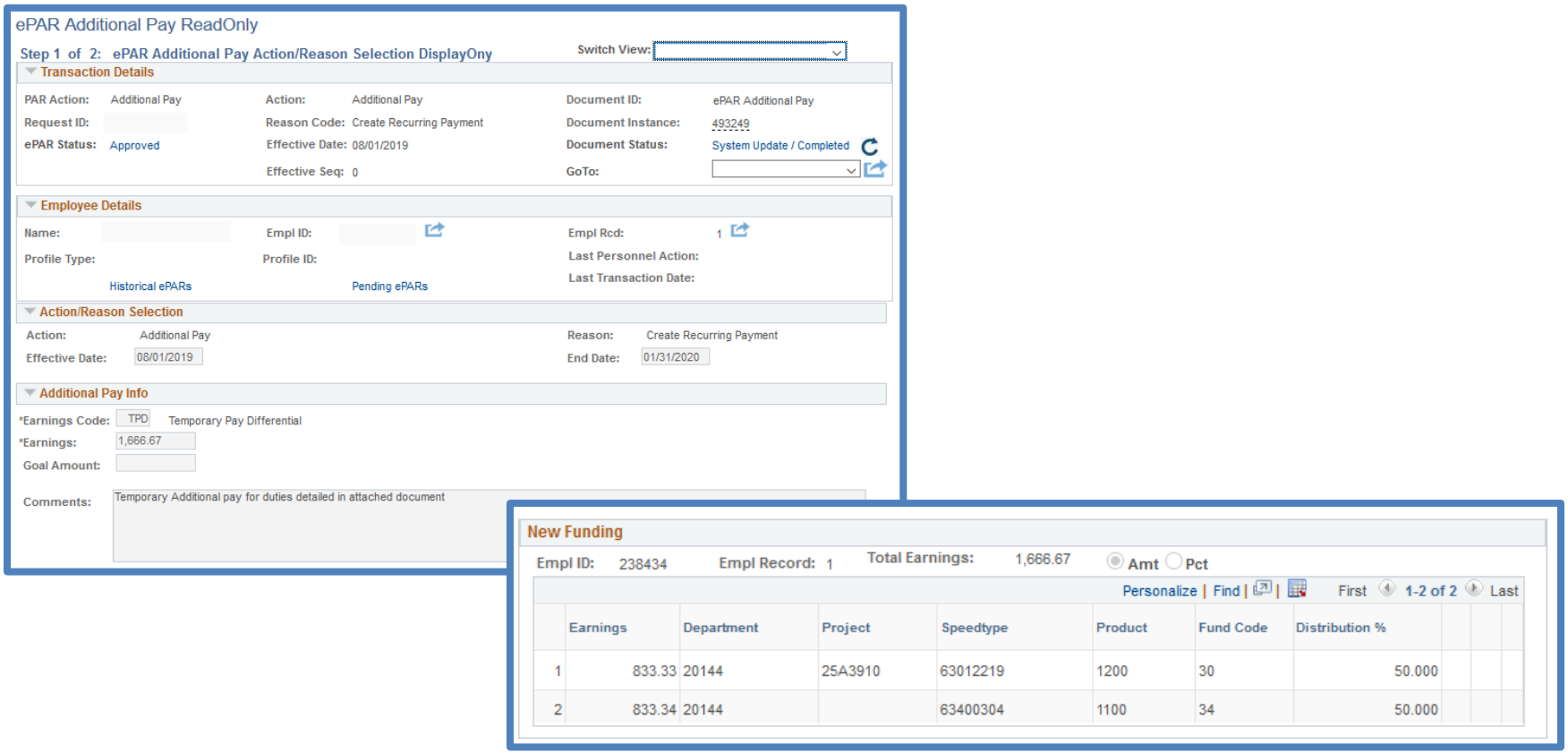
Employee Reported Time Details

Regular Earnings

Seq Nbr	Off Cycle ?	Batch Run ID	Position Number	Business Unit	Job Code	SpeedType	Sep Check Nbr	Entry Type	Status	Approver Name	Approval Date	Date Time Modified	Date Time Created
1	☐		00482902	UCCS	1105	41089212		OneTime Payment	Sent to Payroll	Raney,Michelle Rene	02/28/2019	03/19/2019 05:12:32 PM	02/28/2019 07:13:50 AM

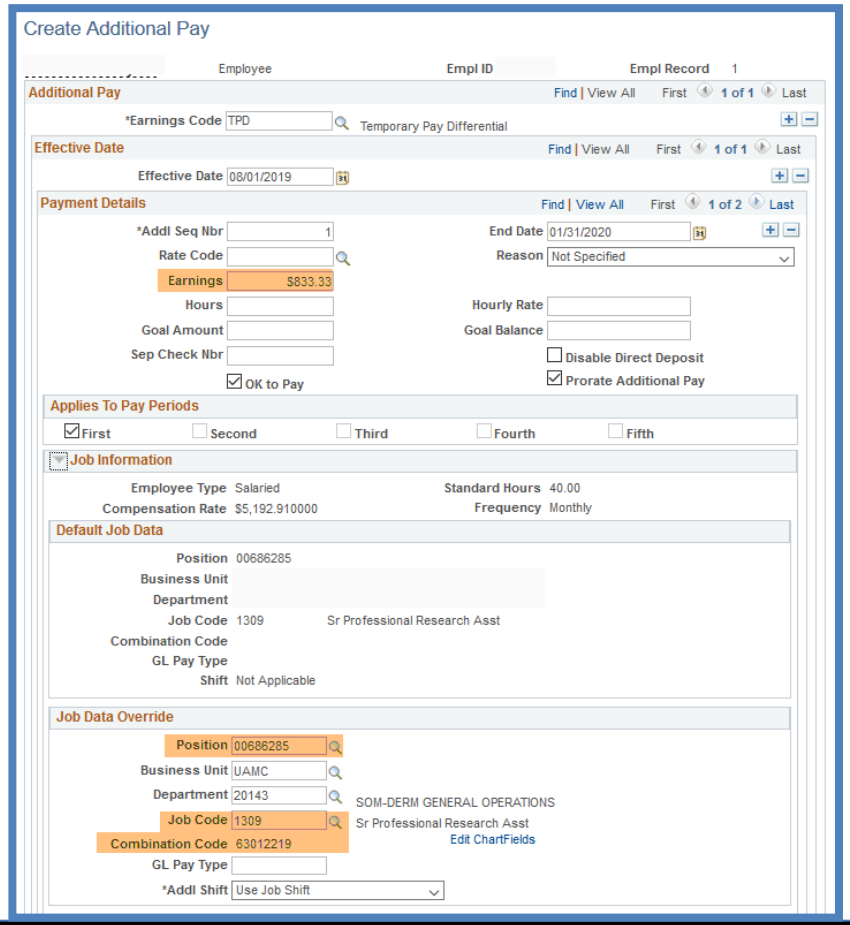
HCM Payroll Entries

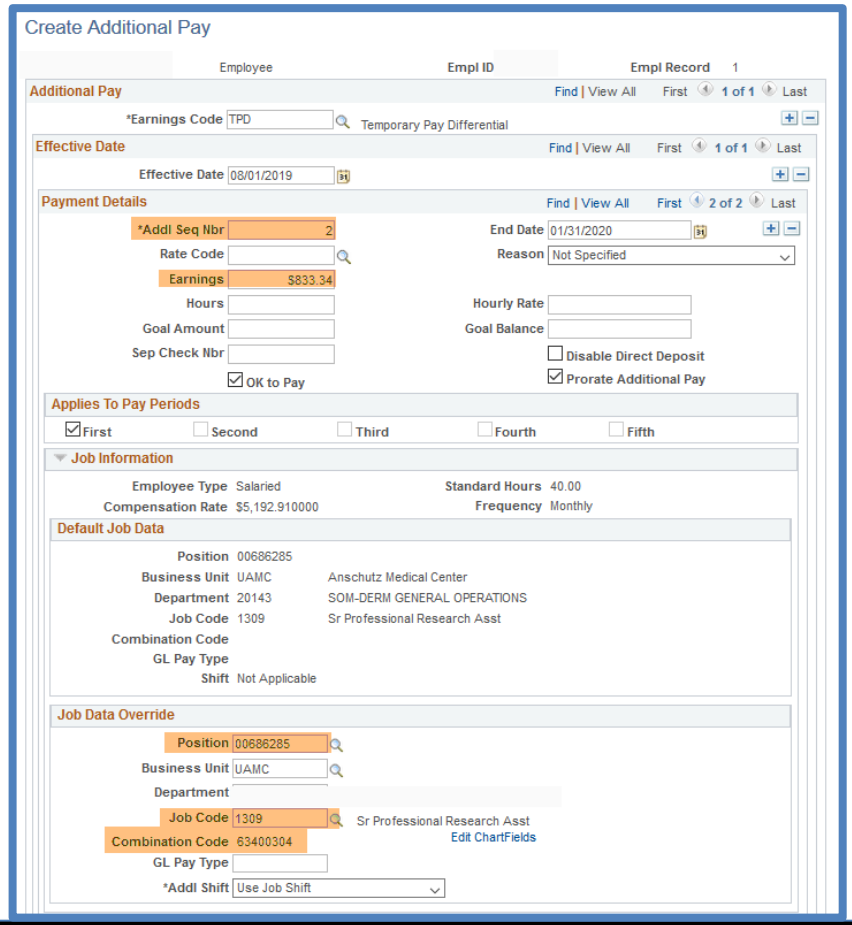
CU Time – ePAR Recurring Pay



HCM Payroll Entries

CU Time – Recurring Pay – Create Additional Pay





Paycheck Scenarios

Single Paycheck Pay Period – Multiple Earnings Periods/Earn Codes

- Regular Earnings – Record 0
  - Current Earnings Period

- Regular Earnings – Record 1
  - Funding 1st – 15th

- Regular Earnings – Record 1
  - Funding 16th – 30th

- Leave Earnings – Record 0
  - VAC, SCK Previous Period

- Leave PPL – Record 0
  - Campus Funding, Previous Period

- Other Pay – Record 0
  - Overtime, Dock, Previous Period

Paycheck with Leave

Payroll Register Query

Payroll Register

Pay Group	Pay Period End	Off Cycle	Form ID	Check Dt	Check Status	Check Nbr	Dept ID	Dept Name	Job Code	Frequency	Earn Begin Dt	Earn End Dt	Earn Code	Hours	Earnings	Total Gross
UOT	9/30/2018	N	ADVICE	9/28/2018	Confirmed	6881118								$ -	$ -	$ 3,750.00
UOT	9/30/2018	N				6881118	51000	Employee	2268	M	8/1/201	8/31/2018	RGS	$ (19.00)	$ (411.06)	$ -
UOT	9/30/2018	N				6881118	51000	Employee	2268	M	8/1/201	8/31/2018	SCK	$ 11.00	$ 237.98	$ -
UOT	9/30/2018	N				6881118	51000	Employee	2268	M	8/1/201	8/31/2018	VAC	$ 8.00	$ 173.08	$ -
UOT	9/30/2018	N				6881118	51000	Employee	2268	M	9/1/201	9/30/2018	RGS	$ 160.00	$ 3,750.00	$ -

Earn End Dt	Earn Code	Hours	Earnings	Total Gross
		$ -	$ -	$ 3,750.00
8/31/2018	RGS	$ (19.00)	$ (411.06)	$ -
8/31/2018	SCK	$ 11.00	$ 237.98	$ -
8/31/2018	VAC	$ 8.00	$ 173.08	$ -
9/30/2018	RGS	$ 160.00	$ 3,750.00	$ -

Paycheck Scenarios

Single Paycheck Pay Period – Multiple Earn Codes

- Record 0
  - Additional Pay (MVP-Restricted)

- Record 0
  - Additional Pay (UPI-Restricted)

- Record 0
  - Additional Pay (APF-Unrestricted)

Single Paycheck Pay Period – Multiple Earn Codes

- Record 0
  - Work Study Earn Codes

- Record 0
  - Late Pay - Work Study Codes

Paycheck Scenarios

Multiple Paycheck Pay Periods – Single Earnings Period

CHECK PULL – REC 0 PAY

- Regular Earnings – Record 0
  - PULL Current Earnings Period
- Regular Earnings – Record 1
  - PULL Current Earnings Period

REENTER – REC 1 PAY

- Regular Earnings – Record 1
  - REENTER – Previous Period

Paycheck Scenarios

Multiple Paycheck Pay Periods – Single Earnings Period

OVERPAYMENT – REC 0 PAY

- Regular Earnings – Record 0
  - Current Earnings Period
- Regular Earnings – Record 1
  - Current Earnings Period

REPAY POSTED – REC 0 PAY

- Regular Earnings – Record 0
  - CREDIT – Previous Period

Paycheck Scenarios

Multiple Paycheck Pay Periods – Single Earnings Period

JOB DATA ERROR – REC 0 PAY

- Regular Earnings – Record 0
  - Current Earnings Period
- Regular Earnings – Record 1
  - Current Earnings Period

MANUAL CHECK – REC 0 PAY

- Regular Earnings – Record 0
  - POSITION CHANGE
  - JOB CODE CHANGE
  - EARNINGS CODE CHANGE– Previous Period

HCM Payroll Entries

HCM Payroll Scenarios

Multi Employee Records

- Multi Record #s
- Multi Positions

Multi Earnings End Dates

- Mid-Month Funding Dates
- Leave amounts (VAC, SCK, PPL, FSK, ADM)
- Other Pay (DK1, OTM)

Multi Earn Codes

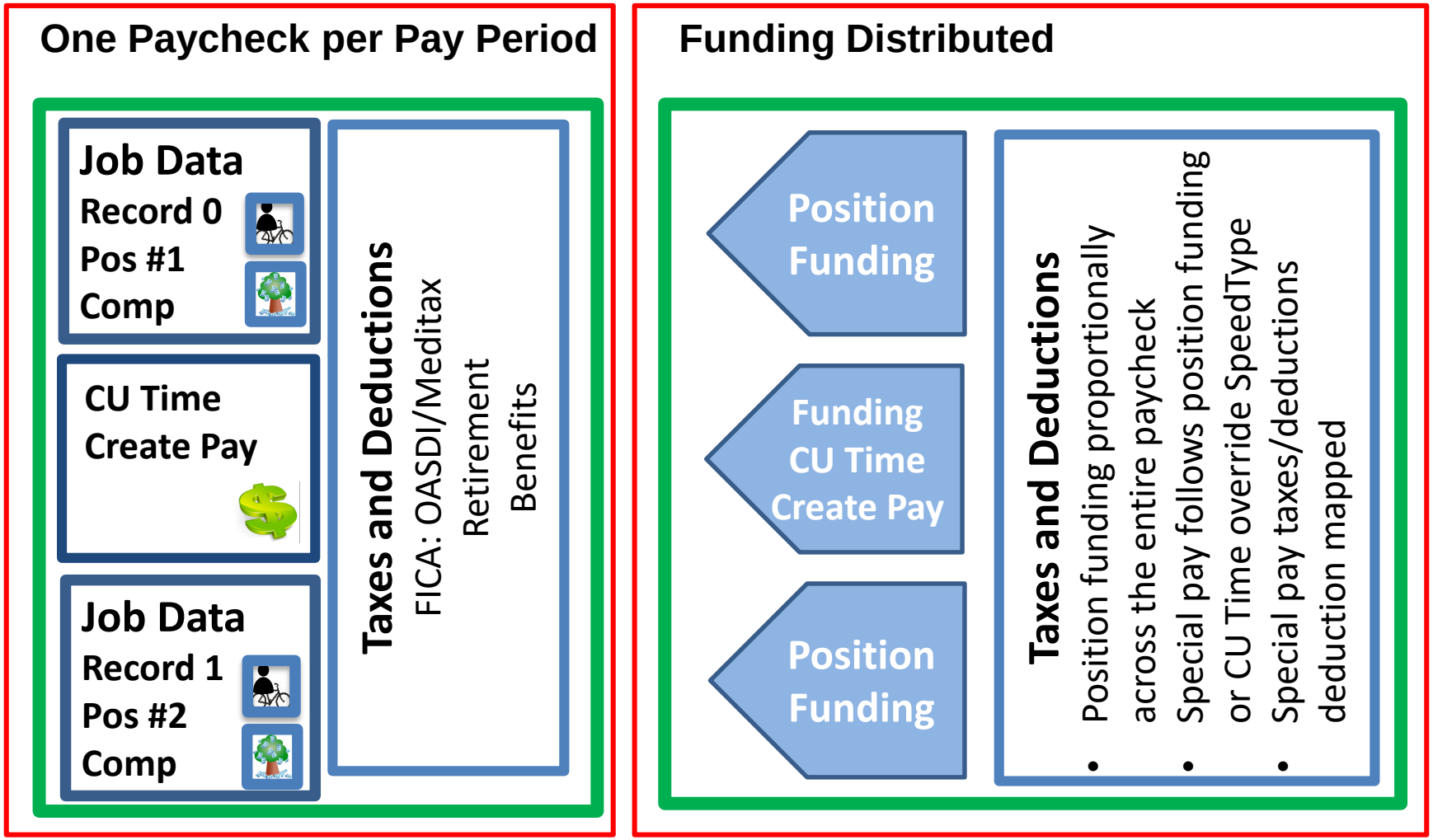
- Leave amounts (VAC, SCK, PPL, FSK, ADM)
- Additional Pay (Restricted) (MVP, UPI, Work Study)
- Additional Pay(Unrestricted) (APF, UOC)
- Work Study (Restricted)

Multi Pay Period End Dates

- Check Pulls
- Overpayments
- Manual Check Updates

ASSEMBLING THE PAYCHECK

Payroll: Create Paychecks



CALCULATING EARNINGS

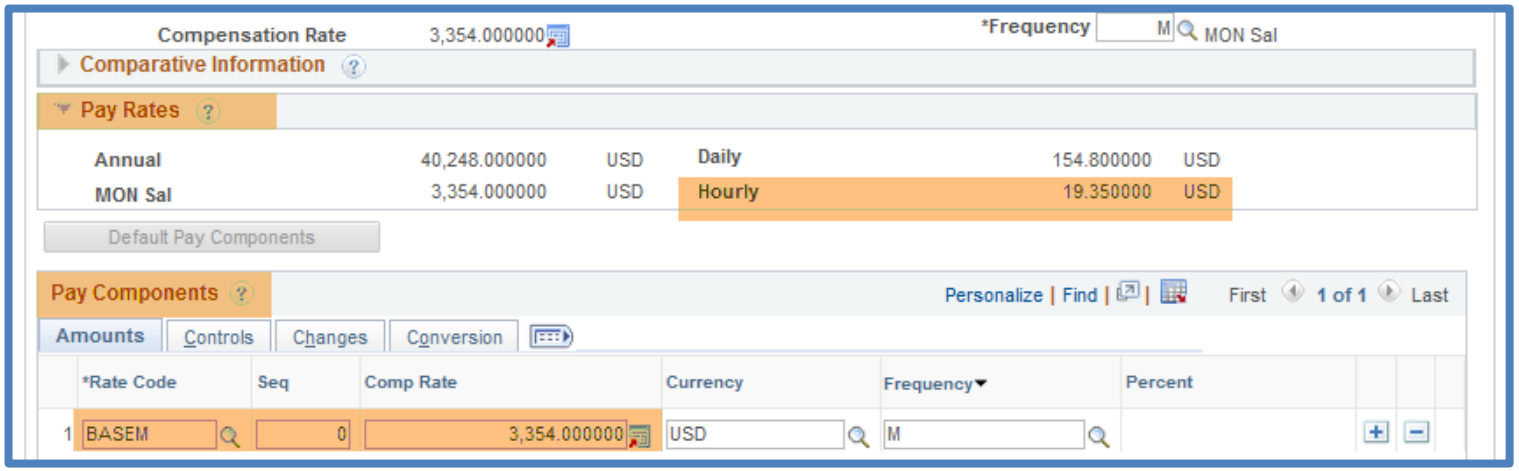
Exempt and Non-Exempt Employees

Non-Exempt Employees	Exempt Employees
Pay based upon hourly rate for hours worked	Pay based upon salary for standard hours worked
Eligible for overtime after 40 hours/week	Not eligible for overtime
Timesheets are required for hours work	Timesheets should not be completed for hours worked
Timesheets are required for exception time	Timesheets may be used to report exception time
Leave time must be approved and certified	Leave time must be approved and certified
Monthly Salary = Hourly rate * 2080 hrs/yr)/12 months	Monthly Salary annualized hourly rate used to determine exception time liability

Exempt and Non-Exempt Employees

Non-Exempt Employees	Exempt Employees
Monthly Salary = Hourly rate * 2080 hrs/yr)/12 months	Monthly Salary annualized hourly rate used to determine exception time liability

Monthly	$ 3,354.00	12	$40,248.00	Annual
Annual	$40,248.00	2080	$ 19.35	Hourly
Hourly	$ 19.35	8	$ 154.80	Daily



Regular Rate of Pay

Regular Rate of Pay Formula	Example paid Weekly	55 hours @ 12.00 + $100 Bonus
Total Hours Worked x Rate of Pay + Non-Discretionary bonus	= Regular Pay	55 * $12 = $660 $660 + $100 = $760
Regular Pay / Hours Worked	= Regular Rate of Pay	$760 / 55 = $13.82/hr
Hours Worked – 40	= Overtime Hours	55 – 40 = 15 hrs
Regular Rate of Pay x .5	= Overtime Rate of Pay	$13.82 * .5 = $6.91
Overtime Rate of Pay x Overtime Hours	= Overtime Premium Pay	$6.91 * 15 = $103.65
Total Regular Pay + Overtime Premium Pay	= Total Compensation	$760 + 103.65 = $863.65

CALCULATING TAXES AND DEDUCTIONS

Payroll Taxes & Deductions

Taxes
Federal
State
Meditax
Social Security

Deductions
Cafeteria Plan Contributions – Before Tax - Health/Dental/Life/Vision/Disability - FSA/HSA
Cafeteria Plan Contributions – After Tax - Health/Dental/Life/Vision/Disability
Mandatory Retirement Contributions - 401A, PERA, Student Retirement
Voluntary Retirement Contributions 401K, 403b, 457
Voluntary Deductions

Wages Subject to FICA and Income Taxes

Gross Wages and FICA	Employee	Employer
– Café Plan Pre-tax	Benefit Cost	Benefit Cost
+ Taxable Employer Life Premium (>50K)	Life Premium	Life Premium
= Wages subject to OASDI and Meditax	**6/2% + 1.45%**	**6/2% + 1.45%**

Gross Wages and Fed/State Tax	Employee	Employer
– Café Plan Pre-tax	Benefit Cost	Benefit Cost
– PERA Employee Contribution	8.75%	10.4%
– 401A Employee Contribution	5%	10%
– Voluntary Retirement Contribution	Variable	Variable
= Wages subject to Federal/State Tax	**W-4 election**	**none**

Payroll Taxes & Deductions

Taxes and Deductions	Employee Pays	Employer Pays
Federal Withholding Tax (FWT)	W-4 (Status/Allowances)	No
State Withholding Tax (SWT)	W-4 (in CO)	No
Federal Supplemental Tax	22% Fed; 4.63% State	No
Meditax: based upon (Wage – Café Plan Pre-tax + Premium (Life > 50K))	1.45%	1.45%
Social Security (OASDI): based upon (Wage – Café Plan Pre-tax) (Not for PERA participants)	6.2%	6.2%
401A	5% Reduce FTW/STW base	10%
PERA (prior PERA 401(A) participant subject to ER AED (5%) and ER SAED (5%)	8.75% Reduce FTW/STW base	10.4% + 5.0% + 5.0%
Student Retirement (when UG < 6 hrs, G < 3 hrs, summer between terms, 40+ hrs/wk, applied per term) (no OASDI/Meditax)	7.5%	
401K, 403b, 457 (voluntary deduction)	Reduce FTW/STW base Reduce net pay	
Cafeteria Plan Contributions – Before Tax	Reduce FTW/STW base Reduce FICA base Reduce net wages	Reduce FICA base
Cafeteria Plan Contributions – After Tax	Reduce net pay only	
Voluntary Deductions	Reduce net pay only	

Earn Codes with Supplemental Tax

HCM Query: Earnings Codes

Earnings Codes taxed at the SUPPLEMENTAL TAX RATE:
22% Federal 4.63% Colorado plus 1.45% Medicare and 6.2% OASDI.

Earn Code	Earn Code Descr	Tax Method	Add to Gross Pay	Subject to FWT	Subject to FICA	401A	PERA	401K	403B	457	Eligible Retirement Plans
APF	Additional Pay Flat	Supplemental	Y	Y	Y	Y	Y	Y	Y	Y	401k, 403b, 401a, 457, PERA
INC	Incentive Pay	Supplemental	Y	Y	Y	Y	Y	Y	Y	Y	401k, 403b, 401a, 457, PERA
UOC	UPI On Call Incentive Pay	Supplemental	Y	Y	Y	Y	Y	Y	Y	Y	401k, 403b, 401a, 457, PERA
UPI	University Physicians Inc	Supplemental	Y	Y	Y	Y	Y	Y	Y	Y	401k, 403b, 401a, 457, PERA
VCT	Vacation @ Separation	Supplemental	Y	Y	Y	Y	Y	Y	Y	Y	401k, 403b, 401a, 457, PERA
SKS	Sick Leave @ Retirement Payoff	Supplemental	Y	Y	Y		Y	Y	Y	Y	401k, 403b, 457, PERA
ADP	One Time Pay - Res and Student	Supplemental	Y	Y	Y	Y		Y	Y	Y	401k, 403b, 401a, 457
AWR	Awards - Taxable	Supplemental	Y	Y	Y			Y	Y	Y	401k, 403b, 457
BON	Bonus	Supplemental	Y	Y	Y			Y	Y	Y	401k, 403b, 457
REC	Recruitment Incentive Pay	Supplemental	Y	Y	Y			Y	Y	Y	401k, 403b, 457
LSA	Legal Settlement-No Retirement	Supplemental	Y	Y	Y						
MVT	Moving Expense - Taxable	Supplemental	Y	Y	Y						
REF	Referral Award	Supplemental	Y	Y	Y						
SEV	Severance	Supplemental	Y	Y	Y						
TTF	Taxable Tuition FICA	Supplemental	N	Y	Y						
TTW	Taxable Tuition Waiver	Supplemental	N	Y	Y						

Gross Up Calculations

$$\frac{\text{Desired Net Payment}}{100\% - \text{Total Tax \%}} = \text{Gross Amount of Earnings}$$

1. Add employee rates: Federal, State, Meditax, OASDI, PERA, (401A)
2. Subtract from 100%

   100% - 34.28% = 65.72%

3. Divide desired payment by ratio

   $4,000 / .6572 = $6086.43

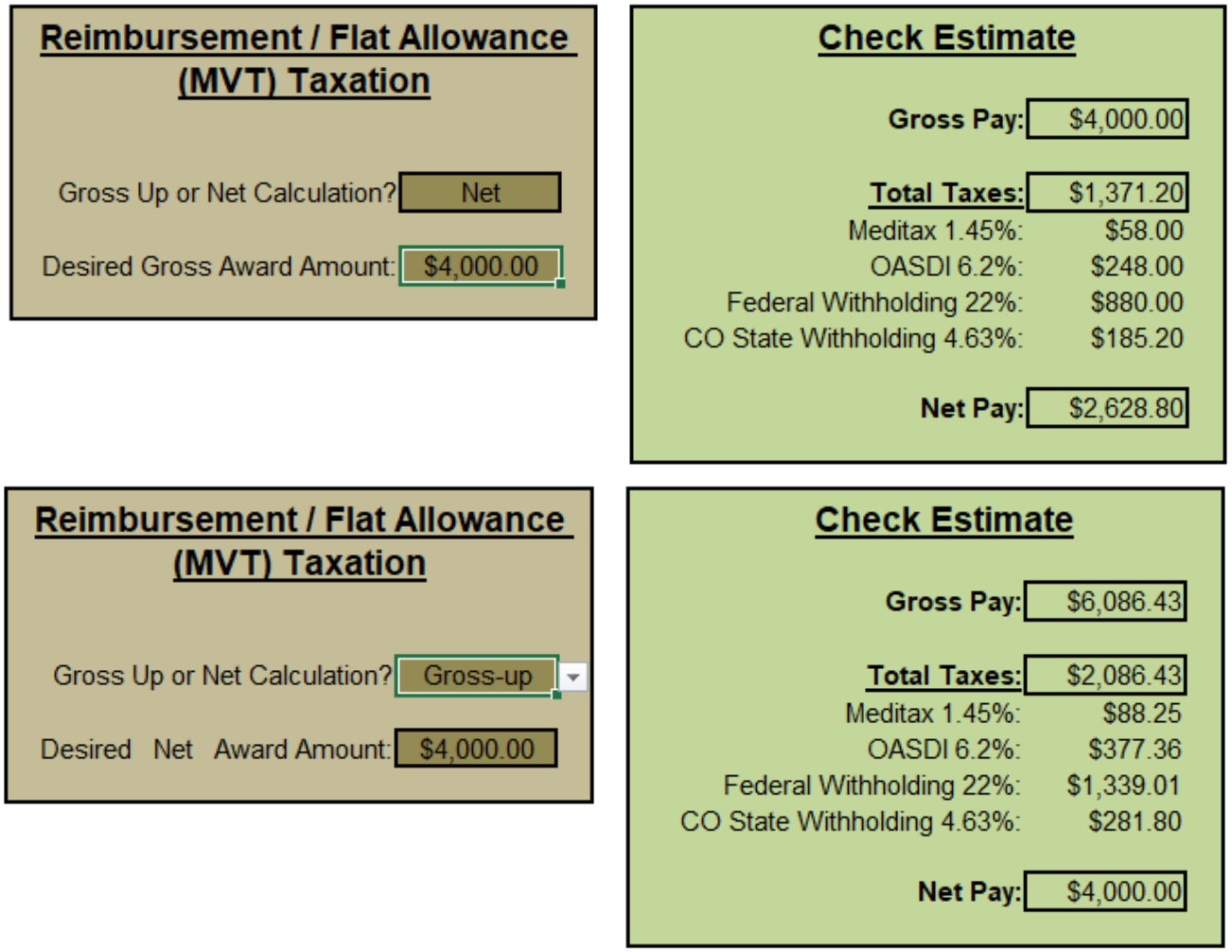
PAYCHECK SUMMARY	Employee	Employee Rates	Employee Rates
Add'l Pay	$4000.00		
Federal Withholding	yes	**22%**	22%
State Withholding	yes	**4.63%**	4.63%
OASDI	yes	**6.2%**	6.20%
Meditax	yes	**1.45%**	1.45%
PERA	no	8.75	10.40%
AED	no	0%	5.00%
SAED	no	0%	5.00%
401 A	no	5%	10.00%
TOTAL		34.28%	

Fed Supp	22.00%
State Supp	4.63%
OASDI	6.20%
MediTax	1.45%
	34.28%

100%	34.28%	65.72%
4000	65.72%	$ 6,086.43
$ 6,086.43	22.00%	$ 1,339.01
$ 6,086.43	4.63%	$ 281.80
$ 6,086.43	6.20%	$ 377.36
$ 6,086.43	1.45%	$ 88.25
Gross Up to cover tax		$ 2,086.43
$ 6,086.43	$(2,086.43)	$ 4,000.00

Moving Reimbursements & Taxes

https://www.cu.edu/docs/moving-expense-procedures-and-resources



Reimbursement / Flat Allowance (MVT) Taxation

Gross Up or Net Calculation? Net

Desired Gross Award Amount: $4,000.00

Check Estimate

Gross Pay:	$4,000.00
Total Taxes:	$1,371.20
Meditax 1.45%:	$58.00
OASDI 6.2%:	$248.00
Federal Withholding 22%:	$880.00
CO State Withholding 4.63%:	$185.20
Net Pay:	$2,628.80

Reimbursement / Flat Allowance (MVT) Taxation

Gross Up or Net Calculation? Gross-up

Desired Net Award Amount: $4,000.00

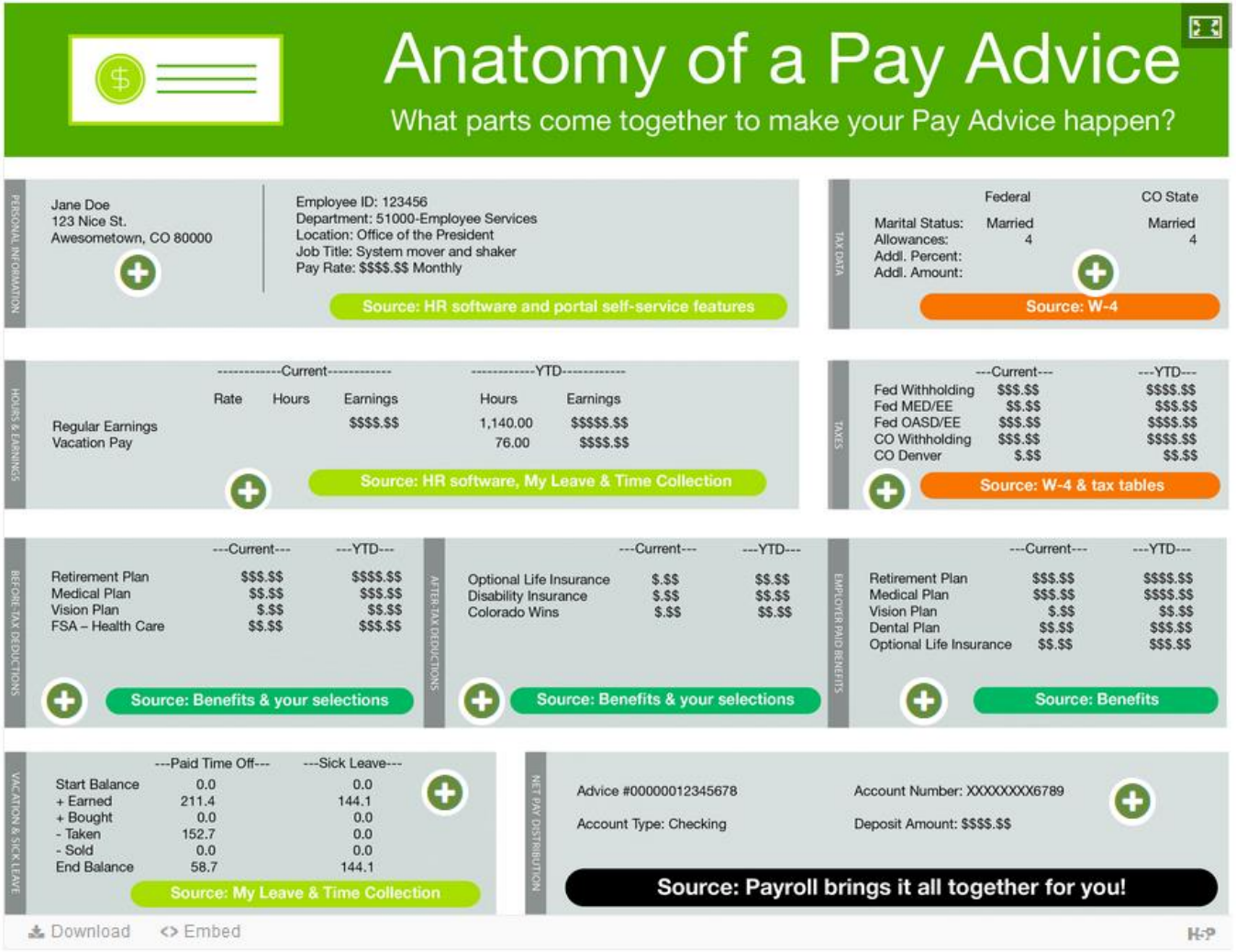
Check Estimate

Gross Pay:	$6,086.43
Total Taxes:	$2,086.43
Meditax 1.45%:	$88.25
OASDI 6.2%:	$377.36
Federal Withholding 22%:	$1,339.01
CO State Withholding 4.63%:	$281.80
Net Pay:	$4,000.00

PAY ADVICE: REVIEWING THE EMPLOYEE PAYCHECK

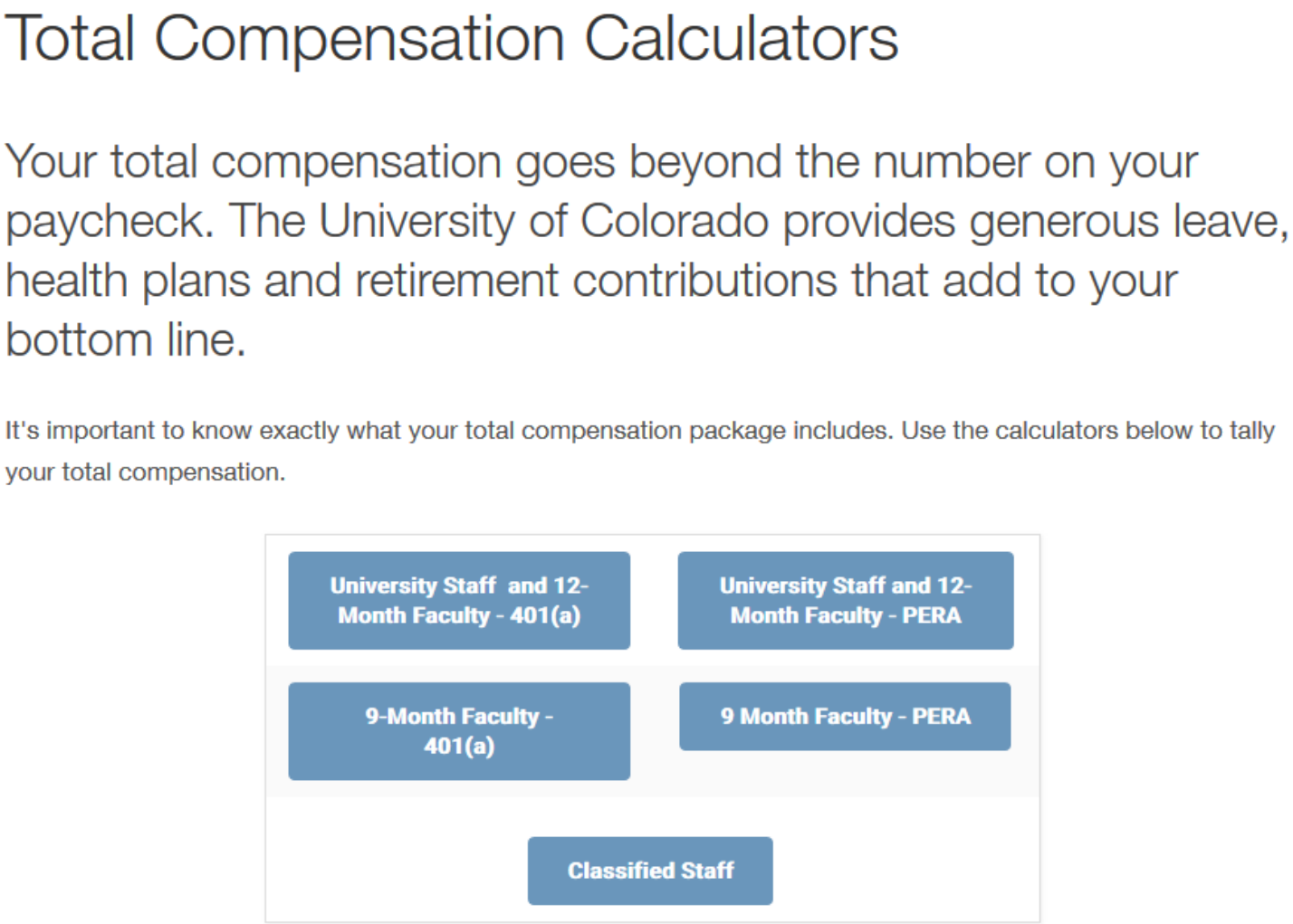
Employee Pay Advice

https://www.cu.edu/employee-services/payroll/self-service/paychecks



Employee Total Compensation Calculator

https://www.cu.edu/employee-services/collaborative-hr-services/total-compensation-calculators



Pay Advice with PERA and Additional Pay

		TAX DATA:	Federal	CO State
	Employee ID:	Tax Status:	Single	Single
	Department:	Allowances:	1	1
	Location:	Addl. Percent:		
	Job Title:	Addl. Amount:		
	Pay Rate:			

HOURS AND EARNINGS

	Pay Period			Current		YTD	
Description	Begin Date	End Date	Rate	Hours	Earnings	Hours	Earnings
REG SALARY					4,790.00	1,133.50	30,665.99
REG SALARY	06/01/2019	06/30/2019	26.826923	-8.00	-214.62		0.00
OVERTIME	06/01/2019	06/30/2019	40.240385	10.50	422.52	134.50	5,412.32
SICK LEAVE	06/01/2019	06/30/2019	26.826923	8.00	214.62	32.00	858.48
3RD HOURLY					0.00	4.25	125.42
FLOAT HOL					0.00	48.00	1,287.70
SHIFT HRLY					0.00	0.25	7.21
VACATION					0.00	2.50	67.07
TOTAL:				**10.50**	**5,212.52**	**1,355.00**	**38,424.19**

TAXES

Description	Current	YTD
Fed Withholdng	554.62	4,297.12
Fed MED/EE	75.58	557.15
CO Withholdng	189.36	1,417.15
CO AURORA Withholdng	2.00	14.00
TOTAL:	**821.56**	**6,285.42**

BEFORE-TAX DEDUCTIONS

Description	Current	YTD
PERA Retirement	456.10	3,113.03
TOTAL:	**456.10**	**3,113.03**

AFTER-TAX DEDUCTIONS

Description	Current	YTD
AMC Parking & ECO Pass	0.00	420.00
TOTAL:	**0.00**	**420.00**

EMPLOYER PAID BENEFITS

Description	Current	YTD
Standard Life	6.93	48.51
CL STD	6.81	47.67
PERA Retirement	542.10	3,913.09
PERA AED	260.63	1,921.21
Supplemental PERA AED	260.63	1,921.21
*TAXABLE		

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	5,212.52	4,756.42	821.56	456.10	3,934.86
YTD	38,424.19	35,311.16	6,285.42	3,533.03	28,605.74

YEAR-TO-DATE	PAID TIME OFF	SICK LEAVE
Start Balance	0.0	0.0
+ Earned	265.3	220.9
+ Bought	0.0	0.0
- Taken	130.3	181.8
- Sold	0.0	0.0
+ Adjustments	-8.0	0.0
End Balance	**127.0**	**39.0**

NET PAY DISTRIBUTION

Account Type	Account Number	Deposit Amount
		3,934.86
TOTAL:		**3,934.86**

**Life = 50K only = employer portion not taxable

Pay Advice with PERA and Additional Pay

2019 Calculating a Paycheck **Enter paycheck amounts into spreadsheet

FWT Status	Single	FICA =		
FWT Allowances	1	OASDI +		
Additional Tax		Meditax		
Payroll Amounts	**Pay Stub**	**FICA**	**Federal/State**	**Annual**
Monthly Gross Salary	$ 4,790.00	$ 4,790.00	$ 4,790.00	$ 57,480.00
Additional Wages	$ 422.52	$ 422.52	$ 422.52	
Payroll Taxable Sub Tot	$ 5,212.52		$ 5,212.52	
Add'l Supplemental		$ -	$ -	
Payroll Taxable Tot	$ -		$ -	
Taxable Life > 50K	$ -	$ -		
Payroll Taxable Tot	$ 5,212.52	$ 5,212.52	$ 5,212.52	
PERA contribution* (or)	$ 456.10		$ 456.10	
401(A) contribution *			$ -	
Voluntary Contribution			$ -	
Café pre tax	$ -	$ -	$ -	
Total Pre-tax adjustment	$ 456.10	$ -	$ 456.10	
Fed taxable w/o Supple	$ 4,756.42		$ 4,756.42	
State taxable w Supplem	$ 4,756.42	$ 5,212.52	$ 4,756.42	

PAYCHECK SUMMARY	Employee	Tax/Deduction	Employee	Employer	Employer
Wages	$ 5,212.52				
Add'l Supplemental	$ -				
Café pre tax		$ -			
Benefit Ded - After tax		$ -		$ 13.74	
Voluntary Contribution		$ -			
401 A		$ -	5.000%	$ -	10.00%
PERA		$ 456.10	8.750%	$ 542.10	10.40%
AED			0.000%	$ 260.63	5.00%
SAED			0.000%	$ 260.63	5.00%
Meditax		$ 75.58	1.450%	$ 75.58	1.45%
OASDI		$ -	6.200%	$ -	6.20%
Federal Withholding		$ 554.62	**OASDI = 0% after $132,900		
State Withholding		$ 189.36			
Local Tax		$ 2.00			
Other Direct Deposit					
Net Pay	$ 5,212.52	$ 1,277.65	$ 3,934.87	$ 1,152.68	

Federal Withholding Tax		Net Income	# Allowances	Net Income	# Allowances	
Salary within bracket?	TRUE	$ 4,756.42	Single	$ 4,756.42	Married	
Salary within bracket?	TRUE	$ 57,077.04	1	$ 57,077.04	1	
Allowance Calculation		$ 4,200.00	$ 4,200.00	$ 4,200.00	$ 4,200.00	One Allowance * # on W-4
FTW taxable amount		$ 57,077.04	$ 52,877.04	$ 57,077.04	$ 52,877.04	Net Income - Allowances
Taxable Gross Min/Max		$ 43,275.00	$ 88,000.00	$ 31,200.00	$ 90,750.00	Income MIN MAX for tax calc
Taxable above threshhold		$ 43,275.00	$ 9,602.04	$ 31,200.00	$ 21,677.04	Taxable amt - threshhold
Calc Tax above threshhold		22%	$ 2,112.45	12%	2601.2448	Taxable above * tax rate
Total FWT		$ 4,543.00	$ 6,655.45	$ 1,940.00	$ 4,541.24	Tax above + tax below
FWT/month amount		12	**$ 554.62**	12	**$ 378.44**	**Divide by 12 months**
FTW monthly rate			11.660%		7.956%	

**Calculation based upon current annulized monthly salary

Additional Pay amount	$ -	$ -		Supplemental amount
Additional Pay tax	22%	$ -		Supplemental tax
FWT from Income	Single	$ 554.62		Add FWT from above
FWT total income + supplemental		$ 554.62		Total FWT tax employee pays

State Withholding Tax		Net Income	Single	Net Income	Married	
		$ 4,756.42		$ 4,756.42		
		$ 57,077.04	1	$ 57,077.04	1	
Allowance Calculation		$ 4,200.00	$ 4,200.00	$ 4,200.00	$ 4,200.00	State Allowances
FTW taxable amount		$ 57,077.04	$ 52,877.04	$ 57,077.04	$ 52,877.04	Net Income - Allowances
Taxable above threshhold		$ 3,800.00	$ 49,077.04	$ 11,800.00	$ 41,077.04	Taxable - base amount
Total FWT		4.63%	**$ 2,272.27**	4.63%	**$ 1,901.87**	Taxable * tax rate
FWT/month amount		12	**$ 189.36**	12	**$ 158.49**	Divide by 12 months

Tax Brackets		
Single Max	Married Max	
< $3,800.00	< $11,800.00	0%
$ 13,500.00	$ 31,200.00	10%
$ 43,275.00	$ 90,750.00	12%
$ 88,000.00	$ 180,200.00	22%
$ 164,525.00	$ 333,250.00	24%
$ 207,900.00	$ 420,000.00	32%
$ 514,100.00	$ 624,150.00	35%
> $514,100.00	> $624,150.00	37%

Pay Advice with 401A & Supplemental Pay

		TAX DATA:	Federal	CO State
	Employee ID:	Tax Status:	Married	Married
	Department:	Allowances:	2	2
	Location:	Addl. Percent:		
	Job Title:	Addl. Amount:		
	Pay Rate:			

HOURS AND EARNINGS

		Current		YTD	
Description	Rate	Hours	Earnings	Hours	Earnings
Regular Earnings Salary			13,000.00	1,316.00	98,107.15
Regular Earnings Salary	75.000000	-12.00	-900.00		0.00
Vacation Leave	75.000000	12.00	900.00	56.00	4,191.30
Additional Pay Flat			450.00		7,528.50
Sick Leave			0.00	20.00	1,496.05
TOTAL:		0.00	13,450.00	1,392.00	111,323.00

TAXES

Description	Current	YTD
Fed Withholding	1,571.87	13,399.39
Fed MED/EE	192.09	1,592.37
Fed OASDI/EE	821.31	6,808.73
CO Withholding	476.08	3,991.20
CO AURORA Withholding	2.00	16.00
TOTAL:	3,063.35	25,807.69

BEFORE-TAX DEDUCTIONS

Description	Current	YTD
Anthem Medical - Before Tax	184.50	1,359.00
CU Dental Before-Tax	16.50	129.00
Anthem Vision - Before Tax	10.80	86.40
403(b) Savings Plans	600.00	4,800.00
401a Optional Retirement Plan	672.50	5,566.17
TOTAL:	1,484.30	11,940.57

AFTER-TAX DEDUCTIONS

Description	Current	YTD
CU Optional Term Life	28.80	230.40
Optional Life - Spouse/DP	3.55	28.40
FEP STD	13.46	107.68
TOTAL:	45.81	366.48

EMPLOYER PAID BENEFITS

Description	Current	YTD
Anthem Medical - Before Tax	1,051.00	8,078.00
CU Dental Before-Tax	41.50	329.00
Standard Life	7.70	61.60
Standard Life*	0.56	4.48
CU Optional Term Life*	7.20	57.60
Optional Life - Spouse DP*	0.95	7.60
Standard LTD	16.60	132.80
401a Optional Retirement Plan	1,345.00	11,132.33
*TAXABLE		

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	13,450.00	11,974.41	3,063.35	1,530.11	8,856.54
YTD	111,323.00	99,452.11	25,807.69	12,307.05	73,208.26

YEAR-TO-DATE	PAID TIME OFF	SICK LEAVE
Start Balance	0.0	0.0
+ Earned	1,020.9	695.9
+ Bought	0.0	0.0
- Taken	674.0	20.0
- Sold	0.0	0.0
+ Adjustments	-24.8	0.0
End Balance	322.1	675.9

NET PAY DISTRIBUTION

Account Type	Account Number	Deposit Amount
		8,856.54
TOTAL:		8,856.54

**Life > 50K =employer portion taxable

2019 Calculating a Paycheck **Enter paycheck amounts into spreadsheet

FWT Status	Married	FICA =		
FWT Allowances	2	OASDI +		
Additional Tax		Meditax		
Payroll Amounts	**Pay Stub**	**FICA**	**Federal/State**	**Annual**
Monthly Gross Salary	$ 13,000.00	$ 13,000.00	$ 13,000.00	$156,000.00
Additional Wages		$ -	$ -	
Payroll Taxable Sub Tot	$ 13,000.00		$ 13,000.00	
Add'l Supplemental	$ 450.00	$ 450.00	$ 450.00	
Payroll Taxable Tot	$ 450.00		$ 450.00	
Taxable Life > 50K	$ 8.71	$ 8.71		
Payroll Taxable Tot	$ 13,458.71	$ 13,458.71	$ 13,450.00	
PERA contribution* (or)			$ -	
401(A) contribution *	$ 672.50		$ 672.50	
Voluntary Contribution	$ 600.00		$ 600.00	
Café pre tax	$ 211.80	$ 211.80	$ 211.80	
Total Pre-tax adjustment	$ 1,484.30	$ 211.80	$ 1,484.30	
Fed taxable w/o Supplen	$ 11,515.70		$ 11,515.70	
State taxable w Supplem	$ 11,974.41	$ 13,246.91	$ 11,965.70	

PAYCHECK SUMMARY	Employee	Tax/Deduction	Employee	Employer	Employer
Wages	$ 13,000.00				
Add'l Supplemental	$ 450.00				
Café pre tax		$ 211.80			
Benefit Ded - After tax		$ 45.81		$ 1,125.51	
Voluntary Contribution		$ 600.00			
401 A		$ 672.50	5.000%	$ 1,345.00	10.00%
PERA		$ -	8.750%	$ -	10.40%
AED			0.000%	$ -	5.00%
SAED			0.000%	$ -	5.00%
Meditax		$ 192.08	1.450%	$ 192.08	1.45%
OASDI		$ 821.31	6.200%	$ 821.31	6.20%
Federal Withholding		$ 1,571.87	**OASDI = 0% after $132,900		
State Withholding		$ 476.07			
Local Tax		$ 2.00			
Other Direct Deposit					
Net Pay	$ 13,450.00	$ 4,593.44	$ 8,856.56	$ 3,483.90	

Federal Withholding Tax		Net Income	# Allowances	Net Income	# Allowances	
Salary within bracket?	TRUE	$ 11,515.70	Single	$ 11,515.70	Married	
Salary within bracket?	TRUE	$ 138,188.40	2	$ 138,188.40	2	
Allowance Calculation		$ 4,200.00	$ 8,400.00	$ 4,200.00	$ 8,400.00	One Allowance * # on W-4
FTW taxable amount		$ 138,188.40	$ 129,788.40	$ 138,188.40	$ 129,788.40	Net Income - Allowances
Taxable Gross Min/Max		$ 88,000.00	$ 164,525.00	$ 90,750.00	$ 180,200.00	Income MIN MAX for tax calc
Taxable above threshhold		$ 88,000.00	$ 41,788.40	$ 90,750.00	$ 39,038.40	Taxable amt - threshhold
Calc Tax above threshhold		24%	$ 10,029.22	22%	8588.448	Taxable above * tax rate
Total FWT		$ 14,382.50	$ 24,411.72	$ 9,086.00	$ 17,674.45	Tax above + tax below
FWT/month amount		12	**$ 2,034.31**	12	**$ 1,472.87**	**Divide by 12 months**
FTW monthly rate			17.666%		12.790%	

**Calculation based upon current annulized monthly salary

Additional Pay amount	$ 450.00	$ 450.00	Supplemental amount
Additional Pay tax	22%	$ 99.00	Supplemental tax
FWT from Income	Married	$ 1,472.87	Add FWT from above
FWT total income + supplemental		$ 1,571.87	Total FWT tax employee pays

	$ 11,965.70	Single	$ 11,965.70	Married	
State Withholding Tax	$ 143,588.40	2	$ 143,588.40	2	
Allowance Calculation	$ 4,200.00	$ 8,400.00	$ 4,200.00	$ 8,400.00	State Allowances
FTW taxable amount	$ 143,588.40	$ 135,188.40	$ 143,588.40	$ 135,188.40	Net Income - Allowances
Taxable above threshhold	$ 3,800.00	$ 131,388.40	$ 11,800.00	$ 123,388.40	Taxable - base amount
Total FWT	4.63%	**$ 6,083.28**	4.63%	**$ 5,712.88**	Taxable * tax rate
FWT/month amount	12	$ 506.94	12	$ 476.07	Divide by 12 months

Tax Brackets		
Single Max	Married Max	
< $3,800.00	< $11,800.00	0%
$ 13,500.00	$ 31,200.00	10%
$ 43,275.00	$ 90,750.00	12%
$ 88,000.00	$ 180,200.00	22%
$ 164,525.00	$ 333,250.00	24%
$ 207,900.00	$ 420,000.00	32%
$ 514,100.00	$ 624,150.00	35%
> $514,100.00	> $624,150.00	37%

PAYROLL POST PROCESSING

Payroll: Apply Funding and Post to FIN (Finance)

Paycheck Amounts	EE Pays	ER Pays	HCM Creates Accounting Lines to post to FIN
Earnings & Leave		☑	TO FIN
Additional Pay		☑	TO FIN
Taxes			TO FIN
Social Security	☑	☑	TO FIN
FICA/Medicare	☑	☑	TO FIN
Deductions			TO FIN
PERA	☑	☑	TO FIN
401a ORP	☑	☑	TO FIN
Health/Dental/Life	☑	☑	TO FIN
Other Deductions	☑		

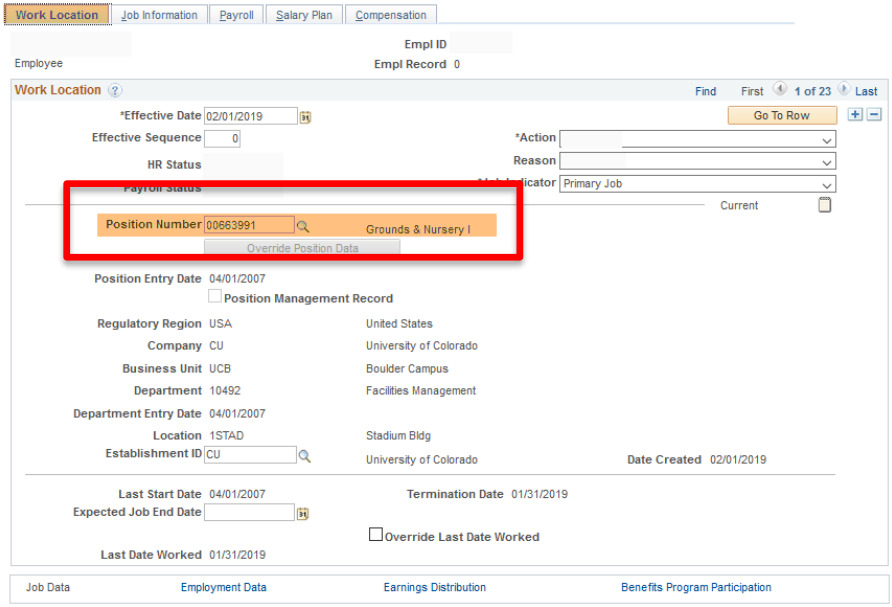
Chartfields (FOPPS) and Account Codes

https://www.cu.edu/controller/accounting-finance/chartfields-attributes

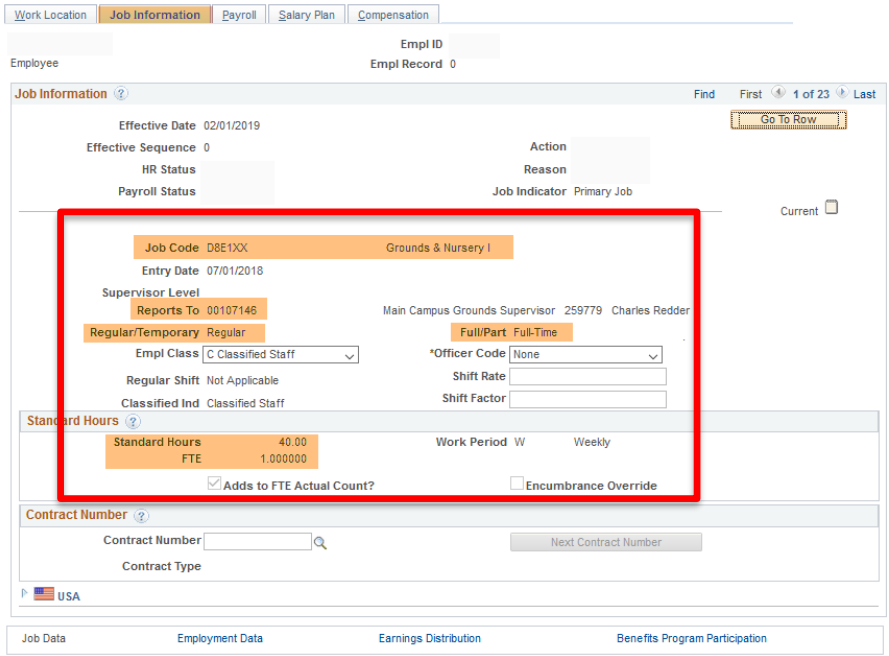
- Chartfields
- SpeedTypes
- FOPPS
- Fund
- Organization
- Program
- Projeject
- Sub-Class
- Account Codes

Job Data

Work Location



Job Information



HCM Payroll Entries

CU Position Funding

CU Position Funding History

Funding Find | View All First 1 of 5 Last

Position Number 00663991 Grounds & Nursery I **Budget End Date** 06/30/19

Job Code D8E1XX Grounds & Nursery I **Department** 10492

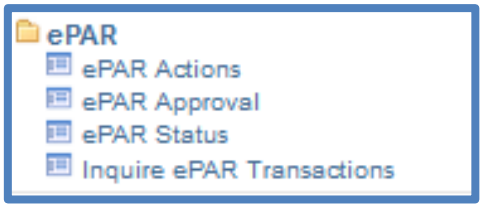
Funding Begin Date 07/01/2018 **Status** Active **Eff Seq** 0 **Date Entered** 06/08/2018

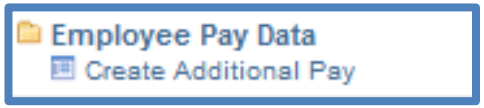
Distribution Personalize | Find | First 1 of 1 Last

	Combination Code	Description	% of Distribution	Fund Code	Organization	Program Code	Project	Sub Class	Funding End Date	Project End Date
1	11016214		100.000	10	10493	16463				

HCM Payroll Funding Entries

- **My Leave –** Submit and Approve Timesheets
- **CU Time –** Earnings and Exception Time
  - My Leave Upload
  - Manual Entry
  - Batch Upload
- CU Time Override SpeedType
  - Earnings Override ONLY
- **ePAR Additional Pay**
  - One Time Pay in CU Time
- Create Additional Pay
  - Recurring Pay in Payroll for North America





Chartfields (FOPPS) and Account Codes

https://www.cu.edu/controller/accounting-finance/chartfields-attributes
https://www.cu.edu/controller/accounting-finance/chartfields-attributes/account-quick-reference-card
https://www.cu.edu/controller/accounting-finance/chartfields-attributes/chart-accounts

Payroll Account Codes --Account Sub-groups:

• Expenses	400000 - 989999
• Faculty salaries & wages	400000 – 402199
• Student faculty salaries & wages	402200 – 402499
• Officer/exempt salaries & wages	402500 – 404999
• Classified staff salaries & wages	405000 – 407499
• Hourly wages	407500 – 409999
• Faculty benefits	418400 – 422209
• Student faculty benefits	422210 – 422499
• Officer/exempt benefits	422500 – 424999
• Classified staff benefits	425000 – 427499
• Hourly benefits	427500 – 429999

Account Code Allocation

Account Codes indicate the type of expense that is charged to a SpeedType
Payroll uses Job Code, Regular/Temporary, Full/Part time status in position to assign the account code.

405100	Class FTP Pay	A	Z	R	F
405341	Class FTT Oth Pay	A	Z	T	F
405200	Class PTP Pay	A	Z	R	P
405400	Class PTT Pay	A	Z	T	P
400100	Fac FTP Pay	1100	1199	R	F
401355	Fac FTT Pay	1100	1199	T	F
401300	Fac PTP Pay	1100	1199	R	P
401400	Fac PTT Pay	1100	1199	T	P
407600	Std Hr Pay	4101	4499	R	F
407600	Std Hr Pay	4101	4499	R	P
407600	Std Hr Pay	4101	4499	T	F
407600	Std Hr Pay	4101	4499	T	P

400840	PoDocFell FT Stipends	3201	3201	R	F
400840	PoDocFell FT Stipends	3201	3201	T	F
402065	PoDocFell PT Stipends	3201	3201	R	P
402065	PoDocFell PT Stipends	3201	3201	T	P
495201	PreD Fell Stipends HRMS	3202	3204	R	F
495201	PreD Fell Stipends HRMS	3202	3204	R	P
495201	PreD Fell Stipends HRMS	3202	3204	T	F
495201	PreD Fell Stipends HRMS	3202	3204	T	P
495202	Std Fell Stipends HRMS	3205	3206	R	F
495202	Std Fell Stipends HRMS	3205	3206	R	P
495202	Std Fell Stipends HRMS	3205	3206	T	F
495202	Std Fell Stipends HRMS	3205	3206	T	P
495301	Participant Stipends-HRMS	3207	3207	R	F
495301	Participant Stipends-HRMS	3207	3207	R	P
495301	Participant Stipends-HRMS	3207	3207	T	F
495301	Participant Stipends-HRMS	3207	3207	T	P

Account Code Allocation

418422	Fac FTP Dental Ins	1/1/1901	1100	1199	R	F	11	Dental
418423	Fac FTP Disab Ins	1/1/1901	1100	1199	R	F	30	Short-Term Disability
418423	Fac FTP Disab Ins	1/1/1901	1100	1199	R	F	31	Long-Term Disability
418430	Fac FTP FICA Cnt	1/1/1901	1100	1199	R	F	7T	FICA Accrual
418420	Fac FTP Health Ins	1/1/1901	1100	1199	R	F	10	Medical
418421	Fac FTP Life Ins	1/1/1901	1100	1199	R	F	20	Employee Basic Life
418450	Fac FTP Oth Ben	1/1/1901	1100	1199	R	F		
418433	Fac FTP Oth RtrPl	1/1/1901	1100	1199	R	F	4Y	401(a) ORP Retirement
418433	Fac FTP Oth RtrPl	1/1/1901	1100	1199	R	F	7U	401(a) Accrual
418431	Fac FTP PERA	1/1/1901	1100	1199	R	F	70	PERA
418431	Fac FTP PERA	1/1/1901	1100	1199	R	F	7V	PERA Accrual
418435	Fac FTP PERA AED	1/1/1901	1100	1199	R	F	71	PERA AED
418432	Fac FTP PERA Mmk	1/1/1901	1100	1199	R	F	40	401(k)
418432	Fac FTP PERA Mmk	1/1/1901	1100	1199	R	F	46	403(b)
418432	Fac FTP PERA Mmk	1/1/1901	1100	1199	R	F	49	457 Deferred Comp
418436	Fac FTP Supp PERA AED	1/1/1901	1100	1199	R	F	72	PERA Supplemental AED

PAYCHECK DISTRIBUTION EXAMPLES

Deductions NOT Distributed

Deductions listed with a number are NOT distributed with the earnings listed. For example, all the deductions will follow RGS, but only mandatory retirement will follow OTM, SKS, and VCT.

Count of Source	umn											
Row Labels	00 - General	10 - Medical	11 - Dental	20 - EE Bas Lif	30 - STD	31 - LTD	4Y - 401(a) ORP	70 - PERA	71 - PERA AED	72 - PERA SAED	7T - FICA Accr	7U - 401a Accr
⊞CRG - Contract												
⊞CRX - Student Contract												
⊞ENP - Earnings Earned Not Paid		6	6	6	6	6	6	6	6	6		
⊞LTP - Late Payment												
⊞OTM - Overtime	3	3	3	3	3	3						
⊞REG - Regular Earnings												
⊞RGS - Regular Earnings Salary												
⊞SKS - Sick Leave @ Retirement Payoff	6	6	6	6	6	6						
⊞VCT - Vacation @ Separation	6	6	6	6	6	6						
⊞XRG - Addt'l Regular Hours												

Paycheck Distribution – Benefits Pooled

Paycheck Distribution Query

Sum of Amount	Column L			
	3 - Original			3 - Original Total
Row Labels	12855830	13009669	13011459	
1-Earnings		$1,717.65	$4,294.12	$6,011.77
Regular Earnings Salary		$1,717.65	$4,294.12	$6,011.77
2-Deductions	$1,186.98			$1,186.98
401(a) ORP Retirement	$601.18			$601.18
Dental	$28.50			$28.50
Employee Basic Life	$7.70			$7.70
Long-Term Disability	$16.60			$16.60
Medical	$533.00			$533.00
3-Taxes	$459.94			$459.94
FICA Med Hospital Ins / ER	$87.18			$87.18
OASDI/Disability - ER	$372.76			$372.76
Grand Total	**$1,646.92**	**$1,717.65**	**$4,294.12**	**$7,658.69**

Tax/Deductions NOT Distributed

Deductions listed with a number are NOT distributed with the earnings listed. For example, none of the deductions will follow MVT, but mandatory retirement will follow APF, AWR, BON, LEG, TPD, UOC and UPI. MVA is imputed income only, and generates taxes but has no additional amount to create any deduction distributions.

Count of Source	umn											
Row Labels	00 - General	10 - Medical	11 - Dental	20 - EE Bas Lif	30 - STD	31 - LTD	4Y - 401(a) ORP	70 - PERA	71 - PERA AED	72 - PERA SAED	7T - FICA Accr	7U - 401a Accr
Additional Pay Form												
APF - Additional Pay Flat	3	3	3	3	3	3					3	3
AWR - Awards - Taxable	6	6	6	6	6	6						
BON - Bonus	6	6	6	6	6	6						
LEG - Med - Legal	6	6	6	6	6	6						
MVT - Moving Expense - Taxable	6	6	6	6	6	6	6	6	6	6		
TPD - Temporary Pay Differential	3	3	3	3	3	3						
UOC - UPI On Call Incentive Pay	6	6	6	6	6	6						
UPI - University Physicians Inc	6	6	6	6	6							
Additional Pay Other												
MVA - Moving Expenses - Acard												

Paycheck Distribution – Benefits Follow Earnings with Additional Pay

Paycheck Distribution Query

Sum of Amount	Column Labels				
	30-Sep				30-Sep Total
Row Labels	[redacted]	61001084	61029668	63009007	
1-Earnings	$25,000.00	$9,658.82	-$2,541.79	$508.36	$32,625.39
Awards - Taxable	$25,000.00				$25,000.00
Contract		$9,658.82		$508.36	$10,167.18
Earnings Earned Not Paid			-$2,541.79		-$2,541.79
2-Deductions		$1,201.68		$63.25	$1,264.93
401(a) Accrual		$241.47		$12.71	$254.18
401(a) ORP Retirement		$724.41		$38.13	$762.54
Dental		$27.08		$1.42	$28.50
Employee Basic Life		$7.32		$0.38	$7.70
FICA Accrual		$185.64		$9.77	$195.41
Long-Term Disability		[redacted]		[redacted]	[redacted]
3-Taxes		$2,373.34		$124.91	$2,498.25
FICA Med Hospital Ins / ER		$449.84		$23.68	$473.52
OASDI/Disability - ER		$1,923.50		$101.23	$2,024.73
Grand Total	**$25,000.00**	**$13,233.84**	**-$2,541.79**	**$696.52**	**$36,388.57**

31-Oct			31-Oct Total	Grand Total
61001084	61029668	63009007		
$9,658.82	-$2,541.79	$508.36	$7,625.39	$40,250.78
				$25,000.00
$9,658.82		$508.36	$10,167.18	$20,334.36
	-$2,541.79		-$2,541.79	-$5,083.58
$1,201.70		$63.23	$1,264.93	$2,529.86
$241.47		$12.71	$254.18	$508.36
$724.42		$38.12	$762.54	$1,525.08
$27.08		$1.42	$28.50	$57.00
$7.31		$0.39	$7.70	$15.40
$185.64		$9.77	$195.41	$390.82
$15.78		$0.82	$16.60	$33.20
$556.45		$29.29	$585.74	$3,083.99
$105.47		$5.55	$111.02	$584.54
$450.98		$23.74	$474.72	$2,499.45
$11,416.97	**-$2,541.79**	**$600.88**	**$9,476.06**	**$45,864.63**

AWD Taxes	
$ 362.50	1.45%
$ 1,550.01	6.20%
$ 1,912.51	

CU Time Override = Earnings Only follow the SpeedType

Position Funding = Taxes/Deductions follow

Employee Reported Time Details

Regular Earnings

Seq Nbr	Off Cycle ?	Batch Run ID	Position Number	Business Unit	Job Code	SpeedType	Sep Check Nbr	Entry Type	Status	Approver Name	Approval Date	Date Time Modified	Date Time Created
1			00356022	UCD	1102	53400006		OneTime Payment	Sent to Payroll		09/12/2018	09/18/2018 05:52:33 PM	09/12/2018 09:26:47 AM

Paycheck Distribution – Benefits Distributed Across Positions

Paycheck Distribution Query

Sum of Amount	Column		
Row Labels	00679416	0679477	Grand Tota
1-Earnings	$734.56	$1,787.89	2,522.45
Regular Earnings	$734.56	$1,787.89	2,522.45
2-Deductions	$312.83	$761.30	1,074.13
Dental	$8.60	$20.90	$29.50
Employee Basic Life	$2.02	$4.91	$6.93
Medical	$155.22	$377.78	$533.00
PERA	$73.91	$179.87	$253.78
PERA AED	$36.41	$88.60	$125.01
PERA Supplemental AED	$36.41	$88.60	$125.01
Short-Term Disability	$0.26	$0.64	$0.90
3-Taxes	$10.43	$25.40	$35.83
FICA Med Hospital Ins / ER	$10.43	$25.40	$35.83
Grand Total	**$1,057.82**	**$2,574.59**	**3,632.41**

Sum of Amount	Column		
Row Labels	00679416	00679477	Grand Tot
1-Earnings	29.12%	70.88%	100.00%
Regular Earnings	29.12%	70.88%	100.00%
2-Deductions	29.12%	70.88%	100.00%
Dental	29.15%	70.85%	100.00%
Employee Basic Life	29.15%	70.85%	100.00%
Medical	29.12%	70.88%	100.00%
PERA	29.12%	70.88%	100.00%
PERA AED	29.13%	70.87%	100.00%
PERA Supplemental AED	29.13%	70.87%	100.00%
Short-Term Disability	28.89%	71.11%	100.00%
3-Taxes	29.11%	70.89%	100.00%
FICA Med Hospital Ins / E	29.11%	70.89%	100.00%
Grand Total	**29.12%**	**70.88%**	**100.00%**

TRACKING PAY, TAXES AND DEDUCTIONS

UCD OGC PET Template

www.ucdenver.edu/research/Research%20Administration%20Documents/PET%20Employee%20Salary%20Template.xls

Department - Section	
Monthly Salary Sources	
July 2017 - June 2018	
Name	MD, PhD, Etc
Start Date	xx/xx/xxxx
Term Date	
Rank	
FTE	1.00
UCD ID #	xxxxxx
UCD Record #	0
UCD Position #	00xxxxxx
CU Medicine Provider #	
Annual Salary: 9/1/17	$ 50,000
Annual Salary: 7/1/17-8/31/17	$ 40,000

	UPI - Section ST - xxxxxxxx	UPI Taxes & Benefits	STxxxxxx -- Description (PI) Date / Project End Date	STxxxxxx -- Description (PI) Date / Project End Date	Monthly Salary		
July	2,666.67	762.03	333.33	333.33	3,333.33	0.00	
August	2,666.67	762.03	333.33	333.33	3,333.33	0.00	
September	3,333.33	952.54	416.67	416.67	4,166.67	0.00	
October	3,333.33	952.54	416.67	416.67	4,166.67	0.00	
November	3,333.33	952.54	416.67	416.67	4,166.67	0.00	
December	3,333.33	952.54	416.67	416.67	4,166.67	0.00	
January	3,333.33	952.54	416.67	416.67	4,166.67	0.00	
February	3,333.33	952.54	416.67	416.67	4,166.67	0.00	
March	3,333.33	952.54	416.67	416.67	4,166.67	0.00	
April	3,333.33	952.54	416.67	416.67	4,166.67	0.00	
May	3,333.33	952.54	416.67	416.67	4,166.67	0.00	
June	3,333.33	952.54	416.67	416.67	4,166.67	0.00	
Annual Total	38,666.67	11,049.42	4,833.33	4,833.33	48,333.33	69049	w/benefits
% of Salary as of 6/30/18	80.000%		10.00%	10.00%	100.00%	1.4286086	
NIH Info							
% of salary cap $187,000							

Page 1

UCD PET Calculator – Salary Version

http://www.ucdenver.edu/about/departments/finance/Pages/Tools_PETCalcs.aspx

Let's get started.		
INPUT SECTION		
		Where to get these values?
1. Enter the employee's monthly salary amount		Go to New PET Request and search for the employee and pay period. On the earnings tab add all earnings in the Earnings Code Summary Section.
2. Enter the employee's monthly benefits amount		Add up the amounts in the Tax Class Summary and Deduction Code Summary.
3. Enter the payroll account code for the salary		Enter the payroll account code for the employee's salary. This is found on the earnings tab.
4. Enter F&A rate for the project		F&A rate for the project can be found on the monthly financial statement. Make sure to enter it in a % format when using the spreadsheet version of this tool.
5. Enter the amount of salary that you want to move		If it's the total salary for the pay period, copy the amount from #1.
6. Is the employee a faculty on contract pay? (earn code CRG)		Only answer this question if the payroll account code is 400100. Answer Yes or No. 9-month faculty do not earn vacation and sick leave accruals, thus Term Pay fringe allocation doesn't apply to their salaries.
do not enter/change anything below this line		
RESULT		
Applicable fringe benefit allocations for FY2011:		
Worker's Compensation	#N/A	
Unemployment Insurance	#N/A	
Term Pay at separation	#N/A	
Retiree Health & Life Support	#N/A	
Total Impact of the PET on the project	**#DIV/0!**	
This includes:		
Salary	$ -	This is the amount of salary you wanted to move with a PET
Benefits	#DIV/0!	This is the amount of benefits that will be included in the PET in addition to the salary (this plus the salary should match the PET summary page total)
Fringe Benefit Allocations	#N/A	This is the amount of fringe benefit allocations that will be processed to the project at month end
F&A	#DIV/0!	This is the amount of F&A that will be added to the project as a result of this PET

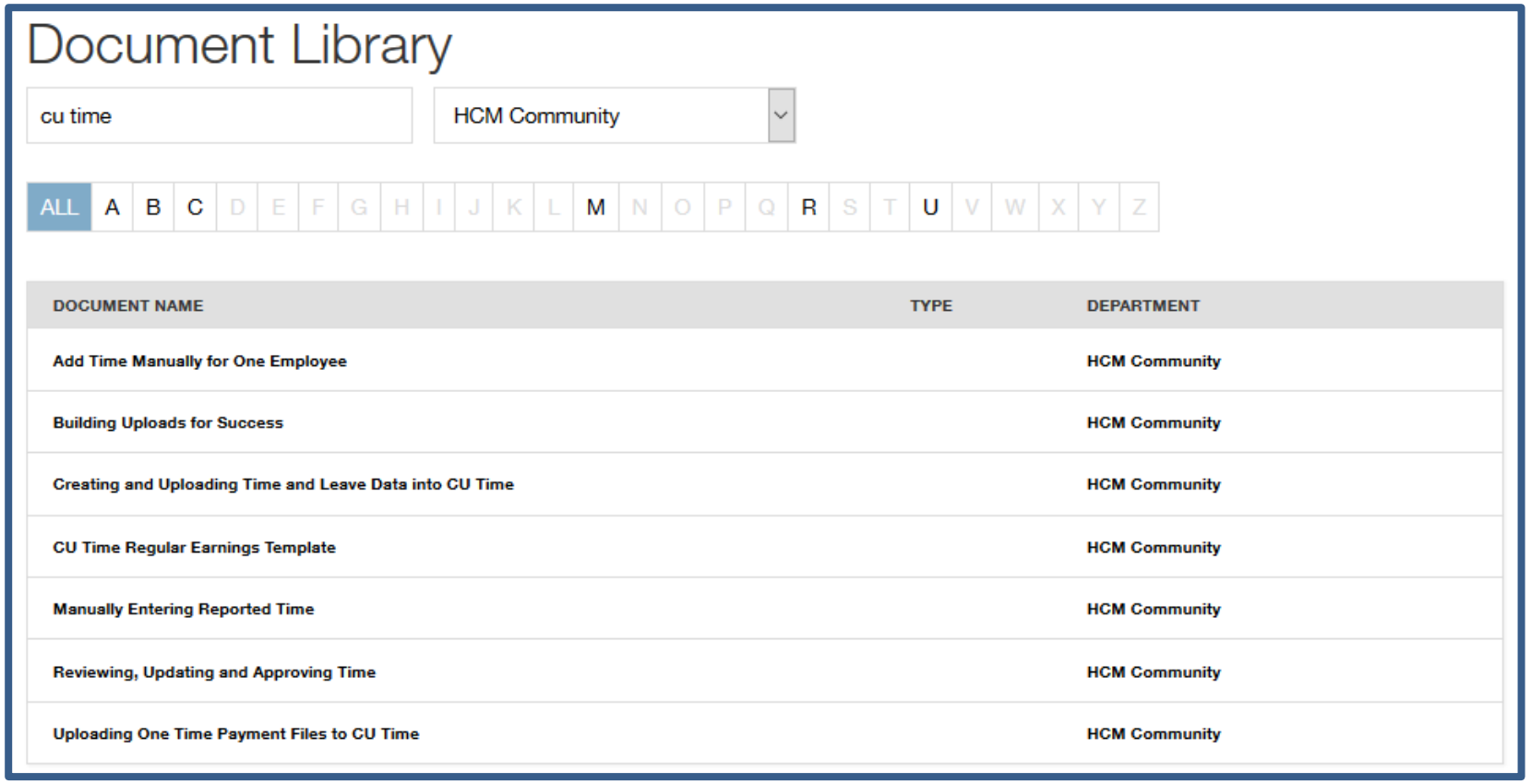
UCD PET Calculator – Deficit Version

http://www.ucdenver.edu/about/departments/finance/Pages/Tools_PETCalcs.aspx

INPUT SECTION		
		Where to get these values?
1. Enter the employee's monthly salary amount		Go to New PET Request and search for the employee and pay period. On the earnings tab add all earnings in the Earnings Code Summary Section.
2. Enter the employee's monthly benefits amount		Add up the amounts in the Tax Class Summary and Deduction Code Summary.
3. Enter the payroll account code for the salary		Enter the payroll account code for the employee's salary. This is found on the earnings tab.
4. Enter F&A rate for the project		F&A rate for the project can be found on the monthly financial statement. Make sure to enter it in a % format when using the spreadsheet version of this tool.
5. Enter the amount of deficit that needs to be cleared		Enter the amount of the project's budget deficit. This is the amount the project is spent over the budget.
6. Is the employee a faculty on contract pay? (earn code CRG)		Answer Yes or No. Faculty on contract pay do not earn vacation and sick leave accruals, thus Term Pay fringe allocation doesn't apply to their salaries. The earn code can be found on the earnings tab.
do not enter/change anything below this line		
RESULT		
Applicable fringe benefit allocations for FY2011:		
Worker's Compensation	#N/A	
Unemployment Insurance	#N/A	
Term Pay at separation	#N/A	
Retiree Health & Life Support	#N/A	
Process a PET for salary in this amount--	**#DIV/0!**	Move exactly this amount in salary with the PET and your project budget deficit should be zeroed out.
The PET will result in the following additional transactions:		
Benefits	#DIV/0!	This is the amount of benefits that will be included in the PET in addition to the salary (this plus the salary should match the PET summary page total)
Fringe Benefit Allocations	#DIV/0!	This is the amount of fringe benefit allocations that will be processed to the project at month end
F&A	#DIV/0!	This is the amount of F&A that will be added to the project as a result of this PET
Total Impact of the PET	**#DIV/0!**	**This amount should equal your deficit amount.**

RESOURCES

www.cu.edu/docs



Document Library

cu time

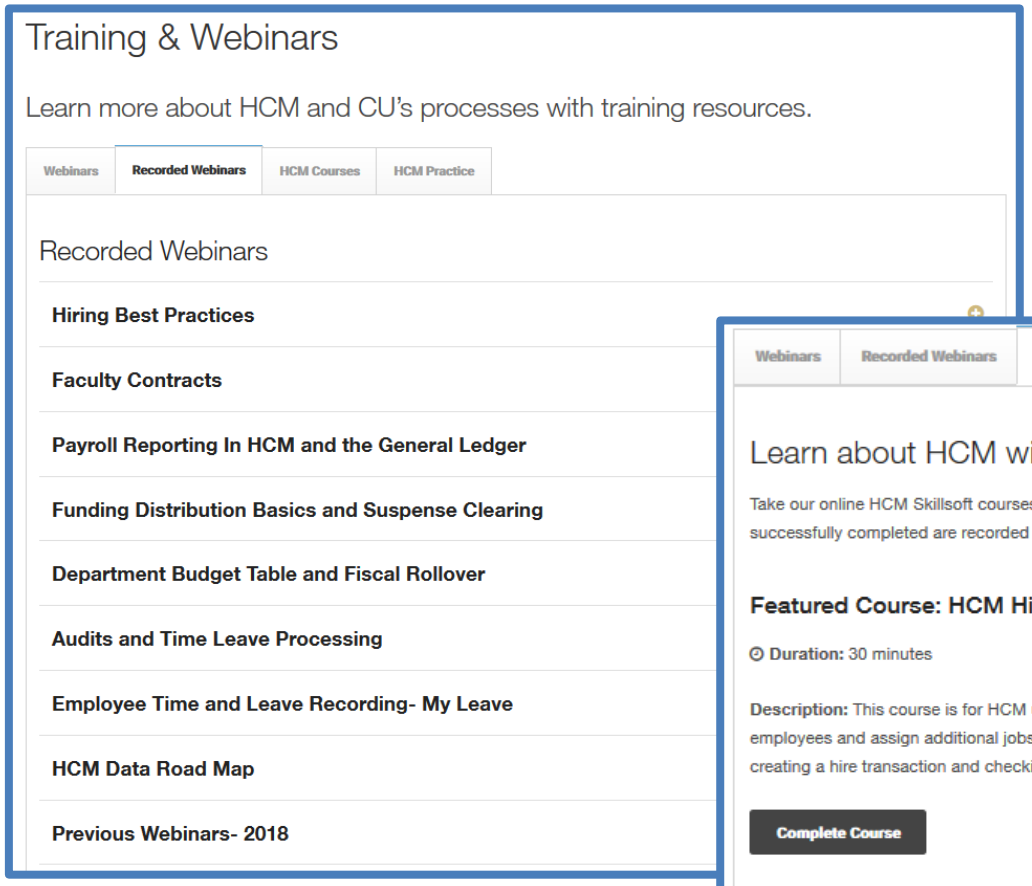
HCM Community

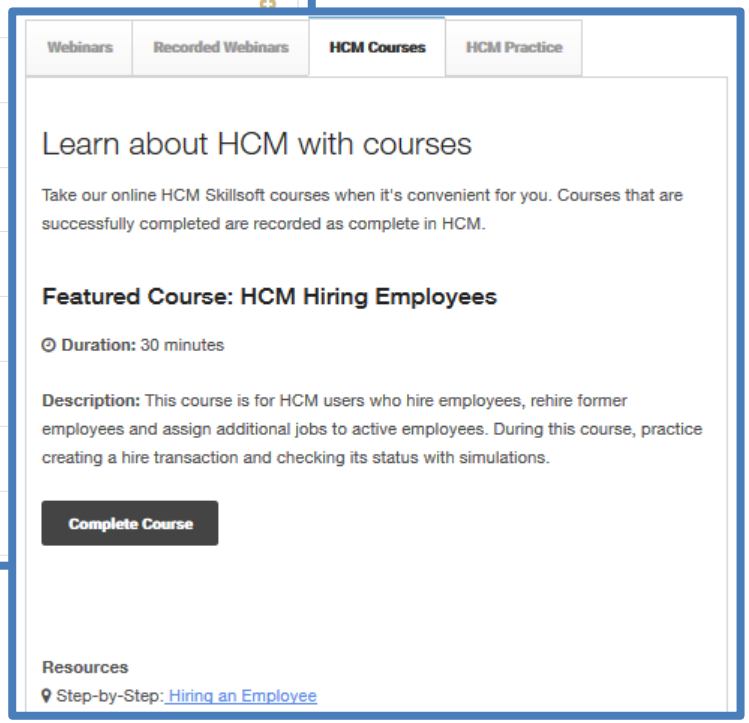
ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

DOCUMENT NAME	TYPE	DEPARTMENT
Add Time Manually for One Employee		HCM Community
Building Uploads for Success		HCM Community
Creating and Uploading Time and Leave Data into CU Time		HCM Community
CU Time Regular Earnings Template		HCM Community
Manually Entering Reported Time		HCM Community
Reviewing, Updating and Approving Time		HCM Community
Uploading One Time Payment Files to CU Time		HCM Community

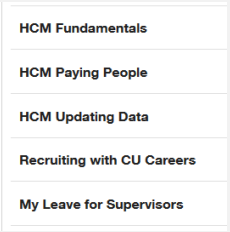
Training and Webinars

https://www.cu.edu/hcm-community/hcm-projects/training-webinars





Tip: Additional SkillSoft training courses are also available.



Thank You

Email hcm_community@cu.edu

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Questions and comments are always welcome

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