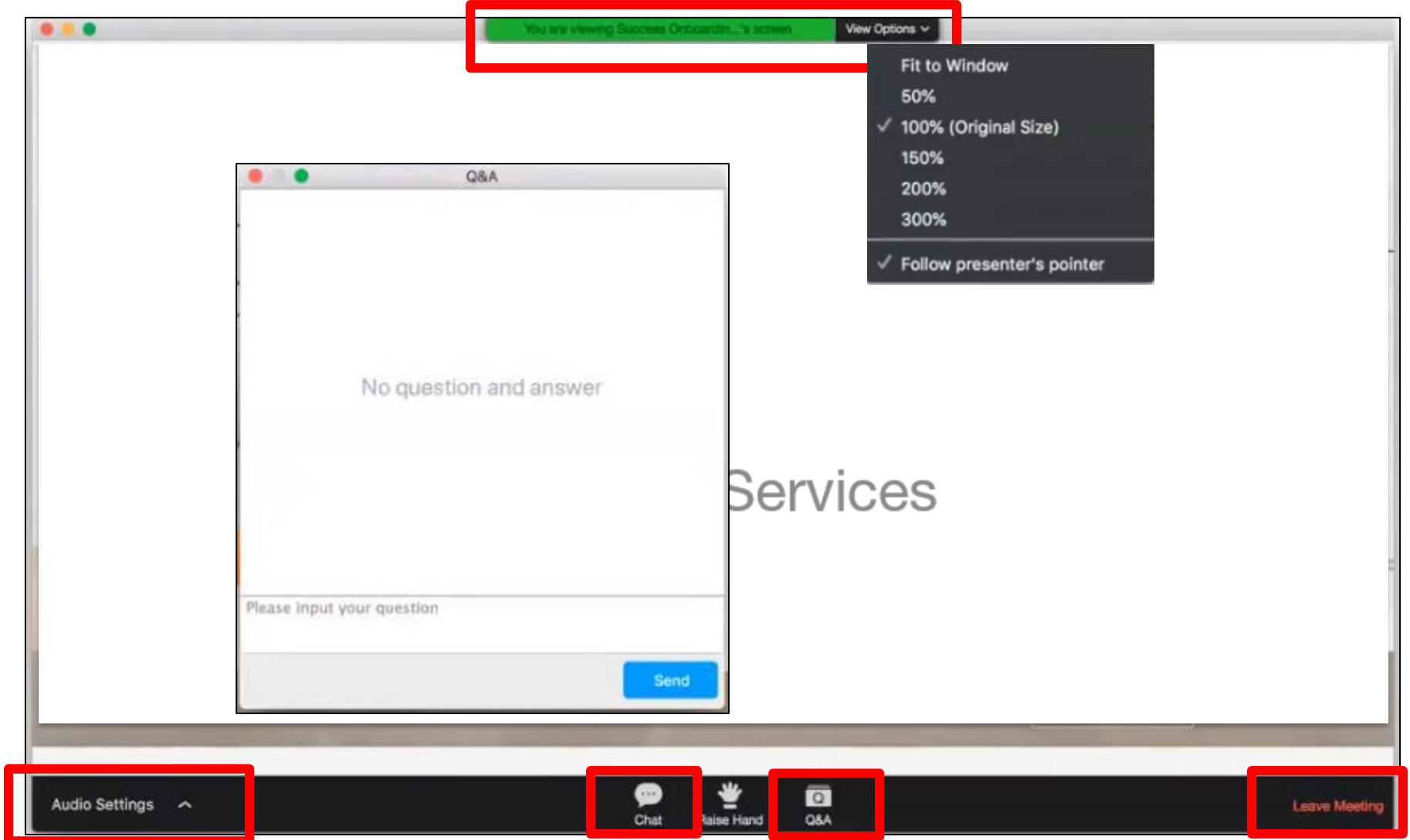


CALCULATING A PAYCHECK



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus



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

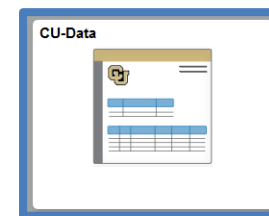
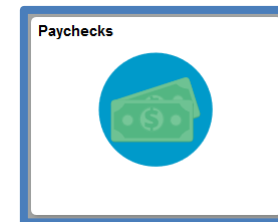


Create Paychecks

Paycheck Post Processing

Downstream Impact

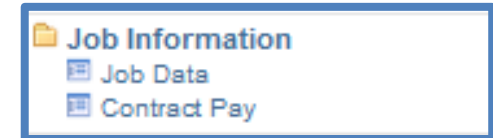
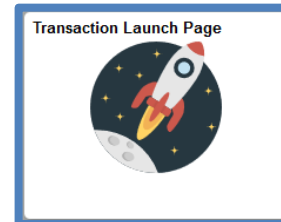
- Payroll Expense to the General Ledger
- Payroll Encumbrances to the General Ledger
- Payroll Effort to the Electronic Personal Effort Reporting System (ePERS)



HCM – Payroll and Paychecks

Payroll Data Entry

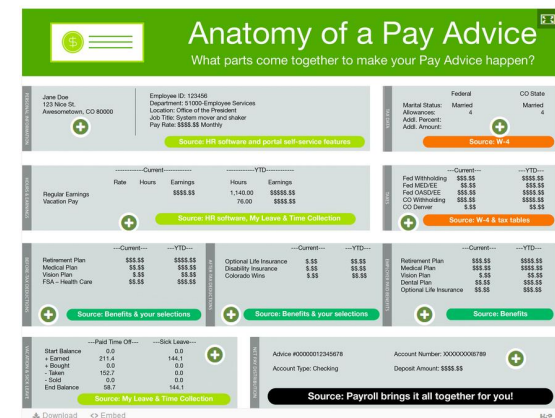
- Job Data
 - Payroll
 - Compensation Tab
- Contract Pay
- My Leave
- CU Time
- ePAR Additional Pay
- CU Create Additional pay



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



Anatomy of a Pay Advice
What parts come together to make your Pay Advice happen?

Employee Information: John Doe, 123 New St, Annandale, CO 80001. Employee ID: 123456, Department: 3100 Employee Services, Location: Office of the President, Job Title: System owner and doctor, Pay Rate: \$955.58 Monthly.

Payroll Summary: Rate: \$955.58, Hours: 20.00, Earnings: \$1,911.16.

Category	Current	YTD
Regular Earnings	\$955.58	\$1,911.16
Vacation Pay	0.00	0.00
Fed Withholding	\$55.55	\$111.10
Fed MEDICA	\$5.55	\$11.10
Fed OASDIE	\$55.55	\$111.10
CO Withholding	\$55.55	\$111.10
CO Deriva	5.55	11.10

Benefits & Deductions: Retirement Plan (\$55.55), Medical Plan (\$5.55), Vision Plan (\$5.55), FSA - Health Care (\$5.55), Optional Life Insurance (\$5.55), Disability Insurance (\$5.55), Colorado W-9 (\$5.55).

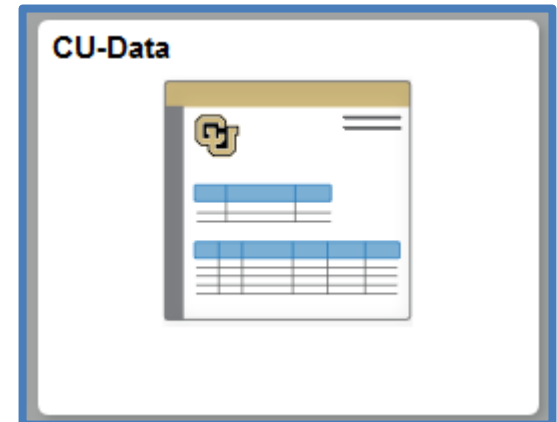
Balance Information: Start Balance: 0.00, + Salary: 1,911.16, - Paid Time Off: 0.00, - Sick Leave: 0.00, - Bought: 0.00, - Taxes: 192.20, - Total: 0.00, End Balance: 98.77.

Account Information: Advice #0000011245678, Account Number: XXXXXXX08789, Account Type: Checking, Deposit Amount: \$555.55.

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



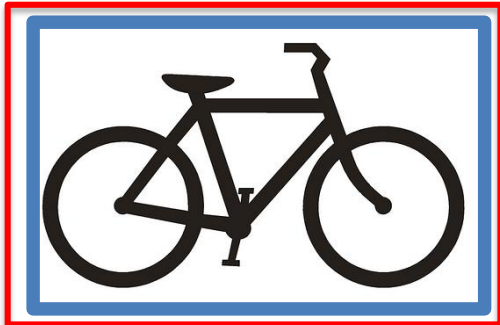
Employee Relationship



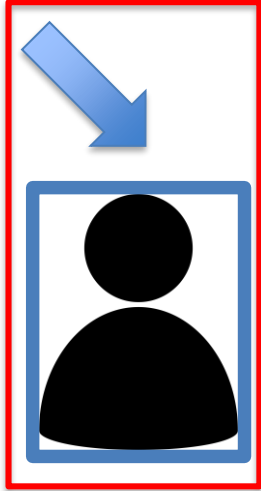
HCM Position, Funding, Person, Job

Position

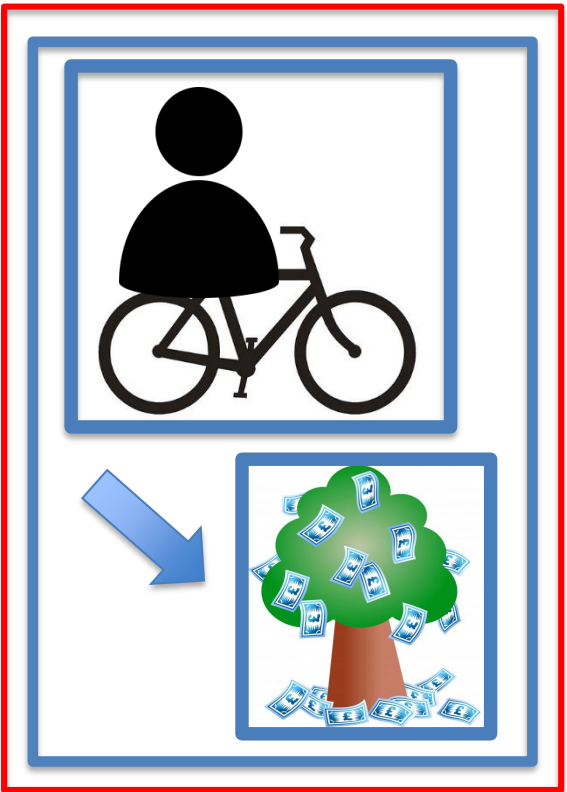
Position Funding



Person



Position +
Person =
Job Data



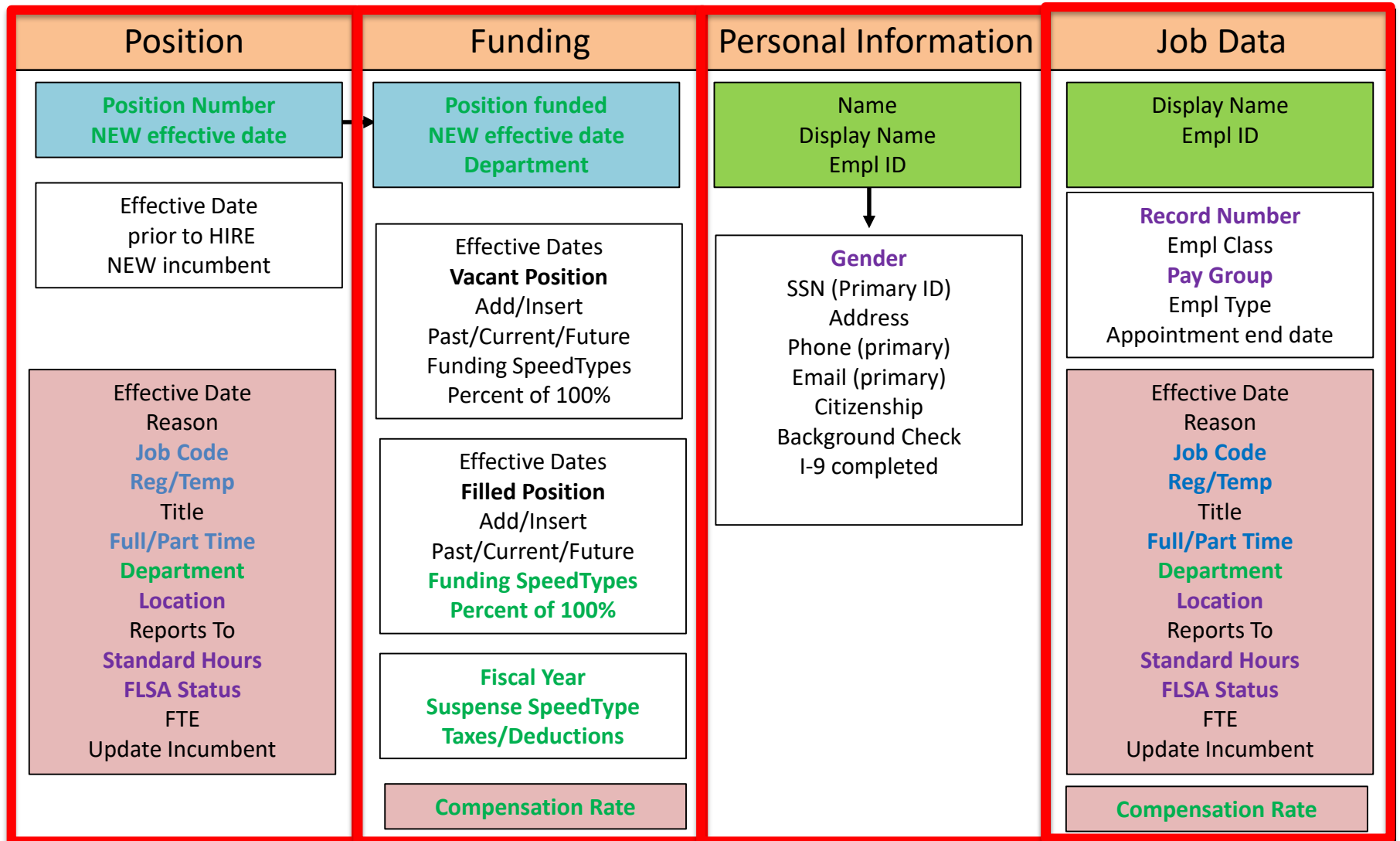
Position Funding
Additional Pay Funding



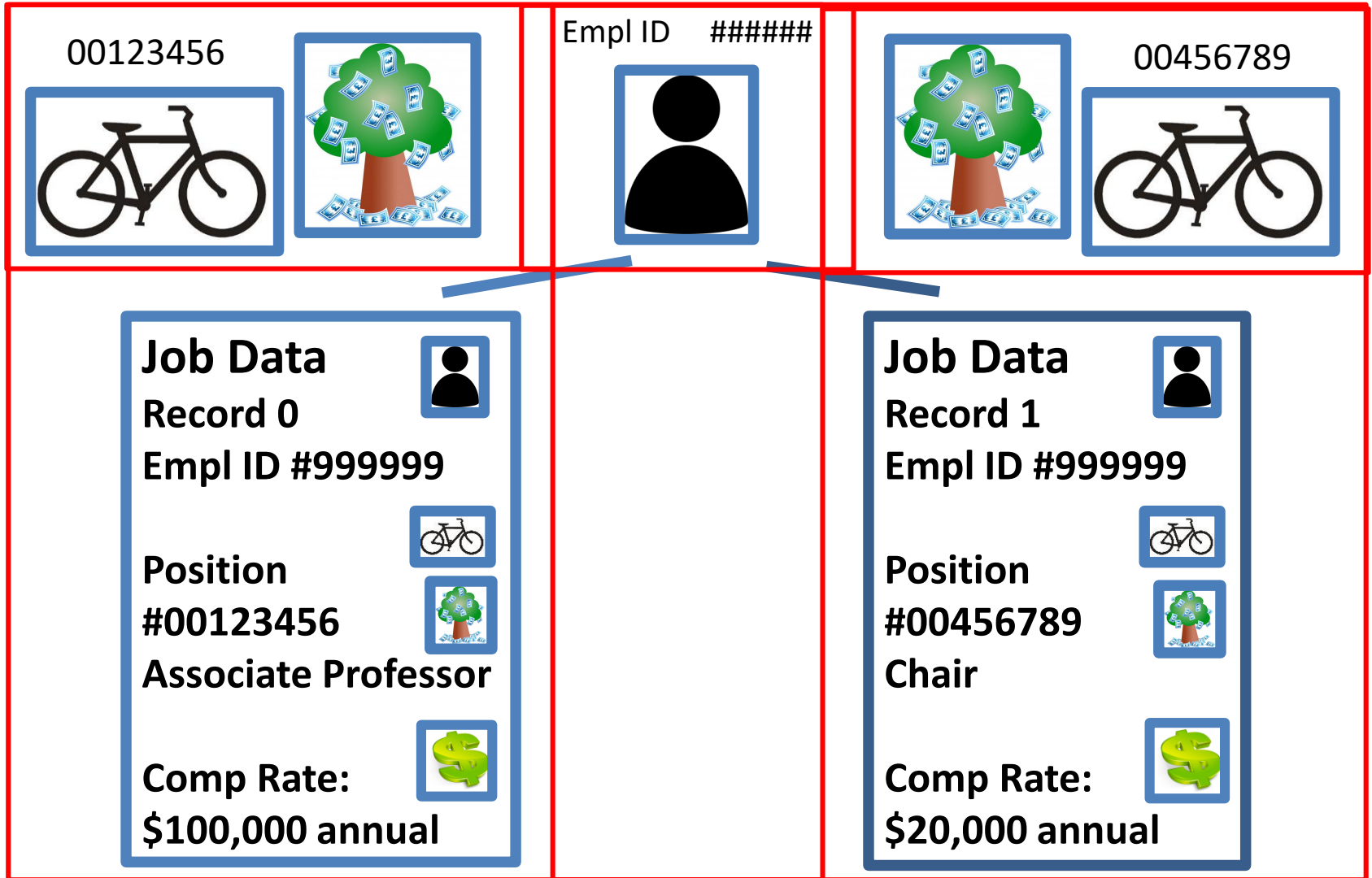
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HCM Data in Paychecks



Employee and Positions



Job Data

Compensation Tab

Create Job Data with Template

Update Job Data with ePAR Pay Rate

The screenshot shows the 'Compensation' tab in a HR system. At the top, there are navigation tabs: Work Location, Job Information, Payroll, Salary Plan, and Compensation. Below these, there are fields for Employee ID and Empl ID. The main section is titled 'Compensation' and includes fields for Effective Date (02/01/2019), Effective Sequence (0), HR Status, Payroll Status, Action, Reason, and Job Indicator (Primary Job). A 'Go To Row' button is visible. Below this, there is a 'Compensation Rate' field with the value 3,354.000000 and a '*Frequency' field with the value M MON Sal. A 'Comparative Information' section is collapsed. The 'Pay Rates' section is expanded, showing a table with columns for Rate Code, Seq, Comp Rate, Currency, and Frequency. The 'Hourly' rate is highlighted with an orange background.

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 BASEM	0	3,354.000000	USD	M	

Payroll Tab

Update Pay Group with

ePAR Job Change

The screenshot shows the 'Payroll' tab in a HR system. At the top, there are navigation tabs: Work Location, Job Information, Payroll, Salary Plan, and Compensation. Below these, there are fields for Employee ID and Empl ID. The main section is titled 'Payroll Information' and includes fields for Effective Date (02/01/2019), Effective Sequence (0), HR Status, and Payroll Status. Below this, there is a 'Payroll System' field with the value Payroll for North America. The 'Payroll for North America' section is expanded, showing a table with columns for Pay Group, Employee Type, Tax Location Code, and GL Pay Type. The 'COT' pay group is highlighted with an orange background.

Pay Group	Employee Type	Tax Location Code	GL Pay Type
COT	S	NO LOCAL	



Contract Details

Contract Pay

HCM WorkCenter – Contract Pay

Contract Pay | Contract Pay Options

Employee _____ Empl ID _____ Empl Record 0

Contract ID 0000006 Status Active Recalculate Contract

Contract Information Find | View All First 1 of 1 Last

*Effective Date 09/01/2019

Contract Pay Type AY Faculty Pd/12 Months

*Payment Term Pay Over 12 Months

*Monthly Frequency M MON Sal Calculation Method Actual

Pay Period Hours _____ *Daily Hours 8.00

*Assign Hours To Not Applicable

*Contract Begin Date 09/01/2019 *Contract End Date 05/31/2020

Payment Begin Date 09/01/2019 Payment End Date 08/31/2020

Actual Start Date 09/01/2019 Termination Date 05/31/2020

Last Payment Date _____ School Schedule _____

Exclude Holiday Schedule Work Days in Contract 195

Prorate Hrs in Partial Period

Renew Contract Automatically

Contract Payment Details

Payroll for North America
Employee Pay Data USA
Contract Payment Details

Contract Payment Details

Contract ID 0000006 Status Active Empl ID _____ Empl Record 0

Contract Payment Sequence _____ Recalculate Contract No

Contract Sequence 0 Effective 09/01/2019

Contract Information

Company CU University of Colorado
Pay Group MON Faculty - Contracts
Contract Begin Date 09/01/2019 Contract End Date 05/31/2020
Payment Begin Date 09/01/2019 Payment End Date 08/31/2020
Contract Worth 95102.00

Contract Calendar

Holiday Schedule _____ School Schedule _____ Work Schedule _____

Pay Rates

Payment Summary

Projected Payments and Actual Earnings

Index	Pay Period End Date	Off Cycle	Separate Check	Work Days	Contract Regular	Paid Not Earned	Earned Not Paid	Min Paid	Worked	Leave of Absence	Contract Regular	Paid Not Earned	Earned Not Paid	Min Paid	Earnings Total	Unpaid Leave	Worked
1 Payroll Confirmed	09/30/2019	N		0	20	10690.00	0.00	-2672.50	8017.50	9867.69	10690.00	0.00	-2672.50	0.00	8017.50	0.00	9867.69
2 Payroll Confirmed	10/31/2019	N		0	23	10690.00	0.00	-2672.50	8017.50	11347.85	10690.00	0.00	-2672.50	0.00	8017.50	0.00	11347.85
3 Payroll Confirmed	11/30/2019	N		0	22	10690.00	0.00	-2672.50	8017.50	12064.46	10690.00	0.00	-2672.50	0.00	8017.50	0.00	12064.46
4 Payroll Confirmed	12/31/2019	N		0	21	10690.00	0.00	-2672.50	8017.50	12661.08	10690.00	0.00	-2672.50	0.00	8017.50	0.00	12661.08
5 Payroll Confirmed	01/31/2020	N		0	23	10690.00	0.00	-2672.50	8017.50	11347.85	10690.00	0.00	-2672.50	0.00	8017.50	0.00	11347.85
6 Payroll Confirmed	02/29/2020	N		0	20	10690.00	0.00	-2672.50	8017.50	9867.69	10690.00	0.00	-2672.50	0.00	8017.50	0.00	9867.69
7 Payroll Confirmed	03/31/2020	N		0	21	10690.00	0.00	-2672.50	8017.50	12661.08	10690.00	0.00	-2672.50	0.00	8017.50	0.00	12661.08
8 Payroll Confirmed	04/30/2020	N		0	22	10690.00	0.00	-2672.50	8017.50	12661.08	10690.00	0.00	-2672.50	0.00	8017.50	0.00	12661.08
9 Payroll Confirmed	05/31/2020	N		0	23	10690.00	0.00	-2672.50	8017.50	11347.85	10690.00	0.00	-2672.50	0.00	8017.50	0.00	11347.85
10 Payroll Confirmed	06/30/2020	N		0	0	0.00	0.00	8017.50	8017.50	0.00	0.00	0.00	8017.50	0.00	8017.50	0.00	0.00
11 Payroll Confirmed	07/31/2020	N		0	0	0.00	0.00	8017.50	8017.50	0.00	0.00	0.00	8017.50	0.00	8017.50	0.00	0.00
12 Payroll Confirmed	08/31/2020	N		0	0	0.00	0.00	8017.50	8017.50	0.00	0.00	0.00	8017.50	0.00	8017.50	0.00	0.00



HCM PAYROLL ENTRIES



University of Colorado

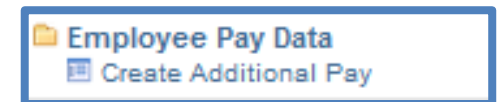
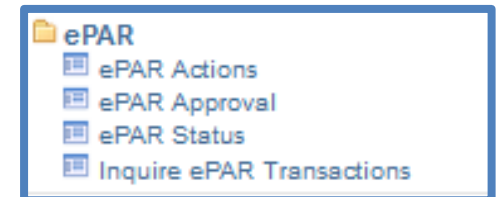
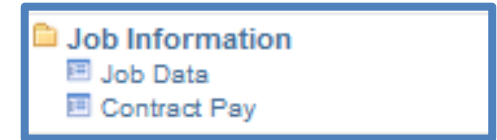
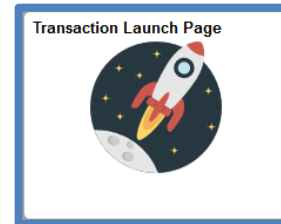
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HCM Payroll Entries

Payroll Data Received Via:

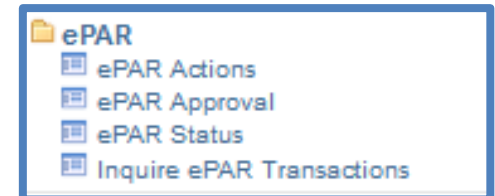
- Job Data
 - Payroll
 - Compensation Tab
- Contract Pay

- 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 compensatory 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

CU Department Timesheet Review

Compensation Frequency: Monthly Bi-Weekly Annual

Pay Period End Date: 09/07/2019

Search

Department	Description
<input type="checkbox"/> 10000	Boulder Campus
<input type="checkbox"/> 10001	Office of the Chancellor
<input type="checkbox"/> 10002	Boulder Faculty Assmby
<input checked="" type="checkbox"/> 10003	Staff Council
<input type="checkbox"/> 10004	Office of Data Analytics

Personalize | Find | View All | 1 of 1 | Last

Empl#	Name	Empl ID	Dept	Pay Group	FLSA Status	Payment Status	Batch ID	Supervisor Name	Company	Pay Begin Date	Pay End Date
<input type="checkbox"/> 0											

Auto-Create OT Exempt Time Sheets Select All Deselect All

Load to CU Time Deny Timesheet

CU Reported Time

Earnings Begin Date: 07/01/2019 Earnings End Date: 07/31/2019

Company: CU University of Colorado Pay Group: USX University Staff Exempt

Department: 30089 CLAS-Advising

Empl ID: Empl Record: 0 Name:

Employee Reported Time Details

Regular Earnings

Off Seq Nbr	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	<input type="checkbox"/>							My Leave	Sent to Payroll		08/14/2019	08/20/2019 05:46:33 PM	08/14/2019 11:35:20 AM	VAC	14.17
2	<input type="checkbox"/>							My Leave	Sent to Payroll		08/14/2019	08/20/2019 05:46:33 PM	08/14/2019 11:35:20 AM	VDK	-10.83
3	<input type="checkbox"/>							My Leave	Sent to Payroll		08/14/2019	08/20/2019 05:46:33 PM	08/14/2019 11:35:20 AM	SCK	8.00



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	<input type="checkbox"/>							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 Svcs/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	<input checked="" type="checkbox"/>							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	<input checked="" type="checkbox"/>							Manual Time Sheet	Sent to Payroll		02/04/2019	02/06/2019 11:45:04 AM	02/04/2019 12:02:01 PM	VAA	-27.06
3	<input checked="" type="checkbox"/>							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	<input checked="" type="checkbox"/>							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

CU Regular Earnings load

Run Control ID [Report Manager](#) [Process Monitor](#)

Process Request Parameters

*Company *Batch Run ID

File must be comma seperated (.csv), e.g. onetimeded.csv

*Attached File

File Format

Line 1 is header row (Required).
Data: Fields should be in the same order below. Required fields are in red. Optional fields in blue. (Optional fields still needs to be included in the file header, just leave those values blank if not applicable)

OffCycle, Emplid, Empl_Rcd, Earns Begin Date, Earns End Date, EarnCode,
Additional Pay Shift, Tax Periods, Tax Method, Benefit Deduction Override, Ben Ded Subset ID, General Deduction Override, Gen Ded Subset ID,
SpeedType, Hours or Amounts



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	<input type="checkbox"/>					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	<input type="checkbox"/>					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									6,000.00



HCM Payroll Entries

CU Time – ePAR One Time Pay

ePAR Additional Pay ReadOnly

Step 1 of 2: ePAR Additional Pay Action/Reason Selection DisplayOnly Switch View:

Transaction Details

PAR Action: Additional Pay Action: Additional Pay Document ID: ePAR Additional Pay
 Request ID: Reason Code: One Time Payment Document Instance: 465542
 ePAR Status: Approved Effective Date: 03/01/2019 Document Status: System Update / Completed
 Effective Seq: 0 GoTo:

Employee Details

Name: Empl ID: Empl Rcd: 0
 Profile Type: Profile ID: Last Personnel Action:
 Historical ePARs Pending ePARs Last Transaction Date:

Action/Reason Selection

Action: Additional Pay Reason: One Time Payment
 Effective Date: 03/01/2019 *End Date: 03/31/2019

Additional Pay Info

*Earnings Code: APF Additional Pay Flat
 *Earnings: 300.00

New Funding

Empl ID: 279690 Empl Record: 0 Total Earnings: 300.00 Amt Pct

Personalize | Find | | First 1 of 1 Last

	Earnings	Department	Project	Speedtype	Product	Fund Code	Distribution %		
1	300.00	40058		41089212	1100	10	100.000		



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	<input type="checkbox"/>		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

ePAR Additional Pay ReadOnly

Step 1 of 2: ePAR Additional Pay Action/Reason Selection DisplayOnly Switch View:

Transaction Details

PAR Action: Additional Pay Action: Additional Pay Document ID: ePAR Additional Pay
 Request ID: Reason Code: Create Recurring Payment Document Instance: 493249
 ePAR Status: Approved Effective Date: 08/01/2019 Document Status: System Update / Completed
 Effective Seq: 0 GoTo:

Employee Details

Name: Empl ID: Empl Rcd: 1
 Profile Type: Profile ID: Last Personnel Action:
 Historical ePARs Pending ePARs Last Transaction Date:

Action/Reason Selection

Action: Additional Pay Reason: Create Recurring Payment
 Effective Date: 08/01/2019 End Date: 01/31/2020

Additional Pay Info

*Earnings Code: TPD Temporary Pay Differential
 *Earnings: 1,666.67
 Goal Amount:
 Comments: Temporary Additional pay for duties detailed in attached document

New Funding

Empl ID: 238434 Empl Record: 1 Total Earnings: 1,666.67 Amt Pct

Personalize | Find | | First 1-2 of 2 Last

	Earnings	Department	Project	Speedtype	Product	Fund Code	Distribution %		
1	833.33	20144	25A3910	63012219	1200	30	50.000		
2	833.34	20144		63400304	1100	34	50.000		



HCM Payroll Entries

CU Time – Recurring Pay – Create Additional Pay

Create Additional Pay

Employee _____ Empl ID _____ Empl Record 1

Additional Pay Find | View All First 1 of 1 Last

*Earnings Code TPD Temporary Pay Differential

Effective Date 08/01/2019

Payment Details Find | View All First 1 of 2 Last

*Addl Seq Nbr 1 End Date 01/31/2020

Rate Code _____ Reason Not Specified

Earnings \$833.33

Hours _____ Hourly Rate _____

Goal Amount _____ Goal Balance _____

Sep Check Nbr _____

Disable Direct Deposit

OK to Pay Prorate Additional Pay

Applies To Pay Periods

First Second Third Fourth Fifth

Job Information

Employee Type Salaried Standard Hours 40.00

Compensation Rate \$5,192.910000 Frequency Monthly

Default Job Data

Position 00686285

Business Unit _____

Department _____

Job Code 1309 Sr Professional Research Asst

Combination Code _____

GL Pay Type _____

Shift Not Applicable

Job Data Override

Position 00686285

Business Unit UAMC

Department 20143 SOM-DERM GENERAL OPERATIONS

Job Code 1309 Sr Professional Research Asst

Combination Code 63012219 Edit ChartFields

GL Pay Type _____

*Addl Shift Use Job Shift

Create Additional Pay

Employee _____ Empl ID _____ Empl Record 1

Additional Pay Find | View All First 1 of 1 Last

*Earnings Code TPD Temporary Pay Differential

Effective Date 08/01/2019

Payment Details Find | View All First 2 of 2 Last

*Addl Seq Nbr 2 End Date 01/31/2020

Rate Code _____ Reason Not Specified

Earnings \$833.34

Hours _____ Hourly Rate _____

Goal Amount _____ Goal Balance _____

Sep Check Nbr _____

Disable Direct Deposit

OK to Pay Prorate Additional Pay

Applies To Pay Periods

First Second Third Fourth Fifth

Job Information

Employee Type Salaried Standard Hours 40.00

Compensation Rate \$5,192.910000 Frequency Monthly

Default Job Data

Position 00686285

Business Unit UAMC Anschutz Medical Center

Department 20143 SOM-DERM GENERAL OPERATIONS

Job Code 1309 Sr Professional Research Asst

Combination Code _____

GL Pay Type _____

Shift Not Applicable

Job Data Override

Position 00686285

Business Unit UAMC

Department _____

Job Code 1309 Sr Professional Research Asst

Combination Code 63400304 Edit ChartFields

GL Pay Type _____

*Addl Shift Use Job Shift



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	Freq	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	8/1/2018	8/31/2018	RGS	\$ (19.00)	\$ (411.06)	\$ -	
UOT	9/30/2018	N				6881118	51000	Employee	2268	M	8/1/2018	8/31/2018	SCK	\$ 11.00	\$ 237.98	\$ -	
UOT	9/30/2018	N				6881118	51000	Employee	2268	M	8/1/2018	8/31/2018	VAC	\$ 8.00	\$ 173.08	\$ -	
UOT	9/30/2018	N				6881118	51000	Employee	2268	M	9/1/2018	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

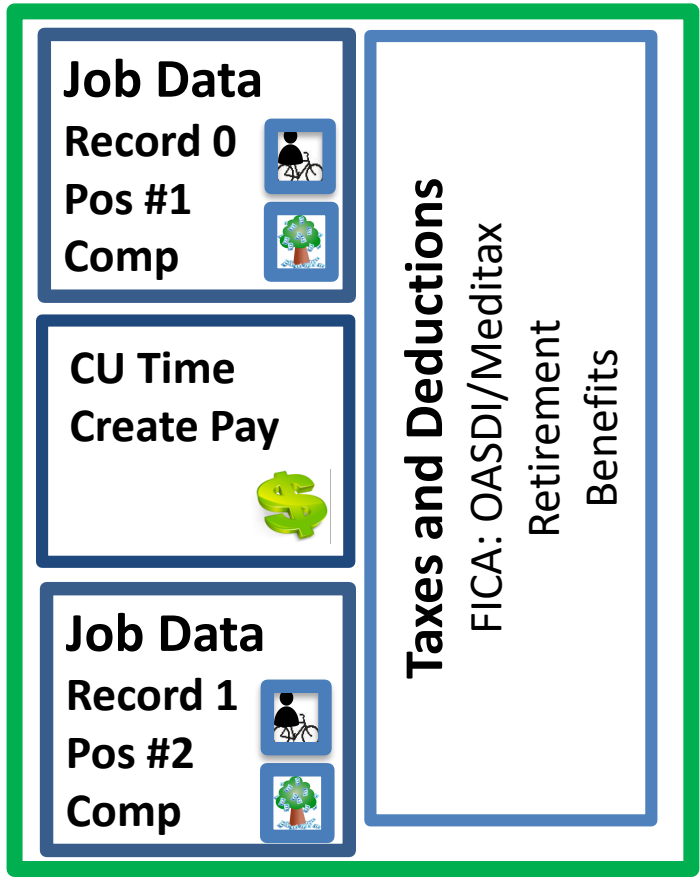


University of Colorado

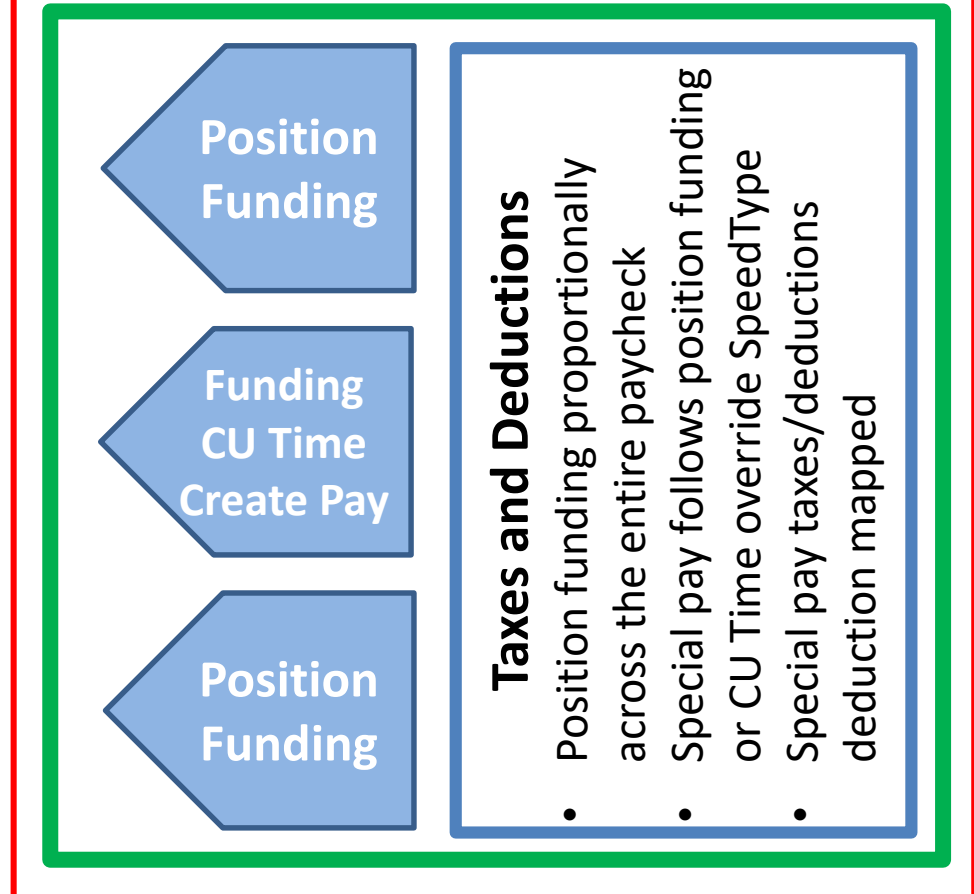
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Payroll: Create Paychecks

One Paycheck per Pay Period



Funding Distributed



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

Monthly Salary = Hourly rate * 2080 hrs/yr)/12 months

Exempt Employees

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

Compensation Rate 3,354.000000 *Frequency M MON Sal

► Comparative Information ?

▼ Pay Rates ?

Annual	40,248.000000	USD	Daily	154.800000	USD
MON Sal	3,354.000000	USD	Hourly	19.350000	USD

Default Pay Components

Pay Components ? Personalize | Find | First 1 of 1 Last

Amounts | Controls | Changes | Conversion

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 BASEM	0	3,354.000000	USD	M	



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

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

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%	



Moving Reimbursements & Taxes

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

Reimbursement / Flat Allowance
(MVT) Taxation

Gross Up or Net Calculation?

Desired Gross Award Amount:

Check Estimate

Gross Pay:

Total Taxes:

Meditax 1.45%: \$58.00
OASDI 6.2%: \$248.00
Federal Withholding 22%: \$880.00
CO State Withholding 4.63%: \$185.20

Net Pay:

Reimbursement / Flat Allowance
(MVT) Taxation

Gross Up or Net Calculation?

Desired Net Award Amount:

Check Estimate

Gross Pay:

Total Taxes:

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:



PAY ADVICE: REVIEWING THE EMPLOYEE PAYCHECK




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Employee Pay Advice

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



Anatomy of a Pay Advice

What parts come together to make your Pay Advice happen?

PERSONAL INFORMATION

Jane Doe
123 Nice St.
Awesometown, CO 80000

Employee ID: 123456
Department: 51000-Employee Services
Location: Office of the President
Job Title: System mover and shaker
Pay Rate: \$\$\$\$.\$\$ Monthly

Source: HR software and portal self-service features

TAX DATA

	Federal	CO State
Marital Status:	Married	Married
Allowances:	4	4
Addl. Percent:		
Addl. Amount:		

Source: W-4

HOURS & EARNINGS

	---Current---			---YTD---		
	Rate	Hours	Earnings	Hours	Earnings	
Regular Earnings			\$\$\$\$.\$\$	1,140.00	\$\$\$\$.\$\$	
Vacation Pay				76.00	\$\$\$\$.\$\$	

Source: HR software, My Leave & Time Collection

TAXES

	---Current---	---YTD---
Fed Withholding	\$\$\$.\$\$	\$\$\$\$.\$\$
Fed MED/EE	\$\$.\$\$	\$\$\$.\$\$
Fed OASD/VEE	\$\$\$.\$\$	\$\$\$\$.\$\$
CO Withholding	\$\$\$.\$\$	\$\$\$\$.\$\$
CO Denver	\$\$.\$\$	\$\$\$.\$\$

Source: W-4 & tax tables

BEFORE-TAX DEDUCTIONS

	---Current---	---YTD---
Retirement Plan	\$\$\$.\$\$	\$\$\$\$.\$\$
Medical Plan	\$\$.\$\$	\$\$\$.\$\$
Vision Plan	\$\$.\$\$	\$\$\$.\$\$
FSA - Health Care	\$\$.\$\$	\$\$\$.\$\$

Source: Benefits & your selections

AFTER-TAX DEDUCTIONS

	---Current---	---YTD---
Optional Life Insurance	\$\$.\$\$	\$\$\$.\$\$
Disability Insurance	\$\$.\$\$	\$\$\$.\$\$
Colorado Wins	\$\$.\$\$	\$\$\$.\$\$

Source: Benefits & your selections

EMPLOYER PAID BENEFITS

	---Current---	---YTD---
Retirement Plan	\$\$\$.\$\$	\$\$\$\$.\$\$
Medical Plan	\$\$\$.\$\$	\$\$\$\$.\$\$
Vision Plan	\$\$.\$\$	\$\$\$.\$\$
Dental Plan	\$\$.\$\$	\$\$\$.\$\$
Optional Life Insurance	\$\$.\$\$	\$\$\$.\$\$

Source: Benefits

VACATION & SICK LEAVE

	---Paid Time Off---	---Sick Leave---
Start Balance	0.0	0.0
+ Earned	211.4	144.1
+ Bought	0.0	0.0
- Taken	152.7	0.0
- Sold	0.0	0.0
End Balance	58.7	144.1

Source: My Leave & Time Collection

NET PAY DISTRIBUTION

Advice #00000012345678 Account Number: XXXXXXXX6789

Account Type: Checking Deposit Amount: \$\$\$\$.\$\$

Source: Payroll brings it all together for you!

Download Embed

H:P



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Employee Total Compensation Calculator

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

Total Compensation Calculators

Your total compensation goes beyond the number on your paycheck. The University of Colorado provides generous leave, health plans and retirement contributions that add to your bottom line.

It's important to know exactly what your total compensation package includes. Use the calculators below to tally your total compensation.

University Staff and 12-Month Faculty - 401(a)	University Staff and 12-Month Faculty - PERA
9-Month Faculty - 401(a)	9 Month Faculty - PERA
Classified Staff	



Pay Advice with PERA and Additional Pay

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

HOURS AND EARNINGS								TAXES		
Description	Pay Period		Rate	Current		YTD Hours	YTD Earnings	Description	Current	YTD
	Begin Date	End Date		Hours	Earnings					
REG SALARY						1,133.50	30,665.99	Fed Withholding	554.62	4,297.12
REG SALARY	06/01/2019	06/30/2019	26.826923	-8.00	-214.62		0.00	Fed MED/EE	75.58	557.15
OVERTIME	06/01/2019	06/30/2019	40.240385	10.50	422.52	134.50	5,412.32	CO Withholding	189.36	1,417.15
SICK LEAVE	06/01/2019	06/30/2019	26.826923	8.00	214.62	32.00	858.48	CO AURORA Withholding	2.00	14.00
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	TOTAL:	821.56	6,285.42

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
PERA Retirement	456.10	3,113.03	AMC Parking & ECO Pass	0.00	420.00	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
TOTAL:	456.10	3,113.03	TOTAL:	0.00	420.00	*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) 401(A) contribution *	\$ 456.10		\$ 456.10	
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 Supple	\$ 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	Single	\$ 4,756.42	Married
Salary within bracket?	TRUE	1	\$ 57,077.04	1
Allowance Calculation	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00
FTW taxable amount	\$ 57,077.04	\$ 52,877.04	\$ 57,077.04	\$ 52,877.04
Taxable Gross Min/Max	\$ 43,275.00	\$ 88,000.00	\$ 31,200.00	\$ 90,750.00
Taxable above threshold	\$ 43,275.00	\$ 9,602.04	\$ 31,200.00	\$ 21,677.04
Calc Tax above threshold	22%	2,112.45	12%	2601.2448
Total FWT	\$ 4,543.00	\$ 6,655.45	\$ 1,940.00	\$ 4,541.24
FWT/month amount	12	\$ 554.62	12	\$ 378.44
FTW monthly rate		11.660%		7.956%

**Calculation based upon current annualized 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	# Allowances	Net Income	# Allowances
State Allowance Calculation	\$ 4,756.42	Single	\$ 4,756.42	Married
FTW taxable amount	\$ 57,077.04	1	\$ 57,077.04	1
Taxable above threshold	\$ 3,800.00	\$ 49,077.04	\$ 11,800.00	\$ 41,077.04
Total FWT	4.63%	\$ 2,272.27	4.63%	\$ 1,901.87
FWT/month amount	12	\$ 189.36	12	\$ 158.49

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

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

HOURS AND EARNINGS						TAXES		
Description	Rate	Current Hours	Current Earnings	YTD Hours	YTD Earnings	Description	Current	YTD
Regular Earnings Salary			13,000.00	1,316.00	98,107.15	Fed Withholding	1,571.87	13,399.39
Regular Earnings Salary	75.000000	-12.00	-900.00		0.00	Fed MED/EE	192.09	1,592.37
Vacation Leave	75.000000	12.00	900.00	56.00	4,191.30	Fed OASDI/EE	821.31	6,808.73
Additional Pay Flat			450.00		7,528.50	CO Withholding	476.08	3,991.20
Sick Leave			0.00	20.00	1,496.05	CO AURORA Withholding	2.00	16.00
TOTAL:		0.00	13,450.00	1,392.00	111,323.00	TOTAL:	3,063.35	25,807.69

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
Anthem Medical - Before Tax	184.50	1,359.00	CU Optional Term Life	28.80	230.40	Anthem Medical - Before Tax	1,051.00	8,078.00
CU Dental Before-Tax	16.50	129.00	Optional Life - Spouse/DP	3.55	28.40	CU Dental Before-Tax	41.50	329.00
Anthem Vision - Before Tax	10.80	86.40	FEP STD	13.46	107.68	Standard Life	7.20	61.60
403(b) Savings Plans	600.00	4,800.00				Standard Life*	0.58	4.48
401a Optional Retirement Plan	672.50	5,566.17				CU Optional Term Life*	7.20	57.60
						Optional Life - Spouse DP*	0.95	7.60
						Standard LTD	16.60	132.80
TOTAL:	1,484.30	11,940.57	TOTAL:	45.81	366.48	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 Suppler	\$ 11,515.70		\$ 11,515.70	
State taxable w Supplem	\$ 11,974.41	\$ 13,246.91	\$ 11,965.70	

PAYCHECK SUMMARY	Employee	Tax/Deductior	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	2
Salary within bracket?	TRUE	\$ 138,188.40	\$ 138,188.40	2
Allowance Calculation	\$ 4,200.00	\$ 8,400.00	\$ 4,200.00	\$ 8,400.00
FTW taxable amount	\$ 138,188.40	\$ 129,788.40	\$ 138,188.40	\$ 129,788.40
Taxable Gross Min/Max	\$ 88,000.00	\$ 164,525.00	\$ 90,750.00	\$ 180,200.00
Taxable above threshold	\$ 88,000.00	\$ 41,788.40	\$ 90,750.00	\$ 39,038.40
Calc Tax above threshold	24%	\$ 10,029.22	22%	8588.448
Total FWT	\$ 14,382.50	\$ 24,411.72	\$ 9,086.00	\$ 17,674.45
FWT/month amount	12	\$ 2,034.31	12	\$ 1,472.87
FTW monthly rate		17.666%		12.790%

**Calculation based upon current annualized 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

State Withholding Tax	Net Income	# Allowances	Net Income	# Allowances
State Allowance Calculation	\$ 11,965.70 Single	\$ 11,965.70 Married	2	2
State Allowance Calculation	\$ 143,588.40	\$ 143,588.40	2	2
Allowance Calculation	\$ 4,200.00	\$ 8,400.00	\$ 4,200.00	\$ 8,400.00
FTW taxable amount	\$ 143,588.40	\$ 135,188.40	\$ 143,588.40	\$ 135,188.40
Taxable above threshold	\$ 3,800.00	\$ 131,388.40	\$ 11,800.00	\$ 123,388.40
Total FWT	4.63%	\$ 6,083.28	4.63%	\$ 5,712.88
FWT/month amount	12	\$ 506.94	12	\$ 476.07

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



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Payroll: Apply Funding and Post to FIN (Finance)

Paycheck Amounts	EE Pays	ER Pays	HCM Creates Accounting Lines to post to FIN
Earnings & Leave		<input checked="" type="checkbox"/>	TO FIN
Additional Pay		<input checked="" type="checkbox"/>	TO FIN
Taxes			TO FIN
Social Security	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TO FIN
FICA/Medicare	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TO FIN
Deductions			TO FIN
PERA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TO FIN
401a ORP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TO FIN
Health/Dental/Life	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TO FIN
Other Deductions	<input checked="" type="checkbox"/>		



Chartfields (FOPPS) and Account Codes

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

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



Job Data



Work Location

Work Location | Job Information | Payroll | Salary Plan | Compensation

Employee [redacted] Empl ID [redacted]
Empl Record 0

Work Location ? Find First 1 of 23 Last

*Effective Date 02/01/2019 [dropdown] Go To Row

Effective Sequence 0 *Action [dropdown]
Reason [dropdown]
HR Status [dropdown] Payroll Status [dropdown] Job Indicator Primary Job
Position Number 00663991 Grounds & Nursery I
Override Position Data

Position Entry Date 04/01/2007
 Position Management Record

Regulatory Region USA United States
Company CU University of Colorado
Business Unit UCB Boulder Campus
Department 10492 Facilities Management

Department Entry Date 04/01/2007
Location 1STAD Stadium Bldg
Establishment ID CU University of Colorado Date Created 02/01/2019

Last Start Date 04/01/2007 Termination Date 01/31/2019
Expected Job End Date [dropdown]
 Override Last Date Worked

Last Date Worked 01/31/2019

Job Data Employment Data Earnings Distribution Benefits Program Participation

Job Information

Work Location | Job Information | Payroll | Salary Plan | Compensation

Employee [redacted] Empl ID [redacted]
Empl Record 0

Job Information ? Find First 1 of 23 Last

Effective Date 02/01/2019 Go To Row
Effective Sequence 0 Action [dropdown]
Reason [dropdown]
HR Status [dropdown] Payroll Status [dropdown] Job Indicator Primary Job
Current

Job Code D8E1XX Grounds & Nursery I
Entry Date 07/01/2018
Supervisor Level [dropdown] Reports To 00107146 Main Campus Grounds Supervisor 259779 Charles Redder
Regular/Temporary Regular Full/Part Full-Time
Empl Class C Classified Staff *Officer Code None
Regular Shift Not Applicable Shift Rate [dropdown]
Classified Ind Classified Staff Shift Factor [dropdown]

Standard Hours ?
Standard Hours 40.00 Work Period W Weekly
FTE 1.000000
 Adds to FTE Actual Count? Encumbrance Override

Contract Number ?
Contract Number [dropdown] Next Contract Number
Contract Type

USA

Job Data Employment Data Earnings Distribution Benefits Program Participation



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

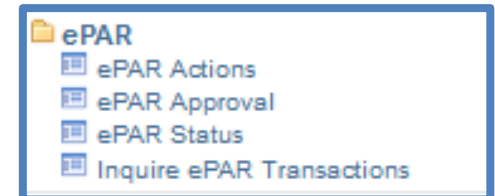
	Combination Code	Description	% of Distribution	Fund Code	Organization	Program Code	Project	Sub Class	Funding End Date	Project End Date
1	11016214		100.000	10	10493	16463				



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



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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	Column											
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
Regular Earnings Salary		\$1,717.65	\$4,294.12
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



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	imn											
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	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 Total
Row Labels	30-Sep	1001084	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					
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
Grand Total	\$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	<input type="checkbox"/>		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	Sum of Amount	Column
Row Labels	00679416	0679477	Grand Total
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	Sum of Amount	Column
Row Labels	00679416	00679477	Grand Total
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 / ER	29.11%	70.89%	100.00%
Grand Total	29.12%	70.88%	100.00%

TRACKING PAY, TAXES AND DEDUCTIONS



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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	STxxxxx - Description (PI) - Date / Project End Date	STxxxxx - 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							



UCD PET Calculator – Salary Version

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

Let's get started.		
INPUT SECTION		
		<i>Where to get these values?</i>
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.
<i>do not enter/change anything below this line</i>		
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		
		<i>Where to get these values?</i>
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.
<i>do not enter/change anything below this line</i>		
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.



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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>

Training & Webinars

Learn more about HCM and CU's processes with training resources.

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Recorded Webinars

Hiring Best Practices

Faculty Contracts

Payroll Reporting In HCM and the General Ledger

Funding Distribution Basics and Suspense Clearing

Department Budget Table and Fiscal Rollover

Audits and Time Leave Processing

Employee Time and Leave Recording- My Leave

HCM Data Road Map

Previous Webinars- 2018

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Learn about HCM with courses

Take our online HCM Skillssoft courses when it's convenient for you. Courses that are successfully completed are recorded as complete in HCM.

Featured Course: HCM Hiring Employees

⌚ Duration: 30 minutes

Description: This course is for HCM users who hire employees, rehire former employees and assign additional jobs to active employees. During this course, practice creating a hire transaction and checking its status with simulations.

[Complete Course](#)

Resources

📍 Step-by-Step: [Hiring an Employee](#)

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Additional
SkillSoft
training
courses are
also available.

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HCM Paying People

HCM Updating Data

Recruiting with CU Careers

My Leave for Supervisors



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Thank You

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Questions and comments are always welcome

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