

# Employee Guide and FAQ

## Time and Labor: Employee Payday Schedule Change (PDSC) Toolkit

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The University of Colorado is moving all nonexempt employees from a monthly current pay schedule to a biweekly pay-in-arrears schedule beginning Sept. 27, 2026. Staff and 12-month faculty with hire dates on or after Sept. 27, 2026, also will be on a biweekly pay in arrears schedule.

Read a Time & Labor project overview in the Oct. 24, 2025 Work/Life blog article: [CU launches major timekeeping overhaul to simplify employee experience.](#)

This guide and FAQ will help employees navigate the coming changes. This is informational only. No action is needed.

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The *Employee Guide and FAQ* is part of the evolving *Employee Payday Schedule Change (PDSC) Toolkit*, developed in coordination with the CU Time and Labor Implementation Project launching in September 2026. Because this is an ongoing initiative, details may change as the project progresses. Updates will be shared throughout 2026 to ensure you have the most current information as implementation approaches.

## Change Explained



Beginning Sept. 27, 2026, all current nonexempt, Federal Labor Standard Act (FLSA) overtime-eligible employees will transition from a monthly current pay schedule to a biweekly pay-in-arrears schedule as part of the CU Time and Labor (T&L) project. Staff and 12 month faculty with hire dates on or after Sept. 27, 2026, will be on a biweekly pay in arrears schedule.

### What are the differences between monthly and biweekly pay?

Factor	Monthly (advanced/assumed hours)	Biweekly (arrears/actual hours)
<b>Pay Timing</b>	Last business day of the month e.g. Aug. 30 for assumed August work	Every other Friday
<b>Hours Covered</b>	Entire month, assuming all hours worked, with adjustments applied the following month	Actual hours from previous two weeks paid (includes work and PTO/Leave)
<b>Corrections</b>	Actual hours from previous month leave/overtime adjusted the next month	Included in the next check automatically
<b>Frequency</b>	12 times per year	26 times per year
<b>Employee Impact</b>	Larger checks, less frequent	Smaller checks, more frequent

### What is pay in arrears?

In arrears payroll is the practice of paying employees for actual hours worked during the previous timeframe. Many businesses pay their employees in arrears because it uses actual data rather than estimates. It also affords them more time to properly calculate all payroll variables, e.g. hourly wages, overtime wages, commissions, tax deductions, paid time off, etc.

### Why is CU making this change?

The university is adjusting pay and timekeeping processes to:

- Improve payroll accuracy and reduce manual corrections.
- Reduce the lag time between earning overtime and being paid earned overtime.
- Improve the timeliness of first paychecks for newly hired employees.
- Pay in arrears allows leave taken in a pay period to be fully processed before payroll runs, aligning how leave balances are reflected on paystubs.
- Standardize timekeeping practices across all CU campuses.
- Align with industry standards for payroll and Fair Labor Standards Act (FLSA) compliance.

## Transition Timetable (Fall 2026)

The payday change occurs with the first biweekly paycheck issued on Oct. 23, 2026.

- Individuals who are in a [nonexempt](#) position in September 2026 will receive the last monthly paycheck on Sept. 30, 2026 with August overtime and shift differentials paid, leave processed and hours worked (including PTO) from Sept. 1 through Sept. 26.
- Use the chart below to review the biweekly pay dates through the end of 2026.

Pay Date	Description	Pay Covers	OT/Leave
<b>Fall 2026</b>			
<b>Sept 30</b>	Last monthly check	Sept. 1 - 26 hours worked	<ul style="list-style-type: none"> <li>• Paid August overtime, shift differentials, etc.</li> <li>• Process August vacation, sick and other leave</li> <li>• Sept. 1-26 vacation, sick, and other leave</li> </ul>
<b>TBD</b>	A one-time transition payment for eligible nonexempt employees	To help employees adjust to the timing of the transition.	not applicable
<b>Friday Oct 23</b>	First biweekly check	Sept. 27 – Oct. 10	The full pay period is now in arrears including overtime, shift differentials, vacation, sick and other leave paid for Sept. 27 – Oct. 10.
<b>Friday Nov 6</b>	Biweekly check	Oct. 11 – Oct. 24	The full pay period is now in arrears including overtime, shift differentials, vacation, sick and other leave paid for Oct. 11 – Oct. 24.
<b>Friday Nov 20</b>	Biweekly check	Oct. 25 – Nov. 7	The full pay period is now in arrears including overtime, shift differentials, vacation, sick and other leave paid for Oct. 25 – Nov. 7.
<b>Friday Dec 04</b>	Biweekly check	Nov. 8 – Nov. 21	The full pay period is now in arrears including overtime, shift differentials, vacation, sick and other leave paid for Nov. 8 – Nov. 21.
<b>Friday Dec 18</b>	Biweekly check	Nov. 22 – Dec. 5	The full pay period is now in arrears including overtime, shift differentials, vacation, sick and other leave paid for Nov. 22 – Dec. 5.
<b>Thursday Dec 31</b>	Biweekly check	Dec. 6 – Dec. 19	The full pay period is now in arrears including overtime, shift differentials, vacation, sick and other leave paid for Dec. 6 – Dec. 19.

Visit the [University of Colorado Pay Days](#) website for full schedules.

## Support and Resources



CU understands that moving from monthly to biweekly pay can be a significant adjustment. To help make this transition easier, we're providing tools, guidance and financial support. From a one-time transition payment to budgeting resources and ongoing HR assistance, our goal is to ensure you have what you need to navigate this change confidently.

For employees required to transition to biweekly pay:

- Recognizing the financial adjustment associated with nonexempt employees moving from current pay to receiving pay approximately two weeks after it is earned, CU will provide a one-time transition payment in the fall to help you navigate the shift from monthly to biweekly pay. This is additional income to support the transition. More details are provided on the [Payday Schedule Change](#) webpage.
- We will provide resources on short-term budgeting, estimating your transition payment and more on the Employee Services [Payday Schedule Change](#) webpage as the project continues. More information will be added this spring, and you will receive additional communications.
- HR teams will continue to provide guidance, updates and support.

In addition, Employee Services will continue to provide tools and resources throughout the project to help employees navigate the change. **Be on the lookout for more to come.**

### Campus Resources

- CU System
  - Website: [Time & Labor project website](#)
  - Contact: [TimeandLabor@cu.edu](mailto:TimeandLabor@cu.edu)
- CU Anschutz
  - Website: [CU Anschutz Time & Labor project website](#)
  - Contact: [Questions & Feedback Form](#)
- CU Boulder
  - Website: [Boulder Pay Day Schedule Change \(PDSC\) website](#)
  - Contact: [PDSC@colorado.edu](mailto:PDSC@colorado.edu)
  - [UCB Question Submission Form](#)
- CU Denver
  - Website: [Time & Labor project website](#)
  - Contact: [timeandlabor@ucdenver.edu](mailto:timeandlabor@ucdenver.edu)
- UCCS
  - Website: [UCCS Time & Labor project website](#)
  - Contact: [hrhelp@uccs.edu](mailto:hrhelp@uccs.edu)
- [Paid in Arrears: What Does it Mean? ADP](#)

## Employee Frequently Asked Questions

### How do I confirm whether I am a nonexempt employee?

Many CU employees are exempt from overtime pay, meaning they do not receive extra pay for working more than 40 hours a week, otherwise known as exempt employees.

- Nonexempt employees are those who are eligible to earn overtime pay.
- If you are eligible for overtime pay, then you are a nonexempt employee.
- If you're still unsure, ask your supervisor or check your Pay Group on your paycheck.
- If your pay group is Overtime Eligible (OT Eligible), you are a nonexempt employee and will transition to biweekly pay starting Sept. 27, 2026.

<b>University of Colorado</b> 1800 Grant Street Suite 400 Denver CO 80203-1187	Pay Group: UOT-University Staff <span style="border: 1px solid red; padding: 2px;">OT Eligible</span> Pay Begin Date: Pay End Date:	Business Unit: Check #: Check Date:															
	Employee ID: Department: Location: Pay Rate:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: left;"><b>TAX DATA:</b></td> <td style="text-align: center;"><b>Federal</b></td> <td style="text-align: center;"><b>CO State</b></td> </tr> <tr> <td>Tax Status:</td> <td colspan="2"></td> </tr> <tr> <td>Allowances:</td> <td colspan="2"></td> </tr> <tr> <td>Percent:</td> <td colspan="2"></td> </tr> <tr> <td>Addl. Amount:</td> <td colspan="2"></td> </tr> </table>	<b>TAX DATA:</b>	<b>Federal</b>	<b>CO State</b>	Tax Status:			Allowances:			Percent:			Addl. Amount:		
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### Will I miss a paycheck?

No. All hours worked will be paid. This is a timing change, not a pay reduction.

### Can I opt out of this payment change?

No. This transition is required as part of the Time & Labor project.

### Is my total annual pay changing?

No. Your pay rate and total compensation remain the same.

### What happens if I leave CU during the transition?

You will be paid for all hours worked, including any hours earned but not yet paid.

### Who can I talk to if I'm concerned about my situation?

Campus HR offices are available to provide individualized support:

- CU Anschutz: [human.resources@cuanschutz.edu](mailto:human.resources@cuanschutz.edu)
- CU Boulder: [PDSC@colorado.edu](mailto:PDSC@colorado.edu)
- UCCS: [hrhelp@uccs.edu](mailto:hrhelp@uccs.edu)
- CU Denver: [timeandlabor@ucdenver.edu](mailto:timeandlabor@ucdenver.edu)
- CU System: [systemhr@cu.edu](mailto:systemhr@cu.edu)

### Can other employees move to biweekly pay?

Exempt employees may have an opt-in period in 2027 to switch to biweekly pay if they choose. Each campus will determine the opt-in period.

**What if I have multiple appointments?**

Employees with multiple appointments have more complex job structures. We are reviewing their Fair Labor Standards Act (FLSA) status (exempt or nonexempt) to ensure pay group alignment for employees with multiple appointments is accurate before making a final determination. If you have multiple appointments, you will receive individualized updates as soon as the review is completed, before the September go-live.

**How will nonexempt employees be paid under the new schedule?**

Nonexempt employees will receive pay every two weeks for hours worked and approved in the new Time and Labor (T&L) system.

**Note:** Payroll is processed after the two-week period worked. For example, for two weeks from Sept. 27, 2026, through Oct. 10, 2026, the pay day is Oct. 23, 2026.