

# ES HCM Campus Call

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Employee Services — June 2, 2020 — 3:00PM to 4:00PM

Presented on the first Tuesday of the month for the HCM Campus Community



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# zoom Controls

The image shows a Zoom meeting interface. At the top, a green status bar displays "You are viewing Success Onboarding... 's screen" and a "View Options" dropdown menu. The dropdown menu is open, showing options: "Fit to Window", "50%", "100% (Original Size)" (checked), "150%", "200%", "300%", and "Follow presenter's pointer" (checked). In the center, a "Q&A" window is open, displaying "No question and answer" and a "Please input your question" text box with a "Send" button. At the bottom, the Zoom control bar is visible, with several buttons highlighted by yellow boxes: "Audio Settings", "Chat", "Raise Hand", "Q&A", and "Leave Meeting".

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# ES HCM Campus Call - Register

<https://www.cu.edu/hcm-community/events/hcm-campus-call>

[https://cusystem.zoom.us/webinar/register/WN\\_P5tR9NkkRTckXEXBik\\_GpQ](https://cusystem.zoom.us/webinar/register/WN_P5tR9NkkRTckXEXBik_GpQ)

## 1<sup>st</sup> Tuesday: ES HCM Campus Call

Repeats every month on the first Tuesday 12 times .

Tuesday, February 4, 2020 - 3:00pm to 4:00pm

Tuesday, March 3, 2020 - 3:00pm to 4:00pm

Tuesday, April 7, 2020 - 3:00pm to 4:00pm

Tuesday, May 5, 2020 - 3:00pm to 4:00pm

Tuesday, June 2, 2020 - 3:00pm to 4:00pm

Tuesday, July 7, 2020 - 3:00pm to 4:00pm

Tuesday, August 4, 2020 - 3:00pm to 4:00pm

Tuesday, September 1, 2020 - 3:00pm to 4:00pm


Tuesday, October 6, 2020 - 3:00pm to 4:00pm

Tuesday, November 3, 2020 - 3:00pm to 4:00pm

Tuesday, December 1, 2020 - 3:00pm to 4:00pm

Tuesday, January 5, 2021 - 3:00pm to 4:00pm

## 3<sup>rd</sup> Tuesday: Deep Dive Webinar



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### Webinar Registration

Topic	ES HCM Campus Call @ 3:00 pm
Time	May 5, 2020 02:30 PM Jun 2, 2020 02:30 PM Jul 7, 2020 02:30 PM Aug 4, 2020 02:30 PM Sep 1, 2020 02:30 PM Oct 6, 2020 02:30 PM Time shows in <a href="#">Mountain Time (US and Canada)</a>

\* Required information

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Email Address *	Confirm Email Address *
<input type="text"/>	<input type="text"/>
Campus *	<input type="text"/>



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# Agenda

- ▶ [System Updates](#)
- ▶ [ES Employee Learning & Development \(ELD\)](#)
- ▶ [ES Benefits Updates](#)
- ▶ [ES Work Life](#)
- ▶ [ES Human Resources](#)
- ▶ [ES HCM Core & CU Careers](#)
- ▶ [ES International Tax](#)
- ▶ [ES Payroll - Taxes](#)
- ▶ [ES Payroll - Pay & Contracts](#)
- ▶ [ES Payroll - Time & Leave](#)
- ▶ [ES Payroll - HR/GL](#)
- ▶ [ES Payroll - Support Team](#)
  - ▶ [ES Payroll Calendar](#)
- ▶ [HCM Data Feature Focus](#)
- ▶ [Q & A—Current Call](#)
- ▶ [Q & A—Previous Call](#)
- ▶ [References](#)



# Presenting Today

- ▶ Catherine McCoy, Payroll HR/GL Specialist
- ▶ Rachelle Beauplan, Payroll Coordinator, Payroll
- ▶ Scott Frey, Data Analyst, HCM Data Team

## Special Guests:

- ▶ Josh Navarro, Asst Director, ES HRIS



# System Updates



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# UIS Maintenance Matters

<https://www.cu.edu/uis/maintenance-matters>

## Production Maintenance +


[See All](#)

## Non-Production Maintenance +

 [6 a.m. to 6 p.m. June 5: scheduled maintenance for non-production systems](#)

[See All](#)

## HCM Maintenance +

 [6 a.m. to 6 p.m. June 5: scheduled maintenance for non-production systems](#)

[See All](#)

## Campus Solutions Maintenance +




 [6 a.m. to 6 p.m. June 5: scheduled maintenance for non-production systems](#)

[See All](#)

## Other Maintenance +

[See All](#)

## Completed Maintenance +

-  [May 31 maintenance completed for production services](#)
-  [May 15 maintenance completed for non-production services](#)
-  [May 10 maintenance completed for production services](#)

[See All](#)



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# UIS HCM System Workgroups

<https://www.cu.edu/hcm-community/hcm-projects/get-involved>

## UIS HCM System Workgroups

MODULE	DAY	TIME	FREQUENCY
Absence Management and Payroll	Friday	3-4 p.m.	Quarterly
Student Processing	Tuesday	1-2 p.m.	Second Tuesday of each month
Benefits and ACA	Monday	1:30-2 p.m.	Weekly
HR-GL	Tuesday	1-1:30 p.m.	Third Tuesday of each month

✓ If you are interested in joining a module team, email [hcmsystemteam@cu.edu](mailto:hcmsystemteam@cu.edu).

## Campus Change Managers

Campus	Change Manager	Email
CU Denver   Anschutz	Sharon Grant	<a href="mailto:sharon.grant@ucdenver.edu">sharon.grant@ucdenver.edu</a>
CU Boulder	Quiana Martin	<a href="mailto:quianna.martin@colorado.edu">quianna.martin@colorado.edu</a>
CU Colorado Spring and System office	Lara Ackerman	<a href="mailto:lara.ackerman@cu.edu">lara.ackerman@cu.edu</a>



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# Regent Policy Update

<https://www.cu.edu/blog/ope/interim-changes-regent-policy-11e1-regarding-vacation-leave-accruals>

<https://www.cu.edu/regents/rlpreview#tabs-2>

<https://www.cu.edu/regents/rlpreview>

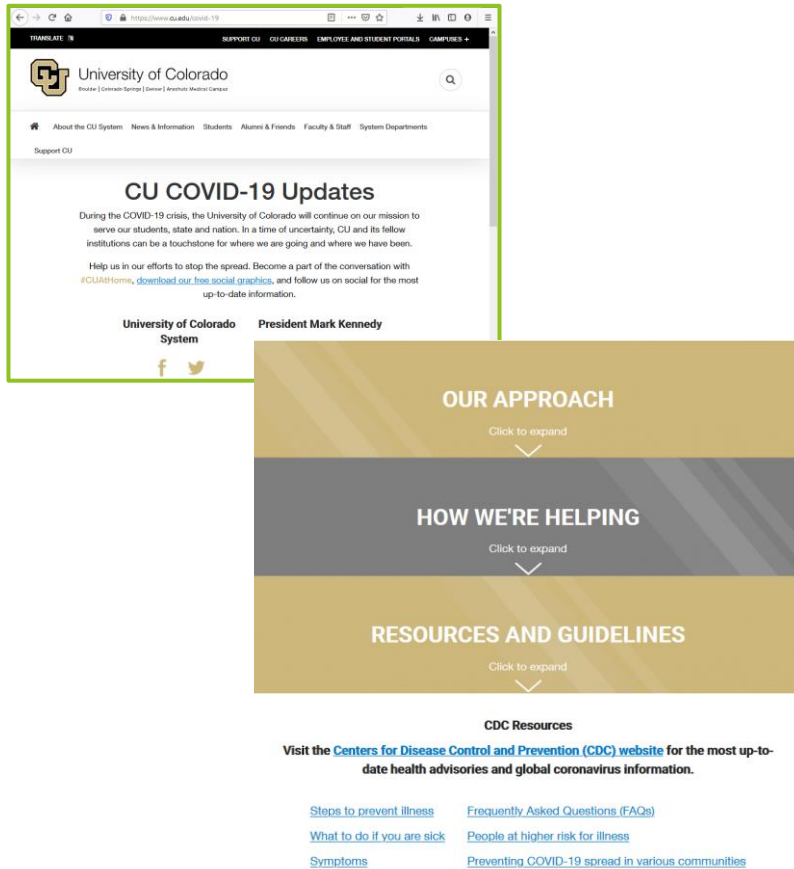
## Interim Changes to Regent Policy 11.E.1 regarding vacation leave accruals May 20, 2020 by [Jim Worsham](#)

- ▶ The Board of Regents approved interim changes to Policy 11.E.1 for fiscal year 2020-21, effective May 19, 2020 - repealed without further action as of July 1, 2021.
- ▶ The changes allow employees who have been unable to take vacation due to the COVID-19 public health emergency to accrue and carry forward more than forty-four (44) days of vacation leave - as of July 1, 2020
- ▶ if approved by their respective executive leadership (president/chancellor/designated delegates).



# CU - COVID-19

<https://www.cu.edu/covid-19>



The screenshot shows the University of Colorado's COVID-19 website. The top navigation bar includes links for 'THANKRATE', 'SUPPORT CU', 'CU CAREERS', 'EMPLOYEE AND STUDENT PORTALS', and 'CAMPUSES+'. The main content area features a 'CU COVID-19 Updates' section with a message from President Mark Kennedy. Below this are three expandable sections: 'OUR APPROACH', 'HOW WE'RE HELPING', and 'RESOURCES AND GUIDELINES'. The 'RESOURCES AND GUIDELINES' section is expanded, showing 'CDC Resources' and a list of links: 'Steps to prevent illness', 'Frequently Asked Questions (FAQs)', 'What to do if you are sick', 'People at higher risk for illness', 'Symptoms', and 'Preventing COVID-19 spread in various communities'.

- ▶ **CU Boulder:**  
<https://www.colorado.edu/coronavirus>
- ▶ **CU Colorado Springs:**  
<https://www.uccs.edu/recwellness/coronavirus>
- ▶ **CU Denver:**  
<https://news.ucdenver.edu/what-you-need-to-know-at-cu-about-coronavirus/>
- ▶ **CU Anschutz Medical Campus:**  
<https://www.cuanschutz.edu/coronavirus>
- ▶ **CU System:**  
<https://www.cu.edu/coronavirus>



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# ES Employee Learning and Development (ELD)

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



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# HCM Upcoming Webinars

<https://www.cu.edu/hcm-community-training>

## PETs – Beyond the Step-by-Step Guide

### Description:

Payroll Expense Transfers (PETs) update funding for paychecks after payroll processes. During this follow up to the Payroll Expense Transfer webinar, we'll review complex paychecks and best practices to reallocate funding thoughtfully. Paycheck scenarios include multiple earnings periods, multiple funding periods, multiple positions, special pay, docks, check pulls, overpayments, and manual check changes.

**Date:** Tuesday, June 16

**Time:** 3-4 pm

## Faculty Contracts

**Description:** Get a handle on setting up faculty contracts. In this session, we'll review contract set-up fields and the effect of contract-related begin and end dates. You will get to look at pay rate changes and the renewal process as well as how contract pay (CRG) and earnings not paid (ENP) are calculated. Also, see how contract details information effects budgeting and funding setup. And finally, see how the accrual process posts to the general ledger (GL).

**Date:** Tuesday, July 21

**Time:** 3-4 pm

[Register](#)

[Register](#)



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Feedback, suggestions?  
[system.training@cu.edu](mailto:system.training@cu.edu)

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# HCM Recorded Webinars

<https://www.cu.edu/hcm-community-training>

<https://vimeo.com/423304646>


HOME | HCM COMMUNITY | TRAINING | TRAINING & WEBINARS



## Training & Webinars

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

Webinars | **Recorded Webinars** | HCM Courses | HCM Practice

### Recorded Webinars

[HR/GL Payroll Reporting](#) 

Information	Webinar Resources
<p><b>Description:</b> The employee data that is entered in HCM is used to calculate employee payroll. Payroll expenses feed to the finance system via journals. Learn how to find and analyze payroll data in HCM, and how to compare it to the payroll journals in FIN.</p> <p> <b>Date recorded:</b> May 19, 2020</p>	<p> PDF: <a href="#">HR/GL Payroll Reporting</a></p>

[View Webinar](#)



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Feedback, suggestions?  
[system.training@cu.edu](mailto:system.training@cu.edu)

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# Rock Your Profile

<https://www.cu.edu/employee-services/professional-growth-training/rock-your-profile-linkedin-learning>



## Spotlight your skills with a stand-out LinkedIn profile

Each interactive session, led by a LinkedIn representative,

- ▶ will help you get noticed with a robust LinkedIn profile,
- ▶ connect with professional and industry leaders,
- ▶ allow you to share your unique perspective with others
- ▶ and discover new opportunities.
  - ▶ Whether you've never used LinkedIn before or want to get more out of it, you'll learn ways to successfully put your skills and expertise in the spotlight. You'll receive a setlist of best practices, tips and insights to help build an all-star LinkedIn profile.
  - ▶ Get a quick introduction to LinkedIn Learning by watching a webinar of [CU's recent Learning Link-up](#).
- ▶ More resources and registration available: [www.cu.edu/linkedin](http://www.cu.edu/linkedin)



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# ES Collaborative HR Services

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



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# ES Benefits

<https://www.cu.edu/employee-services/benefits-wellness>



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# Open Enrollment Completed

## Virtual Open Enrollment Recap

- ▶ Passive Enrollment - **Monday, April 20 - Friday, May 8<sup>th</sup>**
- ▶ Elections could default to same as before
- ▶ Flexible spending accounts - required to re-elect
- ▶ Activity Guides used with new Fluid user interface with for enrollment
- ▶ 9,535 unique enrollments
- ▶ 3,572 calls to the Benefits Professionals call center
- ▶ 30,841 total page views of the OE website including:
  - ▶ 697 page views of the ES video that replaced the in-person OE educational session
  - ▶ 1,404 page views of the Anthem slideshow
  - ▶ 1,114 page views of the CVS Caremark slideshow
  - ▶ 427 page views of the Kaiser Permanente slideshow
  - ▶ 809 page views of the Delta Dental slideshow



# PERA Contributions

<https://peraontheissues.com/pera-in-2020-important-dates-and-changes/>

<https://www.copera.org/resources/newsletters/topics/october-2019/scheduled-contribution-rate-changes>



**July 1**

Increased member contributions to PERA go into effect:

10% for members of the State, School, Judicial, and DPS Divisions

8.5% for members of the Local Government Division

12% for Safety Officers

Annual Increase of 1.25% for eligible retirees

## Effective July 1, 2020

Member and employer contributions are scheduled to increase in addition to further increases included in the Automatic Adjustment Provision. The following contribution rates will be effective July 1, 2020:

Division	Member Contribution Rate	Employer Contribution Rate
State (excluding State Troopers)	10%	20.90%
State Troopers	12%	23.60%
School	10%	20.90%
Local Government	8.5%	14.20%
Judicial	10%	22.01%
Denver Public Schools	10%	20.90%



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# ES Work Life

<https://www.cu.edu/blog/work-life>



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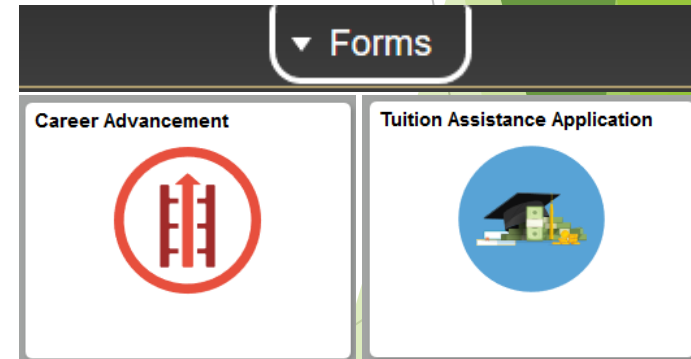
# Tuition Assistance Benefit

<https://www.cu.edu/tab>

CU faculty and staff can now apply for the Tuition Assistance Benefit for the summer 2020 semester through the [employee portal](#).

Summer 2020 Tuition Assistance Benefit application deadlines by campus of registration are:

- ▶ [CU Boulder: June 1, 2020](#)
- ▶ [CU Denver and CU Anschutz: June 16, 2020](#)
- ▶ [CU Colorado Springs: June 22, 2020](#)



Please visit [cu.edu/tab](https://www.cu.edu/tab) for more information!



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# ES HCM Core & CU Careers



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# Preferred Name

<https://www.cu.edu/blog/hcm-community/cu-faculty-and-staff-can-now-select-preferred-name>

## CU faculty and staff can now select a preferred name May 27, 2020 by [Employee Services](#)

Changes to HCM now allow University of Colorado faculty and staff select a preferred name using the employee portal.

- ▶ Preferred name differs from a legal name.
- ▶ If an employee would rather be referred to by a nickname, professional name, anglicized name or a name that aligns with their gender identity, they can do so in their employee portal.
- ▶ Here's how employees can make this change:
  - ▶ Go to my.cu.edu.
  - ▶ From the **CU Resource** drop-down menu, select **My Info and Pay**.
  - ▶ Click the **My Info** tile.
  - ▶ Click **Name** on the left-side menu. A pop-up window will populate. Enter your preferred name at **Preferred First Name**.
  - ▶ Select **Save**.



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# Preferred Name

<https://www.cu.edu/blog/hcm-community/cu-faculty-and-staff-can-now-select-preferred-name>

## How names will display

- ▶ An employee's legal name will still appear on all legal forms such as W-2s, W-4s and paychecks.
- ▶ Within all portal self-service pages, the name will display in the following format: Preferred First Name Last Name. Ex: John Doe
- ▶ Within HCM, an employee's name will display in the following format: Preferred First Name/Legal First Name Last Name. Ex: Jon/Jonathan Doe.
- ▶ HCM users can search for an employee by either their legal or preferred name. Reports within PeopleSoft, the Central Information Warehouse (CIW) and Master Data Management (MDM) and in downstream systems can include an employee's preferred name without their legal first name.



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# Preferred Name

<https://www.cu.edu/blog/hcm-community/cu-faculty-and-staff-can-now-select-preferred-name>

## Campus specific systems

The use of preferred names across the university will continue to evolve, as each campus looks at ways to integrate preferred first name information into campus-specific systems and software.

- ▶ [CU Boulder](#) is providing faculty and staff option to also update preferred name in the [IdentiKey](#) Manager, allowing faculty and staff to have that name reflected in their Colorado.edu email, CU People Search and Microsoft Office 365.
- ▶ [UCCS](#) has integrated preferred name information in 15 university systems and records, including active directory, library, rec center and more.
- ▶ CU Denver and Anschutz Medical Campus is not participating in preferred name at this time, but will look at this functionality in the future for campus-specific systems.
- ▶ For more information or links to campus-specific information, please visit UIS' [Preferred Name project page](#).



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# Campus HR Furlough Tools

<https://www.cu.edu/ope/aps/5062>

Furloughs are unpaid leaves that may be voluntarily requested or mandated by the president or a chancellor when budgetary circumstances require a specific reduction in personnel costs.

## Leave of Absence/ Furlough: *LOA/VFU*

- ▶ Designates a long term leave of absence due to furlough
- ▶ Entered directly in Job Data by authorized campus HR offices only
- ▶ Questions about LOA/VFU in Job Data? Contact your campus HR office

## Furlough Leave (DK3)

- ▶ Tool for tracking intermittent furlough leave
- ▶ Listed in My Leave for salaried employees
- ▶ Creates a dock when entered into CU Time
- ▶ Processed as a negative value
- ▶ Follow campus guidance for use of this code



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# ES International Tax

<https://www.cu.edu/employee-services/international-employee-0/>



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# International Employee

<https://www.cu.edu/employee-services/payroll/international-employee-payroll>

## International Employee

The International Tax Office provides many resources to assist you in meeting your U.S. tax obligations.

### Request an access code for Glacier Tax Prep

To assist with U.S. tax filing obligations, nonresident alien students and employees who are sponsored by CU can use Glacier Tax Prep (GTP) software. This online tool can help you navigate the U.S.'s complex system and helps ensure all tax information and requirements are correct for an accurate tax refund.

[Request an access code](#)

### Federal tax resources

- [Filing income tax forms FAQ](#)
- [Form 1042-S](#)
- [Form 8233](#)
- [Form 8843 resources guide](#)

### Colorado tax resources

- [Colorado Form 104](#)
- [Colorado quick answers – Individual income tax frequently asked questions](#)
- [Income 6: Part-year resident and nonresidents](#)
- [Income 28: Resident and nonresident aliens and Colorado residents living abroad](#)

### Contact Payroll

Have a question? We can help. Contact your CU payroll professionals.

- **Phone:** 303-860-4200, opt. 2
- **Toll-free:** 1-855-216-7740, opt. 2
- **Email:** [payroll@cu.edu](mailto:payroll@cu.edu)
- **Hours:** 8 a.m. to 5 p.m. Monday to Friday
- [Employee portal](#)



### Contact International Tax

For international tax questions, please reach out to a specialist at [intitax@cu.edu](mailto:intitax@cu.edu).

For specific immigration issues, reach out to your campus international student and scholar office:

- [CU Boulder](#)
- [CU Colorado Springs](#)
- [CU Denver and Anschutz Medical Campus](#)

For I-9 information, reach out to your campus human resources office.



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# Work Performed Outside of US

International employees conducting their work from outside of the U.S. as a result of COVID-19.

- ▶ Contact the International Tax Office for non-U.S. citizens employment abroad.
- ▶ **Departments** contact the International Tax Office **directly** to initiate discussion about these situations, rather than referring employees to us.
- ▶ Once we have **reviewed any concerns** with the department, we will **partner with the hiring department and the employee**, together, to ensure accurate tax withholding and reporting.
- ▶ Email us: [IntlTax@CU.edu](mailto:IntlTax@CU.edu).





# ES Payroll - Taxes



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# ES Payroll - Pay & Contracts

<https://www.cu.edu/hcm-community/pay-employees>



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# Summer Contracts

<https://www.cu.edu/blog/hcm-community/entering-summer-contracts-use-these-resources-get-started> posted 3/18/20

<https://www.cu.edu/hcm-community/employee-transactions/non-pay-transactions/contract-pay>

## Entering summer contracts? Use these resources to get started

- ▶ If you'll be entering contracts for the summer term, review these resources.
- ▶ The [Contract Pay section of the HCM website](#) has guides and instructions, whether you're setting up a new contract, entering a reappointment or just checking details.
- ▶ If you have additional questions, please email [hcm\\_community@cu.edu](mailto:hcm_community@cu.edu).



# Faculty Contract Elections

<https://www.cu.edu/blog/hcm-community/faculty-contract-payment-schedule-selection-begins-may-1-0>

<https://www.cu.edu/employee-services/payroll/pay/contracts>

<https://www.cu.edu/docs/contract-proration-calculator>

<https://www.irs.gov/newsroom/frequently-asked-questions-sec-409a-and-deferred-compensation>

<https://www.cu.edu/docs/contract-elections-guide>

## Contract Elections

CU faculty on a contract >change the AY 20-21 payment schedule May 1 thru July 10:

- ▶ Continue previously election if no change

## Campus Details

- ▶ Faculty 9/12 payments:
  - ▶ For CU Denver, AY salaries >pay September 2020 to August 2021
  - ▶ For UCCS and CU Boulder, AY salaries > pay August 2020 through August 2021





# Termination of 9 Pay 12 Contracts

## Termination Row - Before Payroll Processes

In order for the ENP to payout during the last monthly payroll for an instructor, enter the termination row for the appointment at least one day before the payroll processing deadline:

- ▶ June 16
- ▶ July 17

ES Payroll runs a query looking for 9/12 appointments that are terminated

- ▶ Updates “last payment date” on the contract to pay out ENP in the last paycheck.

## Termination Row - After Payroll Processes

- ▶ If termination rows are added after payroll processing has started,
- ▶ the department adds the ENP owed amount to an off-cycle.





# ES Payroll - Time and Leave



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# Annual Leave Sweep Preparations

<https://www.cu.edu/blog/hcm-community/prepare-annual-leave-sweeps-query>

## Prepare for annual leave sweeps with this query

June 1, 2020 by [mona.jabr](#)

Resources are available to help you run a Leave Sweep query for your specified department.

- ▶ *The query will determine employees' sick and vacation hours.*
- ▶ *Access the query:*
  - ▶ **Navigator > CU HCM User WorkCenter > Resources > Query Manager > CUES\_HCM\_LEAVE\_SWEEP.**
  - ▶ *Further information on accessing queries can be reviewed through this [step-by-step guide](#).*



# Annual Leave Sweep Preparations

<https://www.cu.edu/blog/hcm-community/prepare-annual-leave-sweeps-query>

## Adding Entries in CU Time

Entries need to be added in CU Time in order to ensure correct balances.

- *Employees should add vacation and sick leave to CU Time using the exact earning dates and codes*
- *Clarify the leave accrual totals using Vacation Accrual Adjustment (VAA) and Sick Leave Adjustment (SCA) earning codes*
  - *Need more detailed help? Follow this [guide](#).*



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# Annual Leave Sweep Preparations

<https://www.cu.edu/blog/hcm-community/prepare-annual-leave-sweeps-query>

## Leave Taken Audited

Use the following to audit Leave taken:

- ▶ **My Leave Calendar**  
*View: CUES\_HCM\_MY\_LEAVE\_CALENDAR. Use this report to search the My Leave Calendar for an employee, earnings codes or all calendar entries.*
- ▶ **Leave Balances: CUES\_HCM\_LEAVE\_BALANCES.** *This query returns a detailed history of sick and vacation leave balances and time recorded by employee ID.*



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# Annual Leave Sweep Preparations

<https://www.cu.edu/blog/hcm-community/prepare-annual-leave-sweeps-query>

<https://www.cu.edu/regents/rlpreview>

## Regent Policy Changes

- ▶ *A one-year of flexibility has been approved by the CU Board of Regents for employees whose vacation was affected due to COVID-19.*
- ▶ *This change states that employees who were not able to take vacation due to the crisis are able to carry over more than 44 days of vacation leave into the following year, until July 1, 2021.*
- ▶ *Hours carried over must be approved by campus leadership.*
- ▶ *[For more details, visit this page](#)*



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# ES Payroll - HR/GL

<https://www.cu.edu/hcm-community/pay-employees/pay-transactions/funding-entry>

<https://www.cu.edu/hcm-community/pay-transactions/create-payroll-expense-transfers>



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# Post Overpayment Returns & PETs

<https://www.cu.edu/blog/hcm-community/take-action-overpayments-and-payroll-expense-transfers-new-fiscal-year>

<https://www.cu.edu/docs/sbs-payroll-expense-transfers>

## Overpayments and Payroll Expense Transfers before new fiscal year

May 26, 2020 by [Employee Services](#)

- ▶ **Overpayments Returned in FY20 will Post in FY20**
  - ▶ Full credit for all overpayments that are fully recovered and verified by June 30.
  - ▶ Prorated credit will be given for overpayments partially recovered; remaining amounts will be credited when paid or next year-end cycle - whichever comes first.
- ▶ **Payroll Expense Transfers (PETs) by 7/12 Post in FY20**
  - ▶ Submit and approve PETs for paychecks posted on or before June 30, 2020 by **6 p.m. Monday, July 13.**
  - ▶ PETs created or approved on or after **6 p.m. Monday July 13** will post to FY 2021.





# HRGL Fiscal Year End Tasks

<https://www.cu.edu/blog/hcm-community/hrgl-fiscal-year-end-tasks>

## HRGL Fiscal Year End Tasks May 26, 2020 by [Employee Services](#)

Ensure reporting and certification of payroll that posts to FIN and ePERs goes smoothly with these steps.

### 1. Ensure June payroll posts correctly

- ▶ Verify June funding end dates using the HCM Funding Suspense query: **CUES\_HCM\_FUNDING\_SUSPENSE**.
- ▶ **Tip:** Only sponsored projects require end dates.



# HRGL Fiscal Year End Tasks

<https://www.cu.edu/blog/hcm-community/hrgl-fiscal-year-end-tasks>

<https://www.cu.edu/docs/sbs-payroll-expense-transfers>

## 2. Confirm payroll and find payroll that went to suspense

- ▶ Run the Payroll Register with Accounting Detail query (CUES\_HCM\_PAYROLL\_REGISTER\_DTL)
- ▶ Use the Excel filter for the suspense SpeedType.

## 3. Clear suspense and align effort reported in ePERS

- ▶ What went to suspense or requires different funding distribution/effort reporting?
- ▶ Create a Payroll Expense Transfer (PET) by July 13 to post to FY20.
- ▶ PETs updates ePERS. Recertify ePERS after a PET.



# HRGL DBT FY21 Roll Forward

<https://www.cu.edu/blog/hcm-community/departments-budget-tables-roll-forward-fiscal-year-2021-june-29>

## Department budget tables roll forward to FY21 on June 29

May 26, 2020 by [Employee Services](#)

A new Department Budget Table (DBT) is required when:

- ▶ A position is created.
- ▶ An existing position changes department.
- ▶ The fiscal year (July 1 - June 30) changes.

The Department Budget Table roll forward mass update will:

- ▶ Copy most current FY20 funding row
- ▶ Create a FY21 DBT (unless a FY21 DBT already exists)
- ▶ Effective 7/1/2020
- ▶ For active position/department only



# HRGL DBT FY21 Roll Forward

<https://www.cu.edu/blog/hcm-community/departments-budget-tables-roll-forward-fiscal-year-2021-june-29>

## What do I need to know?

- ▶ Q: What if a FY21 DBT row already exists?
- ▶ Q: What about rows with no funding end date?
- ▶ Q: What if a non-project has a 6/30/20 funding end date?
- ▶ Q: What if the funding end date expires before 7/1/2020?
- ▶ Q: What if a funding end date exists dated after 7/1/2020?
- ▶ Q: What if a funding end date exists for a project?

## What do I need to know?

- ▶ A: No new row is added.
- ▶ A: No funding end date is copied.
- ▶ A: Consider removing the funding end date as the budget end date stops the encumbrance.
- ▶ A: The same funding end date copies as expired funding and, if not updated, will send July payroll to suspense.
- ▶ A: The same funding end date is copied.
- ▶ A: The same funding end date copied.



# DBT Roll Forward on June 29th

## PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM

June 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
1 <b>Current Funding Row</b>	2 OC052820 uploads due 5 pm	3 Processing OC052820	4 BW uploads due 5 pm	5 Processing BW PPE 05/30/20 OC052820 PAYDAY	6/7
8 Run Payroll Register BW PPE 05/30/20	9 OC060420 uploads due 5 pm	10 PULL DEADLINE 10 AM: BW PPE 05/30/20 Processing OC060420	11	12 BW PPE 05/30/20 PAYDAY (Pay Run ID BW053020) OC060420 PAYDAY	13/14 PPE 06/13/20 Pay Run ID BW061320 Earn dates 05/31-06/13/20
15	16 <b>NO OFF-CYCLE THIS WEEK</b> *	17 MON uploads due 5 pm Pay Run ID MN063020 Processing MON PPE 06/30/20 <b>NO OFF-CYCLE THIS WEEK</b> *	18 Processing MON PPE 06/30/20	19 Processing MON PPE 06/30/20 BW uploads due 5 pm <b>NO OFF-CYCLE THIS WEEK</b> *	20/21
22 Run Payroll Register MON PPE 06/30/20 Processing BW PPE 06/13/20	23 Run Payroll Register BW PPE 06/13/20 OC061820 uploads due 5 pm	24 PULL DEADLINE 10 AM: BW PPE 06/13/20 Processing OC061820	25	26 BW PPE 06/13/20 PAYDAY (Pay Run ID BW061320) OC061820 PAYDAY PULL DEADLINE 10 AM: MON PPE 06/30/20	27/28 PPE 06/27/20 Pay Run ID BW062720 Earn dates 06/14-06/27/20
29 <b>Fiscal Year Rollover</b>	30 MON PPE 06/30/20 PAYDAY OC062520 uploads due 5 pm	<b>Create 7/1 row if no 7/1 row exists</b>			

\* No off-cycle payroll

Last updated 11/1/19



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# FY21 DBT created before 6/29

PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM June 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
15 Add 6/1 row -> CU FE Copy to 7/1 row	16 NO OFF-CYCLE THIS WEEK *	17 MON uploads due 5 pm Pay Run ID MN063020 Processing MON PPE 06/30/20 NO OFF-CYCLE THIS WEEK *	18 Processing MON PPE 06/30/20	19 Processing MON PPE 06/30/20 BW uploads due 5 pm NO OFF-CYCLE THIS WEEK *	20/21
22 Run Payroll Register MON PPE 06/30/20 Processing BW PPE 06/13/20	23 Run Payroll Register BW PPE 06/13/20 OC061820 uploads due 5 pm	24 PULL DEADLINE 10 AM: BW PPE 06/13/20 Processing OC061820	25	26 BW PPE 06/13/20 PAYDAY (Pay Run ID BW061320) OC061820 PAYDAY PULL DEADLINE 10 AM: MON PPE 06/30/20	27/28 PPE 06/27/20 Pay Run ID BW062720 Earn dates 06/14-06/27/20
29 Fiscal Year Rollover	30 MON PPE 06/30/20 PAYDAY Pay run ID MN063020 OC062520 uploads due 5 pm	7/1 row exists No Rollover row created			

## CU Funding Entry: Update June Funding

- Apply To Next Fiscal Year: June Funding = July 1 Row
- If July 1 row exists = No Funding Rollover Row

# Biweekly Payroll Example

## PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM

June 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
22 Run Payroll Register MON PPE 06/30/20 Processing BW PPE 06/13/20	23 Run Payroll Register BW PPE 06/13/20 OC061820 uploads due 5 pm	24 PULL DEADLINE 10 AM: BW PPE 06/13/20 Processing OC061820	25	26 BW PPE 06/13/20 PAYDAY (Pay Run ID BW061320) OC061820 PAYDAY PULL DEADLINE 10 AM: MON PPE 06/30/20	27/28 PPE 06/27/20 Pay Run ID BW062720 Earn dates 06/14-06/27/20
29 Fiscal Year Rollover	30 MON PPE 06/30/20 PAYDAY (Pay Run ID MN063020) OC062520 uploads due 5 pm				

## PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM

July 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
		1 7/1 row created Processing OC062520	2 BW uploads due 5 pm	3 Independence Day ALL CAMPUSES CLOSED OC062520 PAYDAY	4/5
6 Processing BW PPE 06/27/20	7 Run Payroll Register BW PPE 06/27/20 OC070220 uploads due 5 pm	8 PULL DEADLINE 10 AM: BW PPE 06/27/20 Processing OC070220	9	10 BW PPE 06/27/20 PAYDAY (Pay Run ID BW062720) OC070220 PAYDAY	11/12 PPE 07/11/20 Pay Run ID BW071120 Earn dates 06/28-07/11/20
13	14 OC070920 uploads due 5 pm	15 Processing OC070920	16 BW uploads due 5 pm	17 Processing BW PPE 07/11/20 OC070920 PAYDAY	18/19



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# FY20 New Position after 6/29

## PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM

June 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
22 Run Payroll Register MON PPE 06/30/20 Processing BW PPE 06/13/20	23 Run Payroll Register BW PPE 06/13/20 OC061820 uploads due 5 pm	24 PULL DEADLINE 10 AM: BW PPE 06/13/20 Processing OC061820	25	26 BW PPE 06/13/20 PAYDAY (Pay Run ID BW061320) OC061820 PAYDAY PULL DEADLINE 10 AM: MON PPE 06/30/20	27/28 PPE 06/27/20 Pay Run ID BW062720 Earn dates 06/14-06/27/20 <b>Pos Eff 6/28 Fund Eff 6/28</b>
<b>Fiscal Year Review</b>	29 MON PPE 06/30/20 PAYDAY Pay run ID MN063020 OC062520 uploads due 5 pm	30			

**Fiscal Year Review**

**Pos Eff 6/28  
Fund Eff 6/28**

## PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM

July 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
		1 Processing OC062520 <b>Fund Eff 7/1</b>	2 BW uploads due 5 pm	3 Independence Day ALL CAMPUSES CLOSED OC062520 PAYDAY	4/5
6 Processing BW PPE 06/27/20	7 Run Payroll Register BW PPE 06/27/20 OC070220 uploads due 5 pm	8 PULL DEADLINE 10 AM: BW PPE 06/27/20 Processing OC070220	9	10 BW PPE 06/27/20 PAYDAY (Pay Run ID BW062720) OC070220 PAYDAY	11/12 PPE 07/11/20 Pay Run ID BW071120 Earn dates 06/28-07/11/20
13	14 OC070920 uploads due 5 pm	15 Processing OC070920	16 BW uploads due 5 pm	17 Processing BW PPE 07/11/20 OC070920 PAYDAY	18/19 <b>Create new position on 7/17</b>

**Fund Eff 7/1**

**Create new position on 7/17**



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# HRGL FE Apply To Next Fiscal Year

<https://www.cu.edu/blog/hcm-community/cu-funding-entry-apply-next-fiscal-year-feature-enabled>

## CU Funding Entry 'Apply to Next Fiscal Year' feature enabled May 26, 2020 by [Employee Services](#)

Use Apply to Next Fiscal Year checkbox (when:

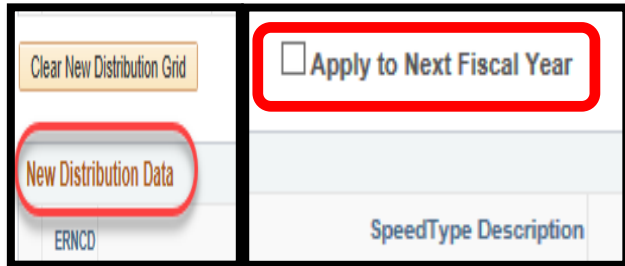
- ▶ The new effective date is earlier than July 1.
  - ▶ The same funding should continue beyond July 1.
  - ▶ The entry will create a funding row effective **before** July 1.
  - ▶ The **Apply to Next Fiscal Year** will copy the row
  - ▶ And create a new DBT row effective 7/1
- 
- ▶ The feature is available May through July 16.



# Apply to Next Fiscal Year

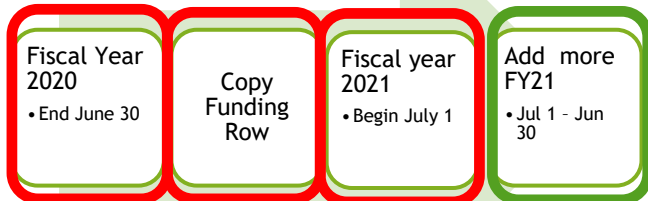
<https://www.cu.edu/blog/hcm-community/cu-funding-entry-apply-next-fiscal-year-feature-enabled>

Feature Available: May > July

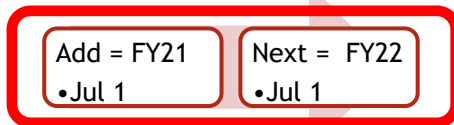


Use the **Apply to Next Fiscal Year** checkbox when:

- Effective date < July 1<sup>st</sup>
- Copy to create FY DBT effective 7/1
- Same funding continues past 7/1



- Update BW Cross Over PP Begin & 7/1
- Create FY21 DBT before > 7/1 rows



**Do NOT use eff dates => July 1 or FY22 DBT created**



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# Biweekly Pay Period Cross Over

**FY20**

- Biweekly Begins June 28  
 Update Biweekly Funding
- Effective 6/28/20
- Create CU Funding Entry
- Create 6/28 row

**FY21**

- Biweekly Ends July 11  
 Update Biweekly Funding
- Effective 7/1/20
- Apply to Next Fiscal Year
- Copy to 7/1 row

June							July						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						27				1	2	3	4
28	29	30					5	6	7	8	9	10	11

Last day to Apply: July 16<sup>th</sup> (@ BW upload deadline)



# Create FY21 DBT -> add > 7/1 rows

**FY21**

July						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
5:0						

August						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
8:0	15:0	22:0	30:0			

## Message

Error - A distribution should exist with the Fiscal Year begin date before creating distributions (21000,620)

A distribution should exist with the Fiscal Year begin date before creating distributions with this effective date

OK

Effective  
7/1/2020  
Exists  
Before >  
7/1/2020



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# Do Not Apply FY21 -> FY22

**FY21**

**FY22**

Effective 7/1/2020 ->

Next Fiscal Year = 7/1/2021

July						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
5:○	12:●	20:●	27:●			

July						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1:●	9:●	17:●	23:○	31:●		

Do NOT use eff dates => July 1 or FY22 DBT created





# ES Payroll - HCM Support Team

[hcm\\_community@cu.edu](mailto:hcm_community@cu.edu)



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# Employee/Student Addresses in HCM

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

## Personal Information


Keep your personal information up to date to ensure your contacts can be reached during an emergency, that important items get to you by mail and more.

**Active employees: Learn how to add, update or verify your personal information**

(Click the photo icon  to see screenshots.)

Mailing and home addresses 


Disability 

Contact details (phone, email) 

Veteran status 

Emergency contacts 

Ethnic groups 

Social Security number 

Name change 

Additional information 

### Contact Payroll

Have a question? We can help. Contact your CU payroll professionals.

- **Phone:** 303-860-4200, opt. 2
- **Toll-free:** 1-855-216-7740, opt. 2
- **Email:** [payroll@cu.edu](mailto:payroll@cu.edu)
- **Hours:** 8 a.m. to 5 p.m. Monday to Friday
- [Employee portal](#)



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# Terminations for Students

<https://www.cu.edu/blog/hcm-community/avoid-overpayments-remember-terminate-salaried-student-employees-who-recently> posted 5/21/19

Do you have salaried student employees who recently graduated? Don't forget to terminate their job record prior to payroll processing.

- ▶ Until the termination is entered, they will continue receiving paychecks. This will result in an overpayment that they will be required to repay.

## Helpful resources

- ▶ The [Terminating an Employee guide](#) walks you through how to properly enter a separation.
- ▶ The [ES Procedure for Overpayment](#) describes the procedure to follow when an employee is overpaid.
- ▶ Remind student employees to update their mailing addresses in the employee and student portals.
- ▶ View [payroll calendars](#) to see payroll dates and deadlines.





# Payroll Fiscal Year End

## Monthly Pay Cycle - June 1-30, 2020 - Charged 100% to FY 20

- ▶ 5 p.m. Wednesday, June 17: time collection close
- ▶ Monday, June 22: run payroll register report
- ▶ 10 a.m. Friday, June 26: check stops and advice pulls due
- ▶ Wednesday, June 30: pay date for June

## Last Off-Cycle

- ▶ 5:00 p.m. Tuesday, June 23: CU Time approvals due
- ▶ Friday, June 26: pay date for OC
- ▶ There is no off-cycle the week of June 29.

## Biweekly Pay Cycle - June 14-27, 2020 - Charged 100% to FY 20

- ▶ 5 p.m. Thursday, July 2: time collection close
- ▶ Tuesday, July 7: run payroll register report
- ▶ Friday, July 10: pay date for PPE 6/27/20



# Payroll Fiscal Year End

## Other Important Dates

- ▶ Friday, June 26 -- **Hand-drawn check request** deadline for FY20. (Charged 100% to FY 20.)
- ▶ Friday, June 26 - **Termination for cause** hand-drawn check deadline. (Charged 100% to FY20.)
- ▶ Biweekly PPE July 11, 2020 (06/28/20 - 07/11/20) will be charged to FY21.
  
- ▶ Employee Services will be **closed Friday, July 3** for Independence Day.



# Payroll Calendar

<https://www.cu.edu/hcm-community/pay-employees/payroll-production-calendars>

PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM

June 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
1	2 OC052820 uploads due 5 pm	3 Processing OC052820	4 BW uploads due 5 pm	5 Processing BW PPE 05/30/20 OC052820 PAYDAY	6/7
8 Run Payroll Register BW PPE 05/30/20	9 OC060420 uploads due 5 pm	10 PULL DEADLINE 10 AM: BW PPE 05/30/20 Processing OC060420	11	12 BW PPE 05/30/20 PAYDAY (Pay Run ID BW053020) OC060420 PAYDAY	13/14 PPE 06/13/20 Pay Run ID BW061320 Earn dates 05/31-06/13/20
15	16 NO OFF-CYCLE THIS WEEK *	17 MON uploads due 5 pm Pay Run ID MN063020 Processing MON PPE 06/30/20 NO OFF-CYCLE THIS WEEK *	18 Processing MON PPE 06/30/20	19 Processing MON PPE 06/30/20 BW uploads due 5 pm NO OFF-CYCLE THIS WEEK *	20/21
22 Run Payroll Register MON PPE 06/30/20 Processing BW PPE 06/13/20	23 Run Payroll Register BW PPE 06/13/20 OC061820 uploads due 5 pm	24 PULL DEADLINE 10 AM: BW PPE 06/13/20 Processing OC061820	25	26 BW PPE 06/13/20 PAYDAY (Pay Run ID BW061320) OC061820 PAYDAY PULL DEADLINE 10 AM: MON PPE 06/30/20	27/28 PPE 06/27/20 Pay Run ID BW062720 Earn dates 06/14-06/27/20
29	30 MON PPE 06/30/20 PAYDAY Pay run ID MN063020 NO OFF-CYCLE THIS WEEK *				

\* No off-cycle payroll

Last updated 6/1/20



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# HCM Data Feature Focus



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# Fiscal Year End Queries

Useful reports that make your job easier

CU HCM User WorkCenter	Query ID	Description	Report Name
		employees to update their data.	
18	Employee Address/Phone List	This query returns address and phone information for active employees.	676 CUES_HCM_EMPLOYEE_ADDR
19	Employee Birthdays	This query returns the name, title and birthday (month and day) for active employees by department.	3534 CUES_HCM_EMPLOYEE_BDAYS
20	End of Appointment or Contract	This query returns a list of employees with appointments or contracts that have expired or will be expiring in the next 45 days.	4426 CUES_HCM_CONTRACT_APPOINT_END
21	Essential Services Designees	This query returns basic job and position information for employees whose non-person profile is designated as "essential services".	405 CUES_HCM_ESSENTIAL_SVCS
22	Funding Distribution	This query returns job data and funding distribution info by empl ID, dept ID, org, and/or posn nbr. Position number returned as hyperlink - clicking the link will open a new tab with funding history, including future dated info.	103159 CUES_HCM_FUNDING_DISTRIBUTION
23	Funding History	This query returns the complete funding history for a single position. Can be run from the results of the Funding Distribution query.	510 CUES_HCM_FUNDING_HISTORY
24	Funding Suspend Current Row	This query returns active employees who have a project end date, funding end date, or budget end date on their CURRENT funding row that falls in the past or up to 45 days in the future.	43 CUES_HCM_FUNDING_SUSPENSE
25	Funding Suspend Max Row	This query returns active employees who have a project end date, funding end date, or budget end date on their MAX funding row that falls in the past or up to 45 days in the future (includes future date funding rows).	920 CUES_HCM_FUNDING_SUSPENSE_MAX
26	Funding Suspend Previous Rows	This query returns active employees who have a project end date, funding end date, or budget end date on their CURRENT funding row that falls on today's date or in the past. This report DOES NOT include any future dated rows.	285 CUES_HCM_FUNDING_SUSPENSE_OLD
27	GME Terminated Employees	Returns a list of GME employees with termination rows between specified Effective Dates. Results can optionally be limited by Dept ID.	24 CUES_HCM_TERMED_GME



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# Funding Distribution

- Primary query for funding distribution information
- Includes job data for each employee
- Clicking on a position number in the report will run the **Funding History** report for that position number (including future-dated info.)
- **Funding History** can be run as a stand-alone report, but has the same function - returns data for a single position

CU HCM User WorkCenter

WorkCenter Resources

HCM Queries

- [Time Entry](#)
- [Personnel Roster](#)
- [Position Information](#)
- [Paycheck Distribution](#)
- [Training Report](#)
- [TBT Manage Transactions](#)
- [Leave Accrual Detail](#)
- [Personnel Actions History](#)
- [Leave Accrual Summary](#)
- [Position Funding](#)
- [POI Report](#)

Top 15 Listed above. [Click here for ALL](#)




Reports/Processes



18	Employee Address/Phone List	This query returns address and phone information for active employees.	676 CUES_HCM_EMPLOYEE_ADDR
19	Employee Birthdays	This query returns the name, title and birthday (month and day) for active employees by department.	3534 CUES_HCM_EMPLOYEE_BDAYS
20	End of Appointment or Contract	This query returns a list of employees with appointments or contracts that have expired or will be expiring in the next 45 days.	4426 CUES_HCM_CONTRACT_APPOINT_END
21	Essential Services Designation	This query returns basic job and position information for employees whose non-person profile is designated as "essential services".	405 CUES_HCM_ESSENTIAL_SVCS
22	Funding Distribution	This query returns job data and funding distribution info by empl ID, dept ID, org, and/or posn nbr. Position number returned as hyperlink - clicking the link will open a new tab with funding history, including future dated info.	103159 CUES_HCM_FUNDING_DISTRIBUTION
23	Funding History	This query returns the complete funding history for a single position. Can be run from the results of the Funding Distribution query.	510 CUES_HCM_FUNDING_HISTORY
24	Funding Suspense Current Row	This query returns active employees who have a project end date, funding end date, or budget end date on their CURRENT funding row that falls in the past or up to 45 days in the future.	43 CUES_HCM_FUNDING_SUSPENSE
25	Funding Suspense Max Row	This query returns active employees who have a project end date, funding end date, or budget end date on their MAX funding row that falls in the past or up to 45 days in the future (includes future date funding rows).	920 CUES_HCM_FUNDING_SUSPENSE_MAX
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27	GME Terminated Employees	Returns a list of GME employees with termination rows between specified Effective Dates. Results can optionally be limited by Dept ID.	24 CUES_HCM_TERMED_GME



- Nine prompts allow users to customize report output
- Yes, that DOES include Node!
- Check-box to include future-dated data (greater than current date)
- Drop-down menus for Speedtype Status and Project Status

CUES\_HCM\_FUNDING\_DISTRIBUTION - Funding Distribution

Empl ID (Optional)    
 Dept ID (Optional)    
 SpeedType Org (Optional)   
 Posn Nbr (Optional)   
 SpeedType (Optional)   
 Node (Optional)  

Include Future Job Data   
 Speedtype Status (Optional)    
 Project Status (Optional)  

[View Results](#)

Row	Name	Empl ID	Empl Rcd	Job Dept ID	Job Dept Name	Job Eff Date	Job Eff Seq	Pay Status	Job Code	Job Title	Reg/Temp	Std Hrs/Nwk	% Time	Comp Rate	Comp Freq	Appoint End Dt	Position Nbr	Posn Dept ID	Posn Entry Dt	Fund Eff Dt	Fund Eff Seq	Distrib %	SpeedType	SpeedType Descr	SpeedType Status	Fund Org	Program	Project	Project Status	Sub-Class	Project End Date	Funding End Dt	Budget End Dt
-----	------	---------	----------	-------------	---------------	--------------	-------------	------------	----------	-----------	----------	-------------	--------	-----------	-----------	----------------	--------------	--------------	---------------	-------------	--------------	-----------	-----------	-----------------	------------------	----------	---------	---------	----------------	-----------	------------------	----------------	---------------



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- The Funding Distribution report is a good starting point and provides a general overview of funding and job data
- Additional reports will provide more detail

CUES\_HCM\_FUNDING\_DISTRIBUTION - Funding Distribution

Empl ID (Optional)

Dept ID (Optional) 51000

SpeedType Org (Optional)

Posn Nbr (Optional)

SpeedType (Optional)

Node (Optional)

Include Future Job Data

SpeedType Status (Optional)

Project Status (Optional)

Click on the blue text to run the **Funding History** report a given Position Number.

These columns contain critical end dates.

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(83 kb\)](#)

[View All](#)

First 1-84 of 84 Last

Row	Name	Empl ID	Empl Rcd	Job Dept ID	Job Dept Name	Job Eff Date	Job Eff Seq	Pay Status	Job Code	Job Title	Reg/Temp	Std Hrs/Wk	% Time	Comp Rate	Comp Freq	Appoin End Dt	Position Nbr	Posn Dept ID	Posn Entry Dt	Fund Eff Dt	Fund Eff Seq	Distrb %	SpeedType	SpeedType Descr	SpeedType Status	Fund	Org	Program	Project	Project Status	Sub Clas	Project End Date	Funding End Dt	Budget End Dt
1		3C	0	51000	Employee Services	05/20/2020	0	A	2582	Temporary (University Staff)	T	1.00	2.50	1.00	H		00635309	1000	01/01/2020	07/01/2019	0	100.000	52661122	Ben Admin Operations	Active	26	51100	35419						06/30/2020
2		3C	0	51000	Employee Services	08/14/2019	0	A	2268	Business Services Professional	R	40.00	100.00	1.00	M		00001536	1000	08/14/2019	07/01/2019	0	100.000	52661122	Ben Admin Operations	Active	26	51100	35419						06/30/2020
3		1C	0	51000	Employee Services	07/01/2019	0	A	G3A30	Admin Assistant II	R	40.00	100.00	1.00	M		00507590	1000	06/25/2000	07/01/2019	0	100.000	51090506	ES HUMAN RESOURCES	Active	10	51005	47315			ICCA			06/30/2020
4		e 2I	0	51000	Employee Services	05/01/2020	0	A	2268	Business Services Professional	R	40.00	100.00	1.00	M		00665007	1000	07/11/2017	03/01/2020	0	10.000	52661122	Ben Admin Operations	Active	26	51100	35419						06/30/2020
5		e 2I	0	51000	Employee Services	05/01/2020	0	A	2268	Business Services Professional	R	40.00	100.00	1.00	M		00665007	1000	07/11/2017	03/01/2020	0	90.000	51090509	Business Ops/Strategy	Active	10	51005	47318			ICCA			06/30/2020
6		3I	0	51000	Employee Services	02/01/2020	2	A	2448	HR Professional	R	40.00	100.00	1.00	M		00703482	1000	02/01/2019	07/01/2019	0	100.000	51090507	Payroll/HCM	Active	10	51005	47316			ICCA			06/30/2020
7		2I	0	51000	Employee Services	07/01/2019	0	A	2268	Business Services Professional	R	40.00	100.00	1.00	M		00002707	1000	03/30/2015	07/01/2019	0	100.000	51090507	Payroll/HCM	Active	10	51005	47316			ICCA			06/30/2020
8		3C	0	51000	Employee Services	07/01/2019	0	A	2204	Asst Vice President	R	40.00	100.00	1.00	M		00001481	1000	10/10/2016	07/01/2019	1	50.000	51090507	Payroll/HCM	Active	10	51005	47316			ICCA			06/30/2020
9		3C	0	51000	Employee Services	07/01/2019	0	A	2204	Asst Vice President	R	40.00	100.00	1.00	M		00001481	1000	10/10/2016	07/01/2019	1	50.000	52661122	Ben Admin Operations	Active	26	51100	35419						06/30/2020
10		11	0	51000	Employee Services	11/01/2019	0	A	2265	Business Services Program Mgr	R	24.00	60.00	1.00	M		00670359	1000	07/01/2013	07/01/2019	0	100.000	51090507	Payroll/HCM	Active	10	51005	47316			ICCA			06/30/2020



# Funding Suspense Current Row

- Looks at the employee's CURRENT funding row
- Returns data when that row has a Project End Date, Funding End Date, or Budget End Date that falls in the past, or is up to 45 days in the future (from the day you run the query)
- Indicates which positions are currently in suspense, or will go to suspense within the next 45 days if no action is taken

CU HCM User WorkCenter

WorkCenter Resources

HCM Queries

- Time Entry
- Personnel Roster
- Position Information
- Paycheck Distribution
- Training Report
- TBT Manage Transactions
- Leave Accrual Detail
- Personnel Actions History
- Leave Accrual Summary
- Position Funding
- POI Report

Top 15 Listed above. [Click here for ALL](#)

Reports/Processes

18	Employee Address/Phone List	This query returns address and phone information for active employees.	676	CUES_HCM_EMPLOYEE_ADDR
19	Employee Birthdays	This query returns the name, title and birthday (month and day) for active employees by department.	3534	CUES_HCM_EMPLOYEE_BDAYS
20	End of Appointment or Contract	This query returns a list of employees with appointments or contracts that have expired or will be expiring in the next 45 days.	4426	CUES_HCM_CONTRACT_APPOINT_END
21	Essential Services Designees	This query returns basic job and position information for employees whose non-person profile is designated as "essential services".	405	CUES_HCM_ESSNTAL_SVCS
22	Funding Distribution	This query returns job data and funding distribution info by empl ID, dept ID, org, and/or posn nbr. Position number returned as hyperlink - clicking the link will open a new tab with funding history, including future dated info.	103159	CUES_HCM_FUNDING_DISTRIBUTION
23	Funding History	This query returns the complete funding history for a single position. Can be run from the results of the Funding Distribution query.	516	CUES_HCM_FUNDING_HISTORY
24	Funding Suspense Current Row	This query returns active employees who have a project end date, funding end date, or budget end date on their CURRENT funding row that falls in the past or up to 45 days in the future.	43	CUES_HCM_FUNDING_SUSPENSE
25	Funding Suspense Max Row	This query returns active employees who have a project end date, funding end date, or budget end date on their MAX funding row that falls in the past or up to 45 days in the future (includes future date funding rows).	920	CUES_HCM_FUNDING_SUSPENSE_MAX
26	Funding Suspense Previous Rows	This query returns active employees who have a project end date, funding end date, or budget end date on their CURRENT funding row that falls on today's date or in the past. This report DOES NOT include any future dated rows.	285	CUES_HCM_FUNDING_SUSPENSE_OLD
27	GME Terminated Employees	Returns a list of GME employees with termination rows between specified Effective Dates. Results can optionally be limited by Dept ID.	24	CUES_HCM_TERMED_GME



# Results include Appointment End Date and additional columns of funding information not provided by the Funding Distribution report

CUES\_HCM\_FUNDING\_SUSPENSE - Funding Suspense Current Row

Dept ID (Optional)

Campus (Optional)

Empl ID (Optional)

Position Nbr (Optional)

Project ID (Optional)

Combo Code (Optional)

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(43 kb\)](#)

View All

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Row	Name	Dept ID	Position Nbr	Empl ID	Empl Rcd	Pay Group	Comp Freq	Comp Rate	Benefit Eligible	Funding Eff Date	Dist Percent	Dist Amount	Combo Code	Code Descr	Appoint End Dt	Project ID	Project End Date	Funding End Dt	Budget End Dt
1	A	51000	006C	30		0 TMP	H		0 No	07/01/2019	100.000	.00	52661122	Ben Admin Operations					06/30/2020
2	A	51000	000C	32		0 USX	M		0 Yes	07/01/2019	100.000	.00	52661122	Ben Admin Operations					06/30/2020
3	A	51000	005C	12		0 COT	M		0 Yes	07/01/2019	100.000	.00	51090506	ES HUMAN RESOURCES					06/30/2020
4	E	51000	006E	27		0 UOT	M		4 Yes	03/01/2020	10.000	.39	52661122	Ben Admin Operations					06/30/2020
5	E	51000	006E	27		0 UOT	M		4 Yes	03/01/2020	90.000	.55	51090509	Business Ops/Strategy					06/30/2020
6	E	51000	007C	31		0 UOT	M		0 Yes	07/01/2019	100.000	.00	51090507	Payroll/HCM					06/30/2020
7	E	51000	000C	27		0 UOT	M		4 Yes	07/01/2019	100.000	.34	51090507	Payroll/HCM					06/30/2020
8	E	51000	000C	30		0 USX	M	1	7 Yes	07/01/2019	50.000	.34	51090507	Payroll/HCM					06/30/2020
9	E	51000	000C	30		0 USX	M	1	7 Yes	07/01/2019	50.000	.34	52661122	Ben Admin Operations					06/30/2020
10	E	51000	006E	11		0 USX	M		6 Yes	07/01/2019	100.000	.16	51090507	Payroll/HCM					06/30/2020
11	E	51000	006E	20		0 USX	M		4 Yes	07/01/2019	100.000	.64	52600073	Retirement					06/30/2020
12	E	51000	007C	17		0 USX	M		5 Yes	07/01/2019	100.000	.05	51090507	Payroll/HCM					06/30/2020
13	C	51000	000C	31		0 USX	M		0 Yes	09/01/2019	100.000	.00	51088135	Management Training					06/30/2020
14	C	51000	007C	34		0 USX	M		7 Yes	07/01/2019	100.000	.67	51090506	ES HUMAN RESOURCES					06/30/2020
15	C	51000	007C	30		0 UOT	M		4 Yes	11/01/2019	100.000	.34	52661122	Ben Admin Operations					06/30/2020
16	C	51000	007C	16		0 USX	M		0 Yes	07/01/2019	100.000	.30	51090505	ES INTERNATIONAL TAX					06/30/2020
17	C	51000	000C	34		0 UOT	M		7 Yes	07/01/2019	100.000	.67	52661122	Ben Admin Operations					06/30/2020
18	C	51000	007C	32		0 UOT	M		0 Yes	07/01/2019	100.000	.00	52661122	Ben Admin Operations					06/30/2020
19	C	51000	007C	10		0 USX	M		6 Yes	07/01/2019	100.000	.76	51090507	Payroll/HCM					06/30/2020
20	C	51000	007C	25		0 UOT	M		4 Yes	07/01/2019	100.000	.24	51090510	ES PAYROLL COUNSELORS					06/30/2020
21	C	51000	006E	32		0 USX	M		5 Yes	07/01/2019	40.000	.50	52661122	Ben Admin Operations					06/30/2020
22	C	51000	006E	32		0 USX	M		5 Yes	07/01/2019	60.000	.75	52600073	Retirement					06/30/2020
23	C	51000	005C	30		0 UOT	M		7 Yes	01/06/2020	100.000	.67	51090506	ES HUMAN RESOURCES					06/30/2020
24	E	51000	000C	27		0 UOT	M		7 Yes	07/01/2019	100.000	.67	51090509	Business Ops/Strategy					06/30/2020
25	E	51000	007C	26		0 UOT	M		7 Yes	07/01/2019	100.000	.67	52661122	Ben Admin Operations					06/30/2020
26	E	51000	007C	27		0 USX	M		0 Yes	07/01/2019	100.000	.00	51090506	ES HUMAN RESOURCES					06/30/2020
27	F	51000	007C	11		1 TMP	H		0 No	07/01/2019	100.000	.00	52661122	Ben Admin Operations					06/30/2020
28	F	51000	000C	26		0 USX	M		7 Yes	07/01/2019	100.000	.67	51090506	ES HUMAN RESOURCES					06/30/2020
29	F	51000	007C	18		0 UOT	M		1 Yes	07/01/2019	100.000	.51	52661122	Ben Admin Operations					06/30/2020
30	C	51000	000C	30		0 USX	M		3 Yes	07/01/2019	100.000	.33	51090509	Business Ops/Strategy					06/30/2020
31	C	51000	006E	33		1 STU	H		0 No	07/01/2019	100.000	.00	52661122	Ben Admin Operations					06/30/2020
32	C	51000	007C	12		0 UOT	M		6 Yes	07/01/2019	100.000	.96	52661122	Ben Admin Operations					06/30/2020
33	C	51000	007C	33		0 UOT	M		7 Yes	07/01/2019	100.000	.67	52661122	Ben Admin Operations					06/30/2020
34	F	51000	007C	34		0 UOT	M		0 Yes	01/01/2020	100.000	.00	52600073	Retirement			12/31/2020		06/30/2020
35	F	51000	000C	27		0 UOT	M		2 Yes	07/01/2019	100.000	.42	52661122	Ben Admin Operations					06/30/2020
36	F	51000	007C	31		0 USX	M		0 Yes	07/01/2019	100.000	.00	51090510	ES PAYROLL COUNSELORS					06/30/2020



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EMPLOYEE SERVICES

# Funding Suspense Max Row

- Looks at the employee's MAX funding row, even if that is a FUTURE DATED funding row
- Returns data when that row has a Project End Date, Funding End Date, or Budget End Date that falls in the past, or is up to 45 days in the future (from the day you run the query)
- Indicates which positions are currently in suspense, or will go to suspense within the next 45 days, based on the employee's MAX funding row
- Useful when employees have multiple short-term funding rows

CU HCM User WorkCenter	Query Name	Description	Count	Table Name
	18 Employee Address/Phone List	This query returns address and phone information for active employees.	676	CUES_HCM_EMPLOYEE_ADDR
	19 Employee Birthdays	This query returns the name, title and birthday (month and day) for active employees by department.	3534	CUES_HCM_EMPLOYEE_BDAYS
	20 End of Appointment or Contract	This query returns a list of employees with appointments or contracts that have expired or will be expiring in the next 45 days.	4426	CUES_HCM_CONTRACT_APPOINT_END
	21 Essential Services Designees	This query returns basic job and position information for employees whose non-person profile is designated as "essential services".	405	CUES_HCM_ESSENTAL_SVCS
	22 Funding Distribution	This query returns job data and funding distribution info by empl ID, dept ID, org, and/or posn nbr. Position number returned as hyperlink - clicking the link will open a new tab with funding history, including future dated info.	103159	CUES_HCM_FUNDING_DISTRIBUTION
	23 Funding History	This query returns the complete funding history for a single position. Can be run from the results of the Funding Distribution query.	510	CUES_HCM_FUNDING_HISTORY
	24 Funding Suspense Current Row	This query returns active employees who have a project end date, funding end date, or budget end date on their CURRENT funding row that falls in the past or up to 45 days in the future.	43	CUES_HCM_FUNDING_SUSPENSE
	25 Funding Suspense Max Row	This query returns active employees who have a project end date, funding end date, or budget end date on their MAX funding row that falls in the past or up to 45 days in the future. (Includes future date funding rows).	920	CUES_HCM_FUNDING_SUSPENSE_MAX
	26 Funding Suspense Previous Rows	This query returns active employees who have a project end date, funding end date, or budget end date on their CURRENT funding row that falls on today's date or in the past. This report DOES NOT include any future dated rows.	285	CUES_HCM_FUNDING_SUSPENSE_OLD
	27 GME Terminated Employees	Returns a list of GME employees with termination rows between specified Effective Dates. Results can optionally be limited by Dept ID.	24	CUES_HCM_TERMED_GME



- Returns the same columns as the Funding Suspense Current Row query
- May return different data depending on if your employees have future-dated funding rows, or multiple short-term funding rows

CUES\_HCM\_FUNDING\_SUSPENSE\_MAX **Funding Suspense Max Row**

Dept ID (Optional)    
 Campus (Optional)    
 Empl ID (Optional)    
 Position Nbr (Optional)   
 Project ID (Optional)   
 Combo Code (Optional)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (43 kb)

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Row	Name	Dept ID	Position Nbr	Empl ID	Empl Rcd	Pay Group	Comp Freq	Comp Rate	Benefit Eligible	Funding Eff Date	Dist Percent	Dist Amount	Combo Code	Code Descr	Appoint End Dt	Project ID	Project End Date	Funding End Dt	Budget End Dt
1	Ai	51000	006i	3c	0	TMP	H	7.00	No	07/01/2019	100.000	.00	52661122	Ben Admin Operations					06/30/2020
2	Ai	51000	000i	3c	0	USX	M	5.00	Yes	07/01/2019	100.000	.00	52661122	Ben Admin Operations					06/30/2020
3	Ai	51000	005i	1c	0	COT	M	3.00	Yes	07/01/2019	100.000	.00	51090506	ES HUMAN RESOURCES					06/30/2020
4	B	51000	006i	27	0	UOT	M	3.94	Yes	03/01/2020	10.000	.39	52661122	Ben Admin Operations					06/30/2020
5	B	51000	006i	27	0	UOT	M	3.94	Yes	03/01/2020	90.000	.55	51090509	Business Ops/Strategy					06/30/2020
6	B	51000	007i	3i	0	UOT	M	3.00	Yes	07/01/2019	100.000	.00	51090507	Payroll/HCM					06/30/2020
7	B	51000	000i	27	0	UOT	M	3.34	Yes	07/01/2019	100.000	.34	51090507	Payroll/HCM					06/30/2020
8	B	51000	000i	3c	0	USX	M	3.67	Yes	07/01/2019	50.000	.34	51090507	Payroll/HCM					06/30/2020
9	B	51000	000i	3c	0	USX	M	3.67	Yes	07/01/2019	50.000	.34	52661122	Ben Admin Operations					06/30/2020
10	B	51000	006i	11	0	USX	M	7.16	Yes	07/01/2019	100.000	.16	51090507	Payroll/HCM					06/30/2020
11	B	51000	006i	2c	0	USX	M	3.64	Yes	07/01/2019	100.000	.64	52600073	Retirement					06/30/2020
12	B	51000	007i	11	0	USX	M	3.05	Yes	07/01/2019	100.000	.05	51090507	Payroll/HCM					06/30/2020
13	C	51000	000i	3i	0	USX	M	3.00	Yes	09/01/2019	100.000	.00	51088135	Management Training					06/30/2020
14	C	51000	007i	3a	0	USX	M	3.67	Yes	07/01/2019	100.000	.67	51090506	ES HUMAN RESOURCES					06/30/2020
15	C	51000	007i	3c	0	UOT	M	7.34	Yes	11/01/2019	100.000	.34	52661122	Ben Admin Operations					06/30/2020
16	D	51000	007i	1c	0	USX	M	3.30	Yes	07/01/2019	100.000	.30	51090505	ES INTERNATIONAL TAX					06/30/2020
17	D	51000	000i	3a	0	UOT	M	3.67	Yes	07/01/2019	100.000	.67	52661122	Ben Admin Operations					06/30/2020
18	D	51000	007i	3c	0	UOT	M	3.00	Yes	07/01/2019	100.000	.00	52661122	Ben Admin Operations					06/30/2020
19	D	51000	007i	1c	0	USX	M	7.76	Yes	07/01/2019	100.000	.76	51090507	Payroll/HCM					06/30/2020
20	D	51000	007i	2f	0	UOT	M	7.24	Yes	07/01/2019	100.000	.24	51090510	ES PAYROLL COUNSELORS					06/30/2020
21	D	51000	006i	3c	0	USX	M	3.25	Yes	07/01/2019	40.000	.50	52661122	Ben Admin Operations					06/30/2020
22	D	51000	006i	3c	0	USX	M	3.25	Yes	07/01/2019	60.000	.75	52600073	Retirement					06/30/2020
23	D	51000	005i	3c	0	UOT	M	3.67	Yes	01/06/2020	100.000	.67	51090506	ES HUMAN RESOURCES					06/30/2020
24	E	51000	000i	27	0	UOT	M	3.67	Yes	07/01/2019	100.000	.67	51090509	Business Ops/Strategy					06/30/2020
25	E	51000	007i	2c	0	UOT	M	3.67	Yes	07/01/2019	100.000	.67	52661122	Ben Admin Operations					06/30/2020
26	E	51000	007i	27	0	USX	M	3.00	Yes	07/01/2019	100.000	.00	51090506	ES HUMAN RESOURCES					06/30/2020
27	F	51000	007i	11	1	TMP	H	3.00	No	07/01/2019	100.000	.00	52661122	Ben Admin Operations					06/30/2020
28	F	51000	000i	2f	0	USX	M	3.67	Yes	07/01/2019	100.000	.67	51090506	ES HUMAN RESOURCES					06/30/2020
29	F	51000	007i	1c	0	UOT	M	3.51	Yes	07/01/2019	100.000	.51	52661122	Ben Admin Operations					06/30/2020
30	G	51000	000i	3c	0	USX	M	3.33	Yes	07/01/2019	100.000	.33	51090509	Business Ops/Strategy					06/30/2020
31	G	51000	006i	3c	1	STU	H	4.00	No	07/01/2019	100.000	.00	52661122	Ben Admin Operations					06/30/2020
32	G	51000	007i	1c	0	UOT	M	3.96	Yes	07/01/2019	100.000	.96	52661122	Ben Admin Operations					06/30/2020
33	G	51000	007i	3c	0	UOT	M	3.67	Yes	07/01/2019	100.000	.67	52661122	Ben Admin Operations					06/30/2020
34	H	51000	007i	3a	0	UOT	M	3.00	Yes	01/01/2020	100.000	.00	52600073	Retirement			12/31/2020		06/30/2020
35	H	51000	000i	27	0	UOT	M	3.42	Yes	07/01/2019	100.000	.42	52661122	Ben Admin Operations					06/30/2020
36	H	51000	007i	3i	0	USX	M	3.00	Yes	07/01/2019	100.000	.00	51090510	ES PAYROLL COUNSELORS					06/30/2020



# Questions

[Q & A - Current Call](#)

[Q& A - Previous Call](#)



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EMPLOYEE SERVICES

# Q & A - Current Call

## Questions from the June 2, 2020 call

Can you please provide the link to registering for future campus calls? Thank you.	<a href="https://www.cu.edu/hcm-community/events/hcm-campus-call">https://www.cu.edu/hcm-community/events/hcm-campus-call</a> <a href="https://cusystem.zoom.us/webinar/register/WN_P5tR9NkKRTckXEXBik_GpQ">https://cusystem.zoom.us/webinar/register/WN_P5tR9NkKRTckXEXBik_GpQ</a>
Furloughs-Holidays are still given based on FTE in job data, correct?	Holidays are based upon standard hours. Furloughs are managed by campus leadership.
Will these slides be shared after the meeting, and/or where can these examples be found on the ES website?	ES does email the slides after each presentation to each person who has registered.
When will payroll cutoff calendars be posted on website for August-December?	They are in process to be posted soon.
Is there a report that will give us length of service in a department? What about for effective date an employee became active in a new department number?	Unfortunately, due to the technical limitations of our software, it is not possible to create a reliable Length of Service report at this time. While there are fields in HCM which may appear useful for this purpose, all will produce significant errors when used for Length of Service reporting. If it becomes possible to create a reliable Length of Service report at some point in the future, it will be our first priority. Thank you for your patience and understanding.



# Q & A - Previous Call

## Questions from May 5, 2020 Call

Did I hear that if an employee is half-time, then the amount of their leave accrual is pro-rated? So if leave limit is 352 hrs, then for a half-time employee it would be 176 hrs?  
Thanks

**“Although leave earnings are pro-rated for part-time, leave maximum accruals are not prorated for part-time.”** (clarified from the state classified technical guidance, Time Off and Leave, November 5, 2019).

### Maximum Leave Accrual Details:

**Accrual. Full-time university staff and faculty on twelve-month appointments** are eligible to receive twenty-two (22) working days (176 hours) of paid vacation annually, earned as 14.67 hours per month. An eligible employee who works part-time or is on unpaid leave earn vacation on a prorated basis. **Vacation accrual may not exceed forty-four (44) days on July 1 of every year.**

<https://www.cu.edu/regents/policy/11>, Section 11.E.1 (B) (1))

Classified staff use the following chart:

Years (Months) of Service	Hours/Month (prorated for part-time employees)	Maximum Accrual That May Be Compensated Upon Separation or Carried Into New Fiscal Year
1st through 5th (60 month)	8 hours (1 day)	192 hours (24 days)
6th (61st month) through 10th (120th month)	10 hours (1¼ days)	240 hours (30 days)
11th (121st month) through 15th (180th month)	12 hours (1½ days)	288 hours (36 days)
16th (181st month) on	14 hours (1¾ days)	336 hours (42 days)



# Q & A - Previous Call

## Questions from May 5, 2020 Call

If an employee works part-time and has XRG hours that add to their accrual rate, does the annual maximum accrual rate change?	Although leave earnings are pro-rated for part-time, maximum leave accruals are not prorated for part-time. The max accrual will not change based on part time work hours. (Refer to the first Q/A.)
Where is the leave sweeps information included on the ES webpage?	The leave sweep information will be included in an HCM Blog post from our ES Communications team. More info to follow.
Has the leave sweep been extended for excess vacation hours?	The leave sweep information will be included in an HCM Blog post from our ES Communications team. More info to follow.
who should I contact if I have timesheet issues in HCM? I'm from CU Boulder. Thanks!	For general and reconciliation questions around My Leave, our HCM Support team can be helpful at <a href="mailto:hcm_community@cu.edu">hcm_community@cu.edu</a> . For campus specific COVID issues and the timesheet, reach out to campus HR-Central office for guidance.
Regarding the My Leave & HCM Balances slide, can those reports be pulled for an entire department org rather than individual employees?	The HCM leave balance query can only be pulled for one employee at a time. The My Leave Calendar and Timesheet query can be pulled by department.





# Q & A - Previous Call

## Questions from May 5, 2020 Call

Hi, I still have some confusion on whether a FTE who is using admin leave and selecting the correct earnings code in MyLeave STILL needs to complete the leave request form.	Thanks to Kenny Nelson who assisted with the UCB follow-up. Please reach out to your campus HR-Central office for assistance with campus specific business process.
How are the campuses handling COVID pay? (modified question)	Please reach out to your campus HR-Central office to determine how COVID pay will be implemented.
Where on the Boulder Campus HR website are the pay codes that we should be using? Thanks.	Use the system webpages for general overview of system updates. Use the campus HR-Central links to find campus-specific information for your campus. If you still have questions about your campus business process, please reach out to the campus HR-Central team directly.
Is the Admin Leave being extended past May 16th?	Campus specific decisions about the COVID implementation can be addressed by the campus HR-Central offices.
Will the RPS and RPV code be entered by Central HR or department HR at UCD/AMC?	Thanks to Florie Montoya who assisted with the UCD follow-up: For Denver and Anschutz, our central HR will enter FFCRA actions into HCM once our Employee Relations unit completes the designation. We will work closely with the HR Business Partners on this process.



# Q & A - Previous Call

## Questions from May 5, 2020 Call

Are participating doctors/practices changing for the exclusive plan? I was told that they are by a doctor's office this morning. I didn't see that mentioned amongst the changes for 20-21.	Participating play doctors/practices may change from year to year in general, which is managed by our plan administrators. For up to date doctor/practice information, please visit the plan page and use the search feature.
How do I find out if my current pharmacy is still available with the new CVS pharmacy plan? (modified question)	Visit Caremark.com or download the <a href="#">CVS Caremark app</a> to locate a pharmacy within your plan.
For current FSA plan participants, will there be any spending extensions past August due to the COVID-19 shutdowns/closures?	You must incur qualifying expenses between July 1, 2019 and Sept. 15, 2020 for reimbursement by Nov. 15, 2020. If you do not use all of your funds within the FSA, the remaining amount will be forfeited. Website: <a href="https://www.cu.edu/employee-services/benefits-wellness/current-employee/hsa-fsa/health-care-fsa">https://www.cu.edu/employee-services/benefits-wellness/current-employee/hsa-fsa/health-care-fsa</a>
We have noticed that phone number updates are not flowing through to the authentication process for Benefits Enrollment. Is there a delay in getting updates in HCM to flow through?	For best results update DUO phone data by deleting the current phone data and click SAVE. Then reenter the phone data and click SAVE. The update should feed right away, or within a short time. Exit the portal and clear cache before trying the DUO authentication again.
With the DUO Multi-factor authentication, which phone number types are allowed?	We can currently confirm that Cellular, Camus 1, and Campus 2 are available for DUO. Confirming "Home" as an option is in progress, and will report back with updates.



# References

- ▶ <https://www.cu.edu/hcm-community>
- ▶ <https://www.cu.edu/hcm-community/hcm-projects/get-involved>

## Calendars

- ▶ <https://www.cu.edu/hcm-community/events/hcm-biweekly-call>
- ▶ <https://www.cu.edu/hcm-community/pay-employees/payroll-production-calendars>

## Blogs

- ▶ <https://www.cu.edu/uis/maintenance-matters>
- ▶ <https://www.cu.edu/blog/work-life>
- ▶ <https://www.cu.edu/blog/hcm-community/category/hcm-community-news>



# Thank you for joining us.

## Contact Employee Services

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**Email:** [EmployeeServices@cu.edu](mailto:EmployeeServices@cu.edu)

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303-860-4200

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- Opt. 1: Employee Verification
- Opt. 2: Payroll and HCM
- Opt. 3: Benefits
- Opt. 4: Spanish/Español
- Opt. 5: CU Careers

**Website:** [www.cu.edu/es](http://www.cu.edu/es)



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