ES HCM Campus Call

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

Presented on the first Tuesday of the month for the HCM Campus Community
Controls
ES HCM Campus Call - Register

https://www.cu.edu/hcm-community/events/hcm-campus-call
https://cusystem.zoom.us/webinar/register/WN_P5tR9NkKRTCkXEXBik_GpQ

1st Tuesday:
ES HCM Campus Call

3rd Tuesday:
Deep Dive Webinar
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
UIS Maintenance Matters
https://www.cu.edu/uis/maintenance-matters

- **Production Maintenance**
- **Non-Production Maintenance**
  - 6 a.m. to 6 p.m., June 6: scheduled maintenance for non-production systems

- **HCM Maintenance**
- **Campus Solutions Maintenance**
  - 6 a.m. to 6 p.m., June 6: scheduled maintenance for non-production systems

- **Other Maintenance**
- **Completed Maintenance**
  - May 31 maintenance completed for production services
  - May 18 maintenance completed for non-production services
  - May 10 maintenance completed for production services
UIS HCM System Workgroups

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

UIS HCM System Workgroups

<table>
<thead>
<tr>
<th>MODULE</th>
<th>DAY</th>
<th>TIME</th>
<th>FREQUENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence Management and Payroll</td>
<td>Friday</td>
<td>3-4 p.m.</td>
<td>Quarterly</td>
</tr>
<tr>
<td>Student Processing</td>
<td>Tuesday</td>
<td>1-2 p.m.</td>
<td>Second Tuesday of each month</td>
</tr>
<tr>
<td>Benefits and AGA</td>
<td>Monday</td>
<td>1:30-2 p.m.</td>
<td>Weekly</td>
</tr>
<tr>
<td>HR-GL</td>
<td>Tuesday</td>
<td>1-1:30 p.m.</td>
<td>Third Tuesday of each month</td>
</tr>
</tbody>
</table>

If you are interested in joining a module team, email hcmsystemteam@cu.edu.

Campus Change Managers

<table>
<thead>
<tr>
<th>Campus</th>
<th>Change Manager</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>CU Denver</td>
<td>Anschutz</td>
<td>Sharon Grant</td>
</tr>
<tr>
<td>CU Boulder</td>
<td>Quiana Martin</td>
<td><a href="mailto:guiana.martin@colorado.edu">guiana.martin@colorado.edu</a></td>
</tr>
<tr>
<td>CU Colorado Spring and System office</td>
<td>Lara Ackerman</td>
<td><a href="mailto:lara.ackerman@cu.edu">lara.ackerman@cu.edu</a></td>
</tr>
</tbody>
</table>
Regent Policy Update

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

- 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
ES Employee Learning and Development (ELD)

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

Feedback, suggestions? system.training@cu.edu
HCM Recorded Webinars

https://www.cu.edu/hcm-community-training
https://vimeo.com/423304646

Training & Webinars

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

Recorded Webinars

HR/GL Payroll Reporting

Information

Description: 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.

Date recorded: May 19, 2020

View Webinar

Feedback, suggestions?

system.training@cu.edu
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
ES Collaborative HR Services
https://www.cu.edu/employee-services/collaborative-hr-services
ES Benefits

https://www.cu.edu/employee-services/benefits-wellness
Open Enrollment Completed

Virtual Open Enrollment Recap

- Passive Enrollment - **Monday, April 20 - Friday, May 8**th
- 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


## 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:

<table>
<thead>
<tr>
<th>Division</th>
<th>Member Contribution Rate</th>
<th>Employer Contribution Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>State (excluding State Troopers)</td>
<td>10%</td>
<td>20.90%</td>
</tr>
<tr>
<td>State Troopers</td>
<td>12%</td>
<td>23.60%</td>
</tr>
<tr>
<td>School</td>
<td>10%</td>
<td>20.90%</td>
</tr>
<tr>
<td>Local Government</td>
<td>8.5%</td>
<td>14.20%</td>
</tr>
<tr>
<td>Judicial</td>
<td>10%</td>
<td>22.01%</td>
</tr>
<tr>
<td>Denver Public Schools</td>
<td>10%</td>
<td>20.90%</td>
</tr>
</tbody>
</table>

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
ES Work Life

https://www.cu.edu/blog/work-life
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 for more information!
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.
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.
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.
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

https://www.cu.edu/ope/aps/5062
ES International Tax

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

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: 1-855-210-7740, opt. 2
- Email: 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 intltax@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.
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.
ES Payroll - Taxes
ES Payroll - Pay & Contracts

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

Annual Leave Sweep Preparations
https://www.cu.edu/blog/hcm-community/prepare-annual-leave-sweeps-query
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.
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
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
Post Overpayment Returns & PETs

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

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.
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
What do I need to know?

- **Q:** What if a FY21 DBT row already exists?
  - **A:** No new row is added.

- **Q:** What about rows with no funding end date?
  - **A:** No funding end date is copied.

- **Q:** What if a non-project has a 6/30/20 funding end date?
  - **A:** Consider removing the funding end date as the budget end date stops the encumbrance.

- **Q:** What if the funding end date expires before 7/1/2020?
  - **A:** The same funding end date copies as expired funding and, if not updated, will send July payroll to suspense.

- **Q:** What if a funding end date exists dated after 7/1/2020?
  - **A:** The same funding end date is copied.

- **Q:** What if a funding end date exists for a project?
  - **A:** The same funding end date copied.
DBT Roll Forward on June 29th

**PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM**

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Sat/Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Funding Row</strong></td>
<td><strong>Run Payroll Register 6/30/20</strong></td>
<td><strong>OC052820 uploads due 5 pm</strong></td>
<td><strong>Processing OC052820</strong></td>
<td><strong>Processing BW PPE 06/30/20</strong></td>
<td><strong>OC062520 PAYDAY</strong></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6/7</td>
</tr>
<tr>
<td><strong>Fiscal Year Rollover</strong></td>
<td><strong>Run Payroll Register 6/30/20</strong></td>
<td><strong>PULL DEADLINE 10 AM</strong></td>
<td><strong>Processing BW PPE 06/30/20</strong></td>
<td><strong>Processing MON PPE 06/30/20</strong></td>
<td><strong>BW uploads due 5 pm</strong></td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13/14</td>
</tr>
<tr>
<td>15</td>
<td><strong>NO OFF-CYCLE THIS WEEK</strong></td>
<td>16</td>
<td><strong>Processing MON PPE 06/30/20</strong></td>
<td><strong>BW uploads due 5 pm</strong></td>
<td><strong>OC06420 PAYDAY</strong></td>
</tr>
<tr>
<td>22</td>
<td><strong>Run Payroll Register 6/13/20</strong></td>
<td>23</td>
<td><strong>Processing BW PPE 06/13/20</strong></td>
<td><strong>PULL DEADLINE 10 AM</strong></td>
<td><strong>MON PPE 06/30/20</strong></td>
</tr>
<tr>
<td>24</td>
<td><strong>OC051820 uploads due 5 pm</strong></td>
<td>25</td>
<td>26</td>
<td>27/28</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td><strong>MON PPE 06/30/20 PAYDAY</strong></td>
<td><strong>OC062520 uploads due 5 pm</strong></td>
<td><strong>Processing BW PPE 06/30/20</strong></td>
<td><strong>OC061820 PAYDAY</strong></td>
<td></td>
</tr>
</tbody>
</table>

*No off-cycle payroll

Last updated 11/1/19
FY21 DBT created before 6/29

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

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Sat/Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run Payroll Register MON PPE 06/30/20</td>
<td>Run Payroll Register BW PPE 06/13/20</td>
<td>PULL DEADLINE 10 AM: BW PPE 06/13/20 Processing OC061820</td>
<td>BW PPE 06/13/20 PAYDAY (Pay Run ID BW061320) ODC061820</td>
<td>PPE 06/27/20 Pay Run ID BW062720 Earn dates 06/14-06/27/20</td>
<td></td>
</tr>
<tr>
<td>MON PPE 06/30/20/OC063020</td>
<td>MON PPE 06/30/20/OC063020</td>
<td>MON PPE 06/30/20/OC063020</td>
<td>MON PPE 06/30/20/OC063020</td>
<td>MON PPE 06/30/20/OC063020</td>
<td></td>
</tr>
<tr>
<td>Processing BW PPE 06/13/20 OC061820 uploads due 5 pm</td>
<td>Processing BW PPE 06/13/20 OC061820</td>
<td>OC061820 uploads due 5 pm</td>
<td>OC061820 uploads due 5 pm</td>
<td>OC061820 uploads due 5 pm</td>
<td></td>
</tr>
</tbody>
</table>

#### July 2020

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Sat/Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run Payroll Register BW PPE 06/27/20</td>
<td>Run Payroll Register BW PPE 06/27/20</td>
<td>PULL DEADLINE 10 AM: BW PPE 06/27/20 Processing OC070220</td>
<td>BW PPE 06/27/20 PAYDAY (Pay Run ID BW062720) ODC070220</td>
<td>PPE 07/11/20 Pay Run ID BW071120 Earn dates 06/28-07/11/20</td>
<td></td>
</tr>
<tr>
<td>Processing BW PPE 06/27/20 OC070220</td>
<td>Processing BW PPE 06/27/20 OC070220</td>
<td>Processing BW PPE 06/27/20 OC070220</td>
<td>Processing BW PPE 07/11/20 OC070920</td>
<td>Processing BW PPE 07/11/20 OC070920</td>
<td></td>
</tr>
<tr>
<td>OC070220 uploads due 5 pm</td>
<td>OC070220 uploads due 5 pm</td>
<td>OC070220 uploads due 5 pm</td>
<td>BW uploads due 5 pm</td>
<td>BW uploads due 5 pm</td>
<td></td>
</tr>
</tbody>
</table>

**Fiscal Year Rollover**
- 7/1 row created
FY20 New Position after 6/29

**PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM**

### June 2020

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Sat/Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run Payroll Register MON PPE 06/30/20</td>
<td>Run Payroll Register BW PPE 06/13/20</td>
<td>PULL DEADLINE 10 AM: BW PPE 06/13/20</td>
<td>BW PPE 06/13/20</td>
<td>Pay Run ID BW061120 OE061820 PAYDAY</td>
<td>Pay Run ID BW061120 OE061820 PAYDAY</td>
</tr>
<tr>
<td>MON PPE 06/30/20 PAYDAY</td>
<td>Pay Run ID MN063020 OE062320 PAYDAY</td>
<td>MON PPE 06/30/20 PAYDAY</td>
<td>Pay Run ID BW062720</td>
<td>PPE 06/13/20</td>
<td>Pay Run ID BW062720</td>
</tr>
</tbody>
</table>

**Fiscal Year Rollover**

- Pos Eff 6/28
- Fund Eff 6/28

### July 2020

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Sat/Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processing BW PPE 06/27/20</td>
<td>Run Payroll Register BW PPE 06/27/20</td>
<td>PULL DEADLINE 10 AM: BW PPE 06/27/20</td>
<td>BW uploads due 5 pm</td>
<td>Independence Day ALL CAMPUSES CLOSED OC062320 PAYDAY</td>
<td>Independence Day ALL CAMPUSES CLOSED OC062320 PAYDAY</td>
</tr>
<tr>
<td>Processing BW PPE 06/27/20</td>
<td>Pay Run ID MN063020 OC062320 PAYDAY</td>
<td>MON PPE 06/30/20 PAYDAY</td>
<td>Pay Run ID BW061120</td>
<td>PPE 06/13/20</td>
<td>Pay Run ID BW061120</td>
</tr>
<tr>
<td>OC070220 uploads due 5 pm</td>
<td>Processing BW PPE 07/11/20 OC070920 PAYDAY</td>
<td>OC070220 uploads due 5 pm</td>
<td>Processing BW PPE 07/11/20</td>
<td>Create new position on 7/17</td>
<td>Create new position on 7/17</td>
</tr>
</tbody>
</table>

---

**Back to Agenda** 48
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 1st
- 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
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

Last day to Apply: July 16th (@ BW upload deadline)
Create FY21 DBT -> add > 7/1 rows

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

Message

Effective 7/1/2020 Exists Before > 7/1/2020
Do Not Apply FY21 -> FY22

Effective 7/1/2020 -> Next Fiscal Year = 7/1/2021

Do NOT use eff dates => July 1 or FY22 DBT created
ES Payroll - HCM Support Team

hcm_community@cu.edu
Employee/Student Addresses in HCM

[https://www.cu.edu/employee-services/payroll/self-service/personal-information](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

(Contact the photo icon to see screenshots.)

<table>
<thead>
<tr>
<th>Mailing and home addresses</th>
<th>Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact details (phone, email)</td>
<td>Veteran status</td>
</tr>
<tr>
<td>Emergency contacts</td>
<td>Ethnic groups</td>
</tr>
<tr>
<td>Social Security number</td>
<td>Name change</td>
</tr>
<tr>
<td>Additional information</td>
<td></td>
</tr>
</tbody>
</table>

**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
- **Hours:** 8 a.m. to 5 p.m. Monday to Friday

**Employee portal**
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

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Sat/Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>OGO928620 uploads due 5 pm</td>
<td>Processing OGO928620</td>
<td>Processing BW PPE 05/10/20</td>
<td>6/7</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>3</td>
<td>Processing BW PPE 05/10/20</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td></td>
<td>Run Payroll Register BW PPE 05/20/20</td>
<td>OGO928620 uploads due 5 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>FULL DEADLINE 10 AM BW PPE 06/20/20</td>
<td>Processing OGO924020</td>
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<tr>
<td>10</td>
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<td>10</td>
<td>Run PPE BW PPE 06/20/20</td>
<td>6/14</td>
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<td>Processing MON PPE 06/20/20</td>
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<td>12</td>
<td>Processing MON PPE 06/20/20</td>
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<tr>
<td>13</td>
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<td></td>
<td>13</td>
<td>Pay Run ID BW051280 Pay Run ID BW051280</td>
<td>6/13/20</td>
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<tr>
<td>14</td>
<td></td>
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<td>14</td>
<td>Processing MON PPE 06/20/20</td>
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<tr>
<td>15</td>
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<td>NO OFF-CYCLE THIS WEEK</td>
<td>Processing MON PPE 06/20/20</td>
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<td>16</td>
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<td>Processing MON PPE 06/20/20</td>
<td></td>
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<tr>
<td>19</td>
<td></td>
<td></td>
<td>20</td>
<td>Pay Run ID BW051280 Pay Run ID BW051280</td>
<td>6/14/20</td>
</tr>
<tr>
<td>20</td>
<td></td>
<td>Run Payroll Register MON PPE 06/20/20</td>
<td>Processing BW PPE 06/20/20</td>
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<tr>
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<td>OGO928620 uploads due 5 pm</td>
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<tr>
<td>22</td>
<td></td>
<td></td>
<td>23</td>
<td>FULL DEADLINE 10 AM BW PPE 06/20/20</td>
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<tr>
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<td></td>
<td></td>
<td>24</td>
<td>BW PPE 06/13/20 PAYDAY</td>
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<td></td>
<td></td>
<td>25</td>
<td>Processing MON PPE 06/20/20</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td></td>
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<td>26</td>
<td>Processing MON PPE 06/20/20</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td></td>
<td></td>
<td>27</td>
<td>Pay Run ID BW051280 Pay Run ID BW051280</td>
<td>6/27/20</td>
</tr>
<tr>
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<td></td>
<td></td>
<td>28</td>
<td>Processing MON PPE 06/20/20</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td></td>
<td></td>
<td>29</td>
<td>MON PPE 06/30/20 PAYDAY</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td></td>
<td></td>
<td>30</td>
<td>Pay Run ID BW051280 Pay Run ID BW051280</td>
<td></td>
</tr>
</tbody>
</table>

* No off-cycle payroll

Last updated 6/1/20
HCM Data Feature Focus
## Fiscal Year End Queries

Useful reports that make your job easier

<table>
<thead>
<tr>
<th>No.</th>
<th>Report Description</th>
<th>Query ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>Employee Address/Phone List. This query returns address and phone information for active employees.</td>
<td>576 CUHCM_EMPLOYEE_ADDR</td>
</tr>
<tr>
<td>19</td>
<td>Employee Birthdays. This query returns the name, title and birthday (month and day) for active employees by department.</td>
<td>3534 CUHCM_EMPLOYEE_BDays</td>
</tr>
<tr>
<td>20</td>
<td>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.</td>
<td>4426 CUHCM_CONTRACT_APPOINT_END</td>
</tr>
<tr>
<td>21</td>
<td>Essential Services Designees. This query returns basic job and position information for employees whose non-person profile is designated as &quot;essential services&quot;.</td>
<td>406 CUHCM_ESSENTIAL_SVCs</td>
</tr>
<tr>
<td>22</td>
<td>Funding Distribution. This query returns job data and funding distribution info by empl ID, dept ID, org, and/position. Position number returned as hyperlink. Clicking the link will open a new tab with funding history including future dated info.</td>
<td>103169 CUHCM_FUNDING_DISTRIBUTION</td>
</tr>
<tr>
<td>23</td>
<td>Funding History. This query returns the complete funding history for a single position. Can be run from the results of the Funding Distribution query.</td>
<td>510 CUHCM_FUNDING_HISTORY</td>
</tr>
<tr>
<td>24</td>
<td>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.</td>
<td>43 CUHCM_FUNDING_SUSPENSE</td>
</tr>
<tr>
<td>25</td>
<td>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 which falls in the past or up to 45 days in the future (includes future dated funding rows).</td>
<td>820 CUHCM_FUNDING_SUSPENSE_MAX</td>
</tr>
<tr>
<td>26</td>
<td>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.</td>
<td>265 CUHCM_FUNDING_SUSPENSE_OLD</td>
</tr>
<tr>
<td>27</td>
<td>SME Terminated Employees. Returns a list of SME employees with termination rows between specified Effective Dates. Results can optionally be limited by Dept ID.</td>
<td>24 CUHCM_TERMD_SME</td>
</tr>
</tbody>
</table>
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

---

<table>
<thead>
<tr>
<th>Query</th>
<th>Description</th>
<th>ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding Distribution</td>
<td>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.</td>
<td>103159 CUES_HCM_FUNDING_DISTRIBUTION</td>
</tr>
<tr>
<td>Funding History</td>
<td>This query returns the complete funding history for a single position. Can be run from the results of the Funding Distribution query.</td>
<td>510 CUES_HCM_FUNDING_HISTORY</td>
</tr>
<tr>
<td>Funding Suspense Current Row</td>
<td>This query returns active employees who have a project end date, funding end date, or budget end date on their CVR. It includes funding row data in the past or up to 45 days in the future.</td>
<td>43 CUES_HCM_FUNDING_SUSPENSE</td>
</tr>
<tr>
<td>Funding Suspense Max Row</td>
<td>This query returns active employees who have a project end date, funding end date, or budget end date on their CVR. It includes funding row data in the past or up to 45 days in the future.</td>
<td>920 CUES_HCM_FUNDING_SUSPENSE_MAX</td>
</tr>
<tr>
<td>Funding Suspense Previous Rows</td>
<td>This query returns active employees who have a project end date, funding end date, or budget end date on their CVR. It includes funding row data in the past or up to 45 days in the future.</td>
<td>285 CUES_HCM_FUNDING_SUSPENSE_OLD</td>
</tr>
<tr>
<td>GME Terminated Employees</td>
<td>Returns a list of GME employees with termination rows between specified Effective Dates. Results can optionally be limited by Dept ID.</td>
<td>24 CUES_HCM_TERMED_GME</td>
</tr>
</tbody>
</table>
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

![Image of CUES_HCM_FUNDING_DISTRIBUTION - Funding Distribution]

<table>
<thead>
<tr>
<th>Empl ID (Optional)</th>
<th>Dept ID (Optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SpeedType Org (Optional)</td>
<td></td>
</tr>
<tr>
<td>Posn Nbr (Optional)</td>
<td></td>
</tr>
<tr>
<td>SpeedType (Optional)</td>
<td></td>
</tr>
<tr>
<td>Node (Optional)</td>
<td></td>
</tr>
</tbody>
</table>

Include Future Job Data

SpeedType Status (Optional)

Project Status (Optional)

View Results

| Row Name | Empl ID | Empl Acct | Job Dept ID | Job Dept Name | Job Eff Date | Job Eff Seq | Pay Status | Job Code | Job Title | Reg/Temp | Std Hrs/Wk | Comp Rate | Comp Freq | Appoint End Dtt | Position Nbr | Posn Dept ID | Posn Entry Dtt | Fund Eff Dtt | Fund Eff Seq | Distrib % | SpeedType | SpeedType Descr | SpeedType Status | Fund Org | Program | Project | Project Status | Sub-Class | Project End Dtt | Funding End Dtt | Budget End Dtt |
|----------|---------|-----------|-------------|---------------|--------------|-------------|------------|----------|-----------|----------|-----------|-----------|-----------|------------|---------------|--------------|-------------|--------------|------------|-------------|-----------|-----------|----------|----------------|----------|---------------|-------------|---------------|
• 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
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
Results include Appointment End Date and additional columns of funding information not provided by the Funding Distribution report.

<table>
<thead>
<tr>
<th>Row</th>
<th>Name</th>
<th>Dept ID</th>
<th>Position Nbr</th>
<th>Emp ID</th>
<th>Emp Rol</th>
<th>Pay Group</th>
<th>Comp Freq</th>
<th>Comp Rate</th>
<th>Benefit Eligible</th>
<th>Funding Eff Date</th>
<th>Dist Percent</th>
<th>Dist Amount</th>
<th>Combo Code</th>
<th>Code Descr</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A</td>
<td>51000000200</td>
<td>30</td>
<td>0 TMP</td>
<td>M</td>
<td>0 No</td>
<td>07/01/2019</td>
<td>100.000</td>
<td>.00</td>
<td>5261122</td>
<td>Ben Admin Operations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>A</td>
<td>51000000200</td>
<td>30</td>
<td>0 USX</td>
<td>M</td>
<td>0 Yes</td>
<td>07/01/2019</td>
<td>100.000</td>
<td>.00</td>
<td>5261122</td>
<td>Ben Admin Operations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>A</td>
<td>51000000200</td>
<td>12</td>
<td>0 OTM</td>
<td>M</td>
<td>0 Yes</td>
<td>07/01/2019</td>
<td>100.000</td>
<td>.00</td>
<td>51090506</td>
<td>ES HUMAN RESOURCES</td>
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</tr>
<tr>
<td>4</td>
<td>E</td>
<td>51000000200</td>
<td>271</td>
<td>0 UOT</td>
<td>M</td>
<td>4 Yes</td>
<td>03/01/2020</td>
<td>10.000</td>
<td>39</td>
<td>5261122</td>
<td>Ben Admin Operations</td>
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<tr>
<td>5</td>
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<td>271</td>
<td>0 UOT</td>
<td>M</td>
<td>4 Yes</td>
<td>03/01/2020</td>
<td>10.000</td>
<td>39</td>
<td>5261122</td>
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<td>07/01/2019</td>
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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

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Notes</th>
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<tbody>
<tr>
<td>18</td>
<td>Employee Address/Phone List</td>
<td>This query returns address and phone information for active employees.</td>
</tr>
<tr>
<td>19</td>
<td>Employee Birthdays</td>
<td>This query returns the name, title and birthday (month and day) for active employees by department.</td>
</tr>
<tr>
<td>20</td>
<td>End of Appointment or Contract</td>
<td>This query returns a list of employees with appointments or contracts that have expired or will be expiring in the next 45 days.</td>
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<tr>
<td>21</td>
<td>Essential Services Designees</td>
<td>This query returns basic job and position information for employees whose non-personal profile is designated as &quot;essential services&quot;.</td>
</tr>
<tr>
<td>22</td>
<td>Funding Distribution</td>
<td>This query returns job data and funding distribution info by empID, deptID, org, and/or posn. Position number returned as hyperlink - clicking the link will open a new tab with funding history, including future dated info.</td>
</tr>
<tr>
<td>23</td>
<td>Funding History</td>
<td>This query returns the complete funding history for a single position. Can be run from the results of the Funding Distribution query.</td>
</tr>
<tr>
<td>24</td>
<td>Funding Suspense Current Row</td>
<td>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.</td>
</tr>
<tr>
<td>25</td>
<td>Funding Suspense Max Row</td>
<td>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 data funding rows).</td>
</tr>
<tr>
<td>26</td>
<td>Funding Suspense Previous Rows</td>
<td>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 past. This report DOES NOT include any future dated rows.</td>
</tr>
<tr>
<td>27</td>
<td>GME Terminated Employees</td>
<td>Returns a list of GME employees with termination rows between specified Effective Dates. Results can optionally be limited by Dept ID.</td>
</tr>
</tbody>
</table>
• 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
Questions

Q & A - Current Call
Q & A - Previous Call
# Q & A - Current Call

## Questions from the June 2, 2020 call

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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</table>
| Can you please provide the link to registering for future campus calls? Thank you. | [https://www.cu.edu/hcm-community/events/hcm-campus-call](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) |
| 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. |
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:

<table>
<thead>
<tr>
<th>Years (Months) of Service</th>
<th>Hours/Month (prorated for part-time employees)</th>
<th>Maximum Accrual That May Be Compensated Upon Separation or Carried Into New Fiscal Year</th>
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<tbody>
<tr>
<td>1st through 5th (60 month)</td>
<td>8 hours (1 day)</td>
<td>192 hours (24 days)</td>
</tr>
<tr>
<td>6th (61st month) through 10th (120th month)</td>
<td>10 hours (1 1/4 days)</td>
<td>240 hours (30 days)</td>
</tr>
<tr>
<td>11th (121st month) through 15th (180th month)</td>
<td>12 hours (1 1/4 days)</td>
<td>288 hours (36 days)</td>
</tr>
<tr>
<td>16th (181st month) on</td>
<td>14 hours (1 1/4 days)</td>
<td>336 hours (42 days)</td>
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</tbody>
</table>
Questions from May 5, 2020 Call

<table>
<thead>
<tr>
<th>Question</th>
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<tbody>
<tr>
<td>If an employee works part-time and has XRG hours that add to their accrual rate, does the annual maximum accrual rate change?</td>
<td>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.)</td>
</tr>
<tr>
<td>Where is the leave sweeps information included on the ES webpage?</td>
<td>The leave sweep information will be included in an HCM Blog post from our ES Communications team. More info to follow.</td>
</tr>
<tr>
<td>Has the leave sweep been extended for excess vacation hours?</td>
<td>The leave sweep information will be included in an HCM Blog post from our ES Communications team. More info to follow.</td>
</tr>
<tr>
<td>Who should I contact if I have timesheet issues in HCM? I'm from CU Boulder. Thanks!</td>
<td>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.</td>
</tr>
<tr>
<td>Regarding the My Leave &amp; HCM Balances slide, can those reports be pulled for an entire department org rather than individual employees?</td>
<td>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.</td>
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# Q & A - Previous Call

## Questions from May 5, 2020 Call

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<tr>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>How are the campuses handling COVID pay? (modified question)</td>
<td>Please reach out to your campus HR-Central office to determine how COVID pay will be implemented.</td>
</tr>
<tr>
<td>Where on the Boulder Campus HR website are the pay codes that we should be using? Thanks.</td>
<td>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.</td>
</tr>
<tr>
<td>Is the Admin Leave being extended past May 16th?</td>
<td>Campus specific decisions about the COVID implementation can be addressed by the campus HR-Central offices.</td>
</tr>
<tr>
<td>Will the RPS and RPV code be entered by Central HR or department HR at UCD/AMC?</td>
<td>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.</td>
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### Q & A - Previous Call

**Questions from May 5, 2020 Call**

<table>
<thead>
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<tr>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>How do I find out if my current pharmacy is still available with the new CVS pharmacy plan? (modified question)</td>
<td>Visit Caremark.com or download the <a href="https://www.cvs.com">CVS Caremark app</a> to locate a pharmacy within your plan.</td>
</tr>
<tr>
<td>For current FSA plan participants, will there be any spending extensions past August due to the COVID-19 shutdowns/closures?</td>
<td>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></td>
</tr>
<tr>
<td>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?</td>
<td>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.</td>
</tr>
<tr>
<td>With the DUO Multi-factor authentication, which phone number types are allowed?</td>
<td>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.</td>
</tr>
</tbody>
</table>
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

Mailing Address:
Employee Services
University of Colorado
1800 Grant St., Suite 400
Denver, CO 80203

Interoffice Mail: 400 UCA

Email: EmployeeServices@cu.edu

Main Number:
303-860-4200
1-855-216-7740 (toll-free)
- 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

ES.Campus-Outreach@cu.edu

HCM_Community@cu.edu