

ES HCM Campus Call



Employee Services — March 3, 2010 — 3:00PM to 4:00PM

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

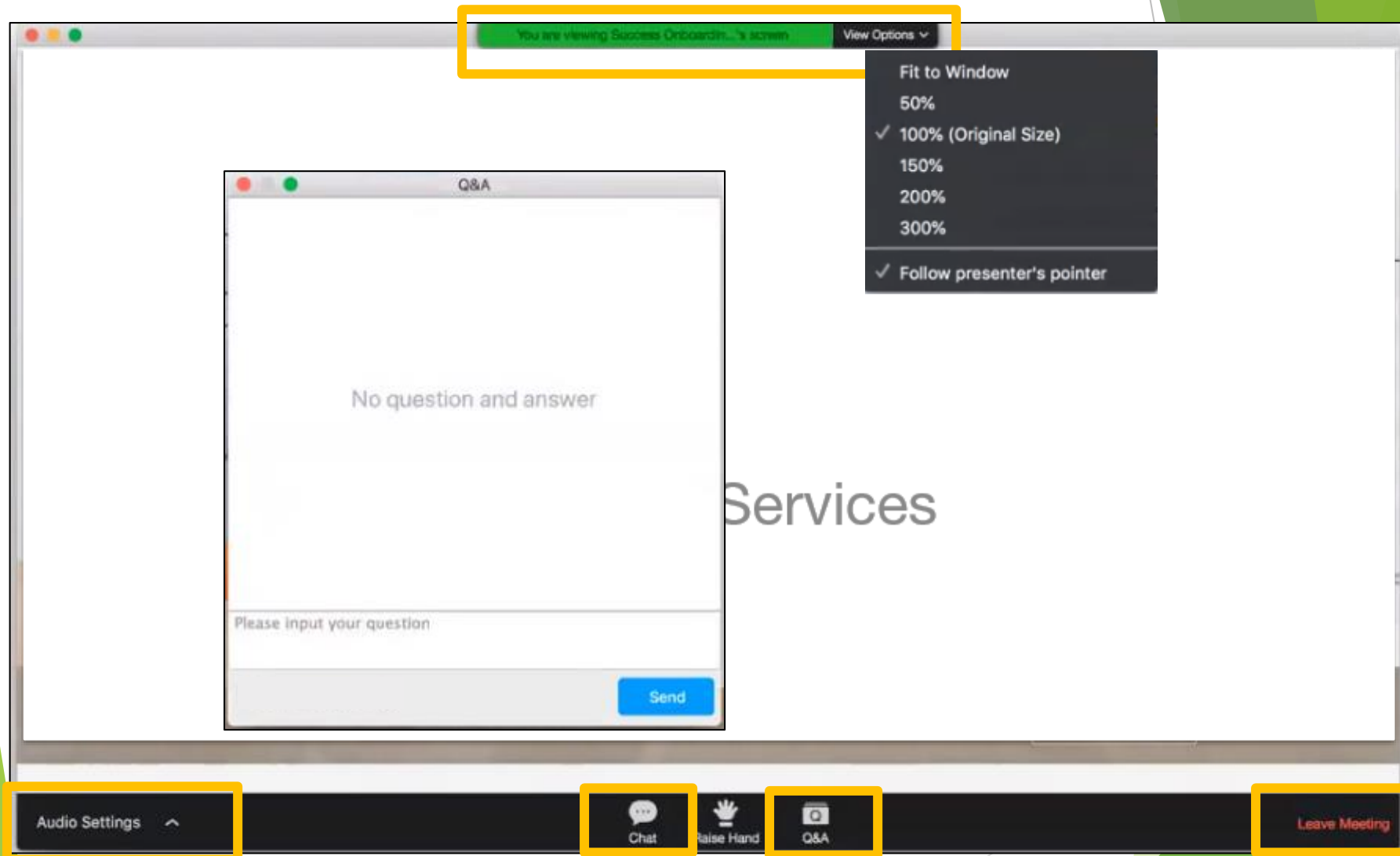


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zoom Controls



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ES HCM Campus Call Registration

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

https://cusystem.zoom.us/webinar/register/WN_P5tR9NkKRTCkXEXBik_GpQ

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

To register for the remaining calls in 2020, [click here](#).

Your registration confirmation will include a calendar invite with a personal link that you can use to join each call.

Reminders are sent an hour before the meeting, and meeting notes are sent afterward to anyone who registers for the call.



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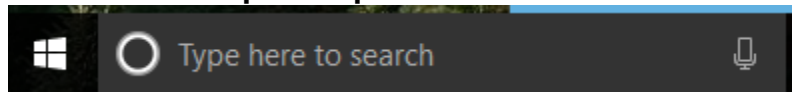
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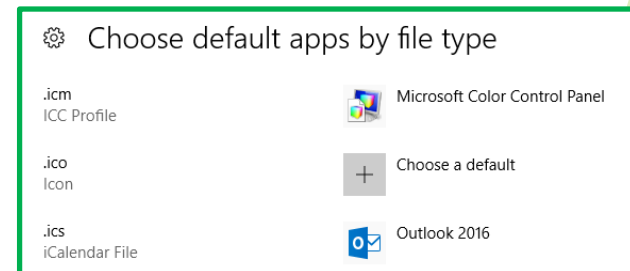
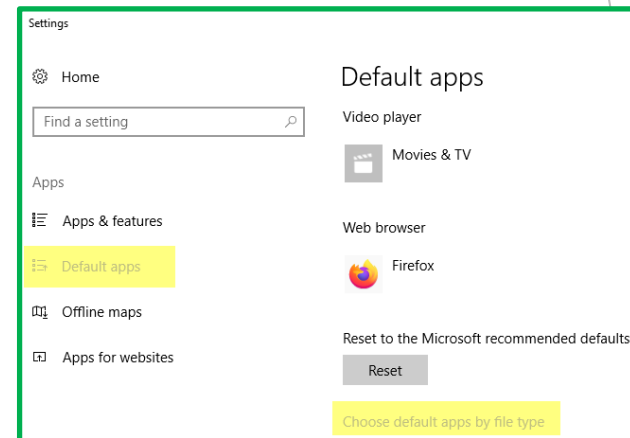
Default Calendar (Windows 10)

Here's how to change your default calendar application to Outlook:

- ✓ Click **Start** and type **app** in the search prompt.



- ✓ Click **Apps & features**.
- ✓ Click **Default Apps**.
- ✓ Scroll down and click the **Choose default apps by file type** link.
- ✓ Scroll down to **.ics** and click the icon to the right.
- ✓ From the popup menu, select **Outlook**.



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Agenda

- ▶ System UIS Updates
 - ▶ UIS Maintenance Matters
 - ▶ UIS HCM System Enhancements
 - ▶ UIS HCM System Workgroups
- ▶ ES Employee Learning & Development (ELD)
- ▶ ES Human Resources
- ▶ ES Benefits Updates
- ▶ 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



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System UIS Updates

[UIS Maintenance Matters](#)

[UIS HCM Systems Enhancements](#)

[UIS HCM Systems Workgroups](#)



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Regent Policy Updates

<http://ecomm.cu.edu/blog/ope/regent-policies-2i-13d-and-14i-%E2%80%93-revised>

Regent Policies 2.I, 13.D and 14.I - Revised

The Board of Regents approved changes to the following Regent Policies - effective February 13, 2020:

- ▶ Policy 2.I: Political and Social Expression by Regents
(formerly *Institutional Neutrality*)
- ▶ Policy 13.D: Defense and Indemnification of University of Colorado Employees
- ▶ Policy 14.I: Weapons Control
- ▶ For more detailed information, go to <https://www.cu.edu/doc/policy-2i-13d-14i-justificationpdf>.



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Board of Regents | Office of the President | Office of the Vice President

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For more detailed information concerning the ongoing
review of Regent Laws and Policies, go to



UIS Maintenance Matters

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

- Updated page not available



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UIS HCM System Workgroups

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

MODULE	DAY	TIME	FREQUENCY
HCM Core and Employee Life Cycle Meeting	Tuesday	11 a.m. to noon	Second Tuesday of each month
Absence Management and Payroll	Friday	3-4 p.m.	Quarterly
Student Processing	Tuesday	1-2:30 p.m.	First Tuesday of each month
Contract Pay	Thursday	11 a.m. to noon	First Thursday 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

Updates to the meeting schedule (webpage updates forthcoming):

- ✓ *The Employee Life Cycle meetings normally held on the 2nd Tuesday of each month have been canceled. We'll send new invitations when this meeting starts up again.*
- ✓ *Student Employment module meeting is now the 2nd Tuesday of each month 1:00 pm - 2:00 p.m.*
- ✓ *Contract Module meetings are no longer held separately. Any updates regarding contracts are discussed in the HR Services Manager meetings that meet on a bi-weekly basis.*
- ✓ *If you are interested in joining a module team, email hcmsystemteam@cu.edu.*

Campus Change Managers

Campus	Change Manager	Email
CU Denver Anschutz	Sharon Grant	sharon.grant@ucdenver.edu
CU Boulder	Quiana Martin	quiana.martin@colorado.edu
CU Colorado Spring and System office	Lara Ackerman	lara.ackerman@cu.edu



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UIS HCM System Enhancements

<https://www.cu.edu/hcm-community/hcm-projects/hcm-updates-fixes-and-enhancements>

No new updates to report.



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ES Employee Learning and Development (ELD)



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ES ELD

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

See the full [schedule](#) of monthly webinars and structured labs.

HCM Training Schedule 2020

Now available!

HCM TRAINING SCHEDULE 2020					
TRAINING OPPORTUNITY		WEBINARS AND STRUCTURED LABS		Key: Monthly HCM Campus Call	
DEPARTMENT		PAYROLL		Payroll Expense Transfer (PET) Labs	
MONTH	DATE(S)	TRAINING	MONTH	DATE(S)	TRAINING
January	1/21	2020 W-4 & IRS Tax Estimator	July	7/21	Faculty Contracts
February	2/18	Funding Entry and Suspense	August	8/18	Time and Leave
March	3/17	Department Budget Table and Rollover	September	9/10	Calculating a Pay Check
April	4/21	Payroll Expense Transfer (PET) Entry	October	10/20	PeopleSoft HCM Reporting
May	Multiple	PET Hands On Labs - TBD	November	11/17	Payroll End of Year Tasks
June	6/16	HRGL Payroll Reporting	December	n/a	n/a
JANUARY		FEBRUARY	MARCH	APRIL	MAY
					JUNE



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Feedback, suggestions?
system.training@cu.edu

ELD Webinars

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

Department Budget Table & Fiscal Year Rollover

Description: This webinar looks at how the department budget table (DBT) manages and stores funding entry data for positions, department and fiscal years. We'll review the earnings, taxes and deductions tabs and campus-specific differences. We'll discuss the fiscal-year rollover process and deadlines, and consider funding entry before, during and after the rollover period.

Date: Tuesday, March 17

Time: 3-4 pm

Payroll Expense Transfers

Description: Payroll Expense Transfers (PETs) are used to realign funding with effort after payroll has processed. This session is for newer and infrequent users who want to learn the basics of a PETs. Let's walk through the basic features of the PET panels by searching for paychecks, practicing both manual and funding template for copy update features, and reviewing the PET summary page

Date: Tuesday, April 21

Time: 3-4 pm

[Register](#)

[Register](#)



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system.training@cu.edu

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

<https://vimeo.com/392979695>

Webinars


[Webinars](#)[Recorded Webinars](#)[HCM Courses](#)[HCM Practice](#)


Recorded Webinars

[Funding Entry and Suspense](#)

Information


Description: Funding distributions align employee effort with funding before payroll processes. Learn how to calculate funding distributions for positions by converting salary amounts to percentages factoring in job-data compensation, frequency, and standard hours. We'll also review why payroll goes to suspense.

 **Date recorded:** February 18, 2020

 **Duration:** 1 hour

[View Webinar](#)

Webinar Resources

 PDF: [Funding Entry and Suspense](#)

[View
Webinar](#)



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system.training@cu.edu

New HCM Guide

<https://www.cu.edu/docs/review-training-summary>

- ▶ This step-by-step guide will show you how to locate an employee's full record of training summary in HCM.
- ▶ For a more complete report, run the Comprehensive Learning Report, which provides training completion data (and non-completions).
- ▶ Guides for both reports: <https://www.cu.edu/hcm-community/run-reports>

The screenshot shows a web page titled "Human Capital Management: Step-by-Step Guide" with a sub-header "Reviewing a Training Summary". It provides instructions on how to look up an employee's full record of completed training. The instructions are: 1. From the university portal home page, select the HCM tile. 2. Navigate to: NavBar> Navigator> Administer Training> Result Tracking> Review Training Summary. The Review Training Summary page appears:

The "Review Training Summary" form includes a "Find an Existing Value" button and a "Search Criteria" section. The search criteria section contains several dropdown menus for "Empl ID", "Name", "Last Name", "Second Last Name", "Alternate Character Name", and "Middle Name", each with a "begins with" option. There is also a "Case Sensitive" checkbox. At the bottom, there are "Search" and "Clear" buttons, a "Basic Search" link, and a "Save Search Criteria" button.

New Performance Guide

<https://www.cu.edu/docs/performance-resources>

- Consider creating a professional development goal and use LinkedIn Learning courses or learning paths to help you achieve it.



LinkedIn Learning

Resources for Performance Improvement

This guide lists learning options available in LinkedIn Learning that you can take advantage of to address and improve your skills. Visit [LinkedIn Learning](#), available from [Professional Growth and Training](#) for more.

Contents

Resources for Performance Improvement	1
Accountability	1
Collaboration	2
Communication	2
Customer Focus	3
Diversity/Inclusion	4
Ethics/Integrity	4
Change Management	5
Project Management	6
Conflict Management	7

Accountability

Course Title	Duration	Course Description
Enhancing Your Productivity	45 minutes	This course shows you how to determine where you make the most valuable contributions to your company while minimizing and



Competitive Skills

<https://www.cu.edu/blog/work-life/skills-companies-need-most-2020>

<https://learning.linkedin.com/blog/top-skills/the-skills-companies-need-most-in-2020and-how-to-learn-them>

By determining individuals hired at the highest rates, LinkedIn compiled skillsets to determine the most in-demand soft and hard skills of 2020.

Top 5 in-demand soft skills

- Creativity
- Persuasion
- Collaboration
- Adaptability
- Emotional Intelligence

Top 10 in-demand hard skills

- Blockchain
- Cloud Computing
- Analytical Reasoning
- Artificial Intelligence
- UX Design
- Business Analysis
- Affiliate Marketing
- Sales
- Scientific Computing
- Video Production



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ES Collaborative HR Services



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ES Benefits Updates

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



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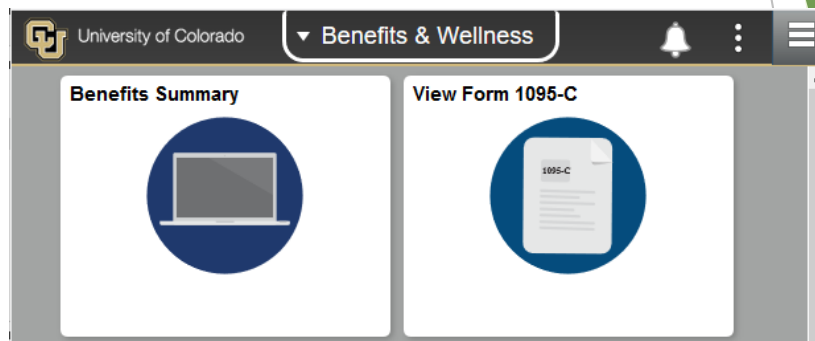
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1095 C in the Portal

Employee Services email 2/26/2020

Tax document Form 1095-C is now available in the employee portal and has been mailed to employees.



What is Form 1095-C?

Form 1095-C is a tax form that reports information about an employee's and eligible dependents' health coverage offered by their employer. Please keep this form for your tax records.

If you have questions about Form 1095-C, visit the Employee Services [tax forms webpage](#). For additional questions, please call 303-860-4200, option 3 or email benefits@cu.edu.



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Open Enrollment Coming Soon

<https://www.cu.edu/blog/hcm-community/save-date-open-enrollment-dates-sessions-and-workshops>

- ▶ February 26, 2020 by [Employee Services](#)

Open Enrollment will begin April 20 and end May 8. If you are considering changing your benefits this year, consider attending an Open Enrollment workshop or session on your campus.

Open Enrollment Sessions

- ▶ Learn about coming plan changes, available services and get a chance to attend talks from Employee Services and CU's health plan providers. You will also be able to meet with representatives from Employee Services, Anthem, CU Health & Welfare Trust, Delta Dental and Kaiser Permanente to ask questions that will guide your choices.
- ▶ **Sessions and Fair dates**
 - CU Denver: April 20
 - CU Boulder: April 21
 - CU Systems: April 27
 - CU Anschutz: April 29
 - CU Colorado Springs: April 30

Full schedules and registration options are coming soon.



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CU Health Plan Basics

<https://www.cu.edu/blog/work-life/attend-basics-cu-health-plans-workshop-your-campus>

- ▶ February 27, 2020 by [Employee Services](#)

Open Enrollment is approaching. One way to prepare yourself is by attending a Basics of CU Health Plans Workshop on your campus.

- ▶ The workshop details the basics of CU's medical, dental and vision plans to help you choose a plan or better understand and use your current plans. How can your health care dollars be maximized? What's covered with preventative care? Which plan is the best fit for you? How do you to utilize a Flexible Spending Account (FSA) or a Health Savings Account (HSA)? We'll cover all the important things to know.

Spots are limited, register today

- ▶
 - CU Boulder Main Campus: 3-4:30 p.m. March 12 [Register](#)
 - CU Anschutz: 9-10:30 a.m. March 25 [Register](#)
 - CU Boulder East Campus: 2-3:30 p.m. March 30 [Register](#)
 - CU Anschutz: 1-2:30 a.m. April 1 [Register](#)
 - CU Denver: 2-3:30 p.m. April 2 [Register](#)
 - UCCS: 2:30-4 p.m. April 14 [Register](#)



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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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Move Program

<https://www.cu.edu/blog/work-life/cu-will-pay-you-25-month-exercise-move>

- ▶ February 10, 2020 by [Employee Services](#)

What could you do with an extra \$25-\$75 per quarter? The Move. program allows you to earn incentives for maintaining an active lifestyle.

- ▶ Move.'s app tracks physical activity through your smartphone or activity-tracking device (e.g., Fitbit, Apple Watch, etc.). The app records activity stats like calories burned, heart rate, steps-per-day and more.
- ▶ Open to CU Health Plan members, Move. participants who log either 30 minutes of activity or 10,000 steps a day, for at least 12 days a month, can earn an incentive of \$25 a month. These incentives are added to paychecks quarterly in January, April, July and October.
- ▶ Set your own wellness goals in the Move. app interface as a way to hold yourself accountable to improving your health - and your wealth.
- ▶ For more information, visit BeColorado.org.



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TIAA Consultation

<https://www.cu.edu/blog/work-life/create-your-financial-blueprint-no-cost-one-one-tiaa-financial-consultation>

<https://shared.tiaa.org/public/publictools/events/meetingatworkplace?employerId=1-5007-4>

► February 27, 2020 by [Employee and Information Services](#)

Booking a TIAA one-on-one financial consultation can help you to plan your financial future. TIAA consultations are provided to you at no cost, and you don't need a TIAA account to participate.

What can a financial consultation help you with?

- Organizing and investing for your long-term goals
- Creating an optimal saving plan
- Determining if your retirement strategy is on track
- Exploring your options as you plan your transition into retirement

Start organizing your future with help from a TIAA representative. See available appointments on all four CU campuses and get started.

► [Book your consultation](#)



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TIAA Webinars

tiaa.org/webinars

Increase your financial know-how with TIAA's webinars

Register for one of the following online talks in March at tiaa.org/webinars:

- ▶ **Introduction to Social Security:** 10 - 11 a.m. March 17
- ▶ **Market-proof your retirement:** 10 - 11 a.m. March 18
- ▶ **Money at Work 1: Foundations of investing:** 1 - 2 p.m. March 18
- ▶ **Postcards from the Future: A woman's guide to financially ever after:** 1 - 2 p.m. March 19



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TIAA Campus Help Desk Visits

<https://www.cu.edu/blog/work-life/questions-about-retirement-visit-tiaa-campus-help-desk>

- ▶ February 10, 2020 by [Employee Services](#)

Investing and retirement planning are confusing, but TIAA is here to help. Faculty and staff can stop by a TIAA Campus Help Desk in March to learn more about the University of Colorado 401(a) and 403(b) plans. It can help you get the most out of these plans.

- ▶ There are educational brochures as well as fun promotional items to giveaway to anyone who stops by, so be sure to mark your calendar.

Upcoming dates:

- ▶ CU Boulder: 10 a.m. to 2 p.m. March 5 at University Memorial Center, right outside of Starbucks
- ▶ CU System: 10 a.m. to 2 p.m. March 6 at 1800 Grant Street in Room 100
- ▶ CU Denver: 10 a.m. to 2 p.m. March 9, North Classroom Building, NRTH-L1100B Atrium B (First floor)
- ▶ CU Anschutz: 10 a.m. to 2 p.m. March 10, Education 1, P26-South Lobby (First Floor)
- ▶ UCCS: 10 a.m. to 2 p.m. March 23, University Center, right outside of the coffee shop



Homebuying Down Payment

<https://www.cu.edu/blog/work-life/homebuying-down-payment-program-offered-cu-employees>

<https://www.landed.com/>

- ▶ February 13, 2020 by [Employee Services](#)

The University of Colorado is partnering with Landed to launch a down payment assistance program.

- ▶ Landed's down payment program invests alongside CU employees to help them reach a 20% down payment.
- ▶ Landed can contribute up to \$120,000 per family, in exchange for a portion of the equity gained (or lost) when it is sold—a shared investment between Landed and the homebuyer for a maximum term of 30 years.
- ▶ To learn more visit [Landed's website](#).

See blog post for Info sessions at UCD on March 4th and at AMC on March 5th. (UCB sessions were March 2nd.) A UCCS program is forthcoming.



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<https://zipongo.com/home>

<https://zipongo.com/link/survey/complete-nutriquiz>



Zipongo is free to primary members of a CU Health Plan and up to four household members. Visit cu.zipongo.com today to register. After you sign up, make sure to take the NutriQuiz survey to receive personalized suggestions.



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ES HCM Core & CU Careers



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Termination Template

<https://www.cu.edu/blog/hcm-community/terminations-are-now-template-based-transaction>

- ▶ February 14, 2020 by [Employee Services](#)

The Separation ePAR has moved to the Template-Based Transaction (TBT) framework.

What has changed?

- ▶ The SmartERP Separations form is no longer available
- ▶ Select the **Transaction Launch** page tile found under HCM Community Users in the employee portal.
- ▶ Within the **Transaction Launch** page, search for the person being terminated (search criteria remains the same) and select Termination.
- ▶ **Note:** When performing a termination, the search results are limited to your campus' employees. Other templates for rehiring and associating additional jobs will continue to display employees from across CU who meet the search criteria entered.





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
- **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.



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New International Employees

<https://booknow.appointment-plus.com/43rspqeq/>

<https://www.cu.edu/docs/international-tax-overview>

Guides and resources - Click a tile below to get started.

TAX REFERENCE
for International Visitors



TAX REFERENCE
for International Students



INTERNATIONAL TAX
reporting and withholding
implementation policy



SOCIAL SECURITY
NUMBERS



Schedule an appointment with an International Tax specialist

All new international CU employees are required to meet with an international tax specialist to identify their tax status, complete proper tax forms, facilitate any available tax treaty benefits and clarify any tax filing responsibilities.

 [Book your appointment](#)

 [International Tax appointment guide](#)

To prepare for your meeting:

- Bring your passport, I-94 and immigration documents. A Social Security Number (SSN) is not required.
- Plan to review your [entire history of presence in the U.S.](#)



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International AP Payments

<https://www.cu.edu/docs/international-ap-payments>

[HOME](#) | [DOCUMENT LIBRARY](#) | [INTERNATIONAL AP PAYMENTS](#)

International AP Payments


 **Purpose**


This document will help you identify the types of payments that can be made to international visitors in various immigration statuses and the required documentation in each case.


Select the necessary payment type and expected immigration status to determine what's permissible. Please contact an international tax specialist by alpha-range, per the last name of your guest, in advance of the visit to discuss any questions you may have.


A-L:
Kendra.Zafiratos@cu.edu
303-735-5534

M-Z:
Alicia.Dandeneau@cu.edu
303-735-0816

 Last updated: 5/2/2019

 **Download this form below**

 **ATTACHMENTS**

 **[International Accounts Payable \(A/P\) Payment Matrix](#)**



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ES Payroll - Taxes



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IRS Tax Tips

<https://www.youtube.com/user/irsvideos>

<https://www.irs.gov/refunds>

https://youtu.be/Yt_9rJBZdnM



IRS Tax Tips



Refunds Topics

[Refund Timing](#)

[Refunds](#)

[Information](#)

[Refunds FAQs](#)

[Direct Deposit](#)

[Amended Returns](#)



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ES Payroll - Pay & Contracts



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ES Payroll - Time and Leave



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ES Payroll - HR/GL



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Department Budget Table

<https://www.cu.edu/blog/hcm-community/plan-ahead-fiscal-year-pay-changes-and-department-budget-table-rollovers>

► February 21, 2020 by [Employee Services](#)

As we move closer to the fourth quarter and plan ahead for 2020-21, HCM resources can help with budgeting the merit pay increases and that current funding is correct for the fiscal year funding rollover.

- Personnel Roster (CUES_HCM_PERSONNEL_ROSTER) - Confirm that current FLSA status and standard hours and compensation are accurate
- Salary Upload Budget Data Report (CUES_HCM_SALARY_UPLOAD_BUDGET) - The query will list salary amounts by rate codes (BASEM, BASSUP, etc.)
- Funding Distribution (CUES_HCM_FUNDING_DISTRIBUTION) - Check SpeedType and Project status, and funding and project end dates.
- If funding is not project based, consider removing any funding end dates of 6/30/2020 if it continues into the next fiscal year.



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EMPLOYEE SERVICES

Funding and Encumbrances

<https://www.cu.edu/blog/hcm-community/set-goals-university-staff-then-prepare-classified-staff-evaluations-linkedin>

- ▶ February 21, 2020 by [Employee Services](#)

As you prepare for the fourth quarter, it's a great time to also review funding end dates on grant funding and review fourth quarter encumbrances.

- ▶ Personnel effort on projects must use funding end dates that are the same date or before project end dates. Payroll that processes with expired funding or project end dates will go to suspense. Only projects in Pre-Spending or Open status are available for funding.
- ▶ Encumbrances generally reset after payroll processes. If job data rows are added after payroll, wait until the next payroll processes to reevaluate the encumbrance calculation.
- ▶ Remember that funding end dates, appointment end dates, termination dates and the fiscal year end impact the encumbrance calculation.
- ▶ **CUES_HCM_FUNDING_SUSPENSE:** Find active employees with an expiring appointment end date, project end date, or funding end date with the **Funding Suspense Current Row** query.
- ▶ Update funding before the next payroll processes.





ES Payroll - HCM Support Team



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EMPLOYEE SERVICES

Payroll Calendar

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

PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM

March

2020

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
					29/1
2 Run Payroll Register BW PPE 02/22/20	3 OC022720 uploads due 5 pm	4 PULL DEADLINE 10 AM: BW PPE 02/22/20 Processing OC022720	5	6 BW PPE 02/22/20 PAYDAY (Pay Run ID BW022220) OC022720 PAYDAY	7/8 PPE 03/07/20 Pay Run ID BW030720 Earn dates 02/23-03/07/20
9	10 OC030520 uploads due 5 pm	11 Processing OC030520	12 BW uploads due 5 pm	13 Processing BW PPE 03/07/20 OC030520 PAYDAY	14/15
16 Run Payroll Register BW PPE 03/07/20	17 NO OFF-CYCLE THIS WEEK *	18 PULL DEADLINE 10 AM: BW PPE 03/07/20 NO OFF-CYCLE THIS WEEK *	19 MON uploads due 5 pm Pay Run ID MN033120 Processing MON PPE 03/31/20	20 BW PPE 03/07/20 PAYDAY (Pay Run ID BW030720) Processing MON PPE 03/31/20 NO OFF-CYCLE THIS WEEK *	21/22 PPE 03/21/20 Pay Run ID BW032120 Earn dates 03/08-03/21/20
23 Processing MON PPE 03/31/20	24 Run Payroll Register MON PPE 03/31/20 OC031920 uploads due 5 pm	25 Processing OC031920	26 BW uploads due 5 pm	27 UCB Spring Break PULL DEADLINE 10 AM: MON PPE 03/31/20 Processing BW PPE 03/21/20 OC031920 PAYDAY	28/29
30 Run Payroll Register BW PPE 03/21/20	31 MON PPE 03/31/20 PAYDAY Pay run ID MN033120 OC032620 uploads due 5 pm				

* No off-cycle payroll





HCM Data Feature Focus



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EMPLOYEE SERVICES

Funding Distribution Report

- Provides job and funding distribution data
- Position number returned as a hyperlink to run a complete funding history for that position

CU HCM User WorkCenter
WorkCenter
Resources
HCM Queries
Query Manager

- Job List
- Funding Distribution
- Payroll Register Acct Detail
- Payroll Register
- Time Entry
- Position Information
- Personnel Roster
- Paycheck Distribution
- Training Report
- TBT Manage Transactions
- Leave Accrual Detail
- Personnel Actions History
- Leave Accrual Summary
- Position Funding
- Funding Suspense Current Row

Top 15 Listed above. [Click here for ALL](#)
Reports/Processes
Workforce Reports
Employee Turnover Analysis
Organizational Development
Active Position History

15	Emergency Contacts List	Contacts for employees in a prompted Dept or Node. Returns all available phone numbers for each contact. Please note: we have attempted to eliminate duplicate information in this report. However, widely varying phone number formats prevent us for eliminating all duplicates. Please advise your employees to update their data.	121	CUES_HCM_EMERGENCY_CONTACTS
16	Employee Address/Phone List	This query returns address and phone information for active employees.	381	CUES_HCM_EMPLOYEE_ADDR
17	Employee Birthdays	This query returns the name, title and birthday (month and day) for active employees by department.	3389	CUES_HCM_EMPLOYEE_BDAYS
18	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.	3941	CUES_HCM_CONTRACT_APPOINT_END
19	Essential Services Designees	This query returns basic job and position information for employees whose non-person profile is designated as "essential services".	301	CUES_HCM_ESSENTAL_SVCS
20	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.	99417	CUES_HCM_FUNDING_DISTRIBUTION
21	Funding History	This query returns the complete funding history for a single position. Can be run from the results of the Funding Distribution query.	419	CUES_HCM_FUNDING_HISTORY
22	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.	12334	CUES_HCM_FUNDING_SUSPENSE
23	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).	892	CUES_HCM_FUNDING_SUSPENSE_MAX
24	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.	271	CUES_HCM_FUNDING_SUSPENSE_OLD



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EMPLOYEE SERVICES

Funding Distribution Report

Use the Funding Distribution report to review the current funding distribution for your employees.
Click the Position Number to open...

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)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (81 kb)

View All

First 1-82 of 82 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	Appoint End Dt	Position Nbr	Posn Entry Dt	Posn Entry Dt	Fund Eff Dt	Fund Eff Dt	Fund Seq	Distrib %	SpeedType	SpeedType Descr	SpeedType Status	Fund	Org	Program	Project	Project Status	Sub-Class	Project End Date	Funding End Dt	Budget End Dt
1				0 51000	Employee Services	01/01/2020	0 A		2582	Temporary (University Staff)	T	1.00	2.50				0000	01/01/2020	07/01/2019	0	100.000	520		Ben Admin Operations	Active	26	51100	35419						06/30/2020	
2				0 51000	Employee Services	08/14/2019	0 A		2268	Business Services Professional	R	40.00	100.00				0000	08/14/2019	07/01/2019	0	100.000	520		Ben Admin Operations	Active	26	51100	35419						06/30/2020	
3				0 51000	Employee Services	07/01/2019	0 A		G3A30X	Admin Assistant II	R	40.00	100.00				0000	06/25/2000	07/01/2019	0	100.000	510		ES HUMAN RESOURCES	Active	10	51005	47315			ICCA			06/30/2020	
4				0 51000	Employee Services	01/01/2020	0 A		2268	Business Services Professional	R	32.00	80.00				0000	07/11/2017	07/01/2019	0	100.000	510		Business Ops/Strategy	Active	10	51005	47318			ICCA			06/30/2020	
5				0 51000	Employee Services	02/01/2020	2 A		2448	HR Professional	R	40.00	100.00				0000	02/01/2019	07/01/2019	0	100.000	510		Payroll/HCM	Active	10	51005	47316			ICCA			06/30/2020	
6				0 51000	Employee Services	07/01/2019	0 A		2268	Business Services Professional	R	40.00	100.00				0000	03/30/2015	07/01/2019	0	100.000	510		Payroll/HCM	Active	10	51005	47316			ICCA			06/30/2020	
7				0 51000	Employee Services	07/01/2019	0 A		2204	Asst Vice President	R	40.00	100.00				0000	10/10/2016	07/01/2019	1	50.000	510		Payroll/HCM	Active	10	51005	47316			ICCA			06/30/2020	



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EMPLOYEE SERVICES

Funding History

...a new tab with the Funding History query ready to run for that position:

CUES_HCM_FUNDING_HISTORY - Funding History

Position (Optional)

Dept ID (Optional)

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (4 kb)

[View All](#)

First 1-8 of 8 Last

Row	Empl ID	Position Nbr	Business Title	Job Code	Job Title	Budget End Date	Dept ID	Funding Begin Date	Eff Seq	Status	Date Entered	Combo Code	Combo Code Descr	% of Distribution	Fund Code	Organization	Program Code	Project	Sub-Class	Funding End Date
1			Data Analyst	2268	Business Services Professional	06/30/2020	51000	07/01/2019	0	Active	06/27/2019	51000	Payroll/HCM	100.000	10	51005	47316		ICCA	
2			Data Analyst	2268	Business Services Professional	06/30/2019	51000	07/01/2018	0	Active	06/08/2018	51000	Payroll/HCM	100.000	10	51005	47316		ICCA	
3			Data Analyst	2268	Business Services Professional	06/30/2018	51000	08/01/2017	0	Active	08/02/2017	51000	Payroll/HCM	100.000	10	51005	47316		ICCA	
4			Data Analyst	2268	Business Services Professional	06/30/2018	51000	07/01/2017	0	Active	06/05/2017	51000	Payroll/HCM	100.000	10	51005	47316		ICCA	
5			Data Analyst	2268	Business Services Professional	06/30/2017	51000	07/01/2016	0	Active	06/10/2016	51000	Payroll/HCM	100.000	10	51005	47316		ICCA	

The Funding History query can also be run from the HCM query list - it is listed right below Funding Distribution. It can be run either for a specific position, or for all positions within a department.



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Funding Suspense - Current Row

- Returns active employees with current funding end dates either in the past or up to 45 days in the future
- Can be run by (among other options) department, individual, or SpeedType

CU HCM User WorkCenter

WorkCenter Resources

HCM Queries

Query Manager

- Job List
- Funding Distribution
- Payroll Register Acct Detail
- Payroll Register
- Time Entry
- Position Information
- Personnel Roster
- Paycheck Distribution
- Training Report
- TBT Manage Transactions
- Leave Accrual Detail
- Personnel Actions History
- Leave Accrual Summary
- Position Funding
- Funding Suspense Current Row

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

Reports/Processes

- Workforce Reports
 - Employee Turnover Analysis
- Organizational Development
 - Active Position History

15	Emergency Contacts List	contacts for employees in a prompted Dept or Node. returns all available phone numbers for each contact. Please note: we have attempted to eliminate duplicate information in this report. However, widely varying phone number formats prevent us for eliminating all duplicates. Please advise your employees to update their data.	121	CUES_HCM_EMERGENCY_CONTACTS
16	Employee Address/Phone List	This query returns address and phone information for active employees.	381	CUES_HCM_EMPLOYEE_ADDR
17	Employee Birthdays	This query returns the name, title and birthday (month and day) for active employees by department.	3389	CUES_HCM_EMPLOYEE_BDAYS
18	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.	3941	CUES_HCM_CONTRACT_APPOINT_END
19	Essential Services Designees	This query returns basic job and position information for employees whose non-person profile is designated as "essential services".	301	CUES_HCM_ESSENTAL_SVCS
20	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.	99417	CUES_HCM_FUNDING_DISTRIBUTION
21	Funding History	This query returns the complete funding history for a single position. Can be run from the results of the Funding Distribution query.	419	CUES_HCM_FUNDING_HISTORY
22	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.	12334	CUES_HCM_FUNDING_SUSPENSE
23	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).	892	CUES_HCM_FUNDING_SUSPENSE_MAX
24	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.	271	CUES_HCM_FUNDING_SUSPENSE_OLD



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EMPLOYEE SERVICES

Funding Suspense - Current Row

The Funding Suspense Current Row report will provide a list of employees whose current funding has either expired or is set to expire within the next 45 days.

Appoint End Dt	Project ID	Project End Date	Funding End Dt	Budget End Dt
	2301814	03/31/2020	03/31/2020	06/30/2020
	25A8004	02/29/2020	02/29/2020	06/30/2020
			02/29/2020	06/30/2020
			02/29/2020	06/30/2020
	25A5323	12/31/2020	12/31/2019	06/30/2020
	25A5635	03/28/2020	03/28/2020	06/30/2020

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](#) (596 kb)

[View All](#)

First 1-100 of 1143 [Last](#)

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		20			0 F12	M			Yes	02/01/2020	4.700		635	AEF CCTSI YR12 CO ABIDI		2301814	03/31/2020	03/31/2020	06/30/2020
2		20			0 F12	M			Yes	01/01/2020	12.310		630	INDIANAU INFNT BRN PRE FC		25A8004	02/29/2020	02/29/2020	06/30/2020
3		20			0 F12	M			Yes	02/01/2020	5.000		680	ANES.1.32 BROOMFIELD HOSPITAL			02/29/2020	02/29/2020	06/30/2020
4		20			0 F12	M			Yes	02/01/2020	95.000		680	ANES.1.32 ANES.AIP OP ROOM			02/29/2020	02/29/2020	06/30/2020
5		21			3 STU	H			No	07/01/2019	100.000		630	NIH MSE TCELL MHC II		25A5323	12/31/2020	12/31/2019	06/30/2020
6		20			0 F12	M			Yes	01/01/2020	10.000		630	MAINMED REACTIV8-B.CT		25A5635	03/28/2020	03/28/2020	06/30/2020



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EMPLOYEE SERVICES

Salary Upload Budget Data Report

- Returns a breakdown of salary information by Comp Rate Code for active employees
- Can be run for a specific department, or with no prompt value to return all results you have access to

WorkCenter

Resources

HCM Queries

Query Manager

- Job List
- Funding Distribution
- Payroll Register Acct Detail
- Payroll Register
- Time Entry
- Position Information
- Personnel Roster
- Paycheck Distribution
- Training Report
- TBT Manage Transactions
- Leave Accrual Detail
- Personnel Actions History
- Leave Accrual Summary
- Position Funding
- Funding Suspense Current Row

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

73	Position Incumbents	This query returns the incumbent history for positions and includes a current incumbent flag.	2908	CUES_HCM_POSITION_INCUMBENTS
74	Position Information	This query returns current position information with options to search for vacant or inactive positions.	43779	CUES_HCM_POSITION_INFORMATION
75	Possible Terminations Needed	This query returns current active employees that have not received pay in at least 4 months.	143	CUES_HCM_POSSIBLE_TERMS
76	Prev. Mon Turnover Analysis	Turnover Rate = Terminations * 100/ ((Begin Count + End Count)/2)	38	CUES_HCM_TURNOVER_ANALYSIS2
77	Salary History	This query returns salary history for an employee by employee ID or department ID.	3001	CUES_HCM_SALARY_HISTORY
78	Salary Upload ADS Report	This query returns salary and funding information for employees with an Additional Pay code of ADS Administrative Stipend.	137	CUES_HCM_SALARY_ADS
79	Salary Upload Budget Data Rpt	This query returns current salary information by Comp Rate Code for current employees. This report can be used as a comparison tool in budgeting for the annual Salary Upload.	576	CUES_HCM_SALARY_UPLOAD_BUDGET
80	Student Employee Enrollment	This query returns active student employees and their enrollment information to help identify job data errors, such as former or under enrolled students whose job records need to be termed or updated.	931	CUES_HCM_STD_EE_ENROLL_INFO
81	TBT + ePAR Transactions	This query returns a consolidated list of template based transactions (TBT) and ePAR transactions.	1269	CUES_HCM_TBT_EPAR_TXNS



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EMPLOYEE SERVICES

Salary Upload Budget Data Report

The Salary Upload Budget Data Report provides a breakdown of salary info by Comp Rate Code for each employee. This can be used for budgeting purposes for the annual Salary Upload.

BASEC	BASEH	BASEM	BASADM	BASSUP	OTHER
0.000000	0.000000	14	0.000000	0.000000	0.000000
0.000000	0.000000	5	0.000000	0.000000	0.000000
0.000000	50.000000		0.000000	0.000000	0.000000
0.000000	40.000000		0.000000	0.000000	0.000000
0.000000	0.000000		0.000000	0.000000	306.320000
0.000000	0.000000	5	0.000000	0.000000	0.000000
0.000000	0.000000	4	0.000000	0.000000	0.000000
0.000000	0.000000	11	0.000000	0.000000	0.000000
0.000000	0.000000	6	0.000000	0.000000	0.000000
0.000000	0.000000	4	0.000000	0.000000	0.000000
0.000000	0.000000	6	0.000000	0.000000	0.000000

CUES_HCM_SALARY_UPLOAD_BUDGET - Salary Upload Budget Data Rpt

Dept ID (optional): 51000

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (49 kb)

[View All](#)

First 1-78 of 78 Last

Row	Employee ID	Name	Empl Record	Dept ID	Job Code	Position Number	Comp Rate	Comp Freq	Comp Eff Sequence	BASEC	BASEH	BASEM	BASADM	BASSUP	OTHER	Appoint End Dt
1				0 51000	2267			M		0	0.000000	0.000000	6	0.000000	0.000000	0.000000
2				0 51000	2204			M		0	0.000000	0.000000	14	0.000000	0.000000	0.000000
3				0 51000	2448			M		0	0.000000	0.000000	5	0.000000	0.000000	0.000000
4				2 51000	2583			H		0	0.000000	50.000000		0.000000	0.000000	0.000000
5				1 51000	2583			H		0	0.000000	40.000000		0.000000	0.000000	0.000000
6				2 51000	2583			D		0	0.000000	0.000000		0.000000	0.000000	306.320000
7				0 51000	2265			M		0	0.000000	0.000000	5	0.000000	0.000000	0.000000
8				0 51000	2268			M		0	0.000000	0.000000	4	0.000000	0.000000	0.000000
9				0 51000	2443			M		0	0.000000	0.000000	11	0.000000	0.000000	0.000000
10				0 51000	2447			M		0	0.000000	0.000000	6	0.000000	0.000000	0.000000
11				0 51000	G3A3XX			M		0	0.000000	0.000000	4	0.000000	0.000000	0.000000
12				0 51000	2265			M		0	0.000000	0.000000	6	0.000000	0.000000	0.000000



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Questions

[Q & A - Current Call](#)

[Q& A - Previous Call](#)



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EMPLOYEE SERVICES

Q & A - Current Call

Questions from today's call

Who do we contact about questions about the Landed program and eligibility?

To learn more visit [Landed's website](https://www.landed.com/),
<https://www.landed.com/>

The e-mail earlier this week did not have the System date listed as an option in the registration for the Open Enrollment workshops.

The blog post included the “hold the date” list:

Sessions and Fair dates

- CU Denver: April 20
- CU Boulder: April 21
- CU Systems: April 27
- CU Anschutz: April 29
- CU Colorado Springs: April 30



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EMPLOYEE SERVICES

Q & A - Previous Call

Questions from Previous Call

If we currently do not use My Leave, will the employees who became non-exempt as of 1/1/20 be docked in their February pay if their hours are not documented in My Leave?

If My Leave is not used at all, it will not create a dock. Entries in My Leave are uploaded to CU Time. If there is no data in My Leave, it will not create an upload. A dock would only be created in CU Time because a dock in My Leave was loaded to CU Time or because a manual entry or other upload created the dock in CU Time.



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



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ES.Campus-Outreach@cu.edu

HCM_Community@cu.edu



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