

ES HCM Campus Call



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

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

Updated 2/5/2020

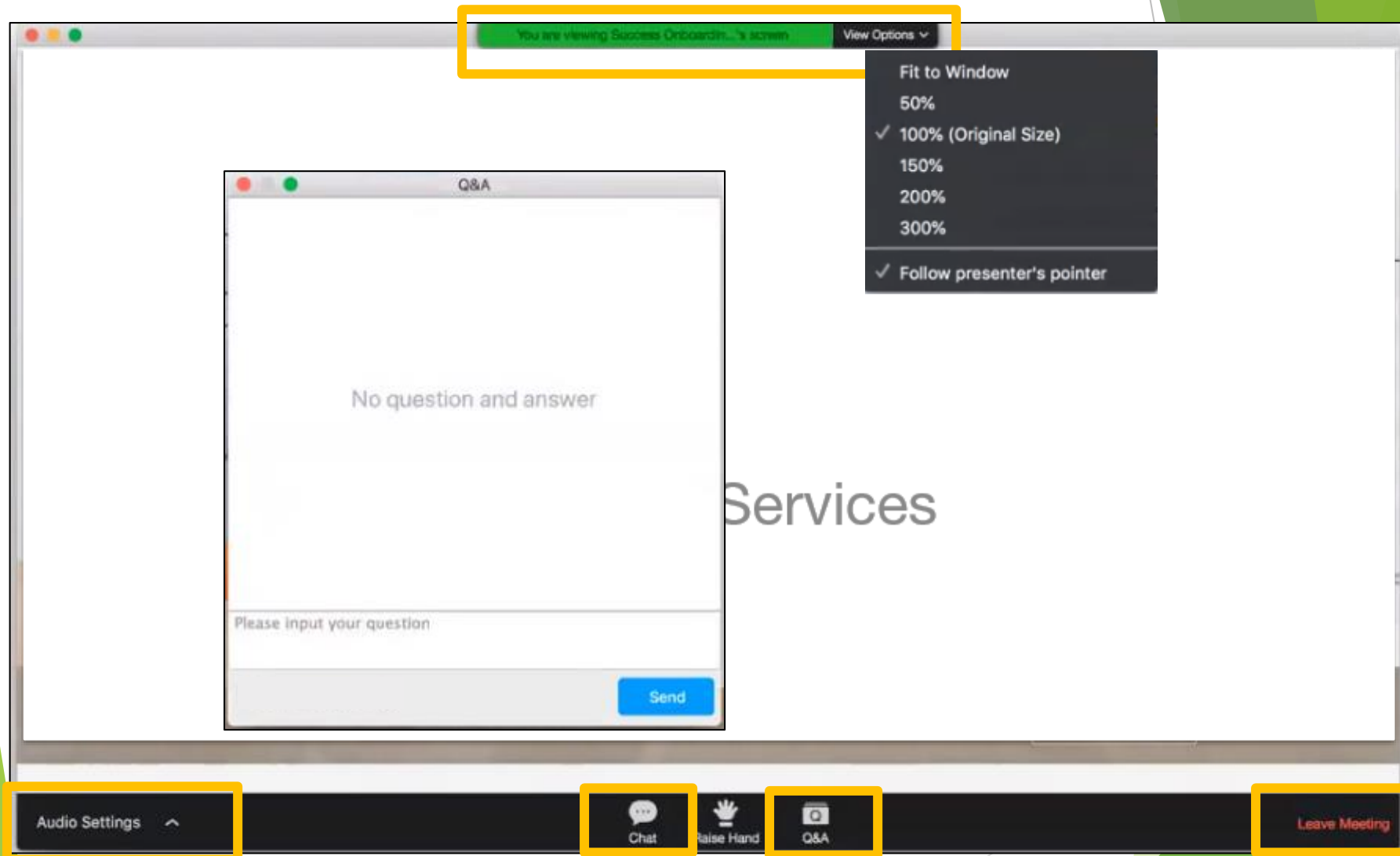


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zoom Controls



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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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UIS Maintenance Matters

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

Production Maintenance



[6 a.m.-12 p.m. Feb. 9 scheduled maintenance for production systems](#)

[6 a.m.-6 p.m. Feb. 23 scheduled maintenance for production systems](#)

[See All](#)

[See All](#)

HCM Maintenance



[6 a.m.-6 p.m. Feb. 23 scheduled maintenance for production systems](#)

[See All](#)

Non-Production Maintenance



[6 a.m.-6 p.m. Feb. 7 scheduled maintenance for non-production systems](#)

Campus Solutions Maintenance



[6 a.m.-6 p.m. Feb. 23 scheduled maintenance for production systems](#)

[See All](#)

Other Maintenance



[Feb. 8: Skillsoft maintenance](#)

[Ongoing: Windows 7 replacement is ongoing. Schedule an upgrade now.](#)

[See All](#)

Completed Maintenance



[Jan. 4 maintenance completed for production systems](#)

[Dec. 14-15 maintenance completed for System Administration](#)

[Dec. 14 maintenance completed for Skillsoft](#)

[See All](#)



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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

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

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.

December 2019

Taleo

- A fix was implemented for an issue users were encountering where positions were not feeding to Taleo after an NPP was approved. Recruiter Assistant is equivalent to HR Consultant on the Non-Person Profile, which was not being populated on the NPP. For new positions, the Current HR Consultant field was greyed out and the only field that could be edited was New HR Consultant. The Current HR Consultant field was blank, which resulted in an unsuccessful feed to Taleo.



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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

ES ELD

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

Webinars

Funding Entry and Suspense

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: Tuesday, February 18

Time: 3-4 pm

[Register](#)

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

Webinars

Recorded Webinars

HCM Courses

HCM Practice

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

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

[Register](#)



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system.training@cu.edu

ES ELD




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

Webinars

Webinars	Recorded Webinars	HCM Courses	HCM Practice
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Recorded Webinars

[2020 W-4 & the IRS Tax Estimator](#)

Information	Webinar Resources
<p>Description: The IRS has issued a newly designed W-4 for 2020 that increases the transparency and accuracy of the withholding system without allowances. Learn how to navigate the new layout.</p> <p> Date recorded: January 21, 2020</p> <p> Duration: 1 hour</p>	<p> PDF: 2020 W-4 & the IRS Tax Estimator</p>

[View
Webinar](#)



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Feedback, suggestions?
system.training@cu.edu

Training Tracking

<https://www.cu.edu/blog/work-life/track-your-training-and-your-staffs-training-portal>

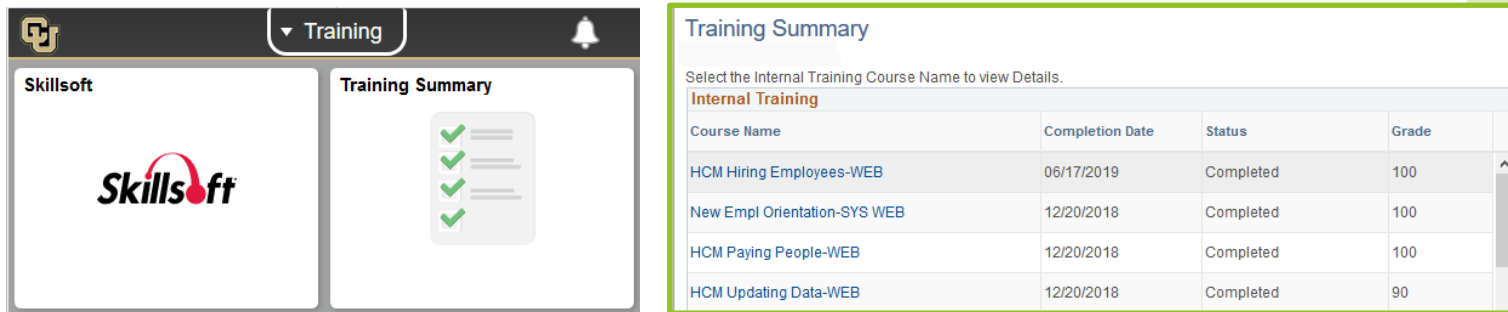
Track your training, and your staff's training in the portal

January 10, 2020 by [Employee Services](#)

- ▶ With annual reviews coming soon, it's a good time to track your progress or your staff's progress.
- ▶ There's an easy way to do this using the portal's training summary tiles.

Here's how to get started:

- ▶ Go to my.cu.edu
- ▶ Open the **CU Resources** dropdown menu and select **Training**
- ▶ You can then select a tile based on your needs.



The screenshot shows the 'Training Summary' section of the portal. It includes a table with the following data:

Course Name	Completion Date	Status	Grade
HCM Hiring Employees-WEB	06/17/2019	Completed	100
New Empl Orientation-SYS WEB	12/20/2018	Completed	100
HCM Paying People-WEB	12/20/2018	Completed	100
HCM Updating Data-WEB	12/20/2018	Completed	90



ES Collaborative HR Services



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Goals and Evaluation Review

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

Set goals for university staff, then prepare for classified staff evaluations with LinkedIn Learning resources January 22, 2020 by [Employee Services](#)

The performance cycle for university staff has ended and the classified staff performance cycle ends **March 31**, which means it's time to start setting goals and preparing to review employees' accomplishments and challenges.

Mark your calendar for the following deadlines

- ▶ **April 1:** The classified staff performance cycle begins. Evaluate before April 30.
- ▶ **May 1:** Turn in all classified evaluations. In May, meet/set classified staff annual goals.
- ▶ **June 1:** Submit a copy of the performance plan's front page.

Confirm your campus's performance management process:

- ▶ **Boulder:** <http://hr.colorado.edu/lr/pm/Pages/default.aspx>
- ▶ **Denver:** <http://www.ucdenver.edu/about/departments/HR/Pages/default.aspx>
- ▶ **UCCS:** <https://www.uccs.edu/hr/>
- ▶ **System:** <https://www.cu.edu/employee-services/collaborative-hr-services/cu-system-administration/employee-resources/system>



Performance Evaluation Resources

<https://www.cu.edu/blog/hcm-community/set-goals-university-staff-then-prepare-classified-staff-evaluations-linkedin>
<https://lnkd.in/eDv6GVh>

Access resources in LinkedIn Learning

1. Prepare
2. Clear performance goals
3. Foster productive dialogue

To begin, use the Skillsoft and LinkedIn Learning resources here.

To log into LinkedIn Learning, [click here](#).

Resources for employees	Resources for supervisors
Courses Defining and Achieving Professional Goals Giving and Receiving Feedback	Courses Performance Management: Setting Goals and Managing Performance Improving Employee Performance
Learning path Advance Your Skills as an Individual Contributor : Lead as an individual contributor by developing the skills that make you an invaluable asset to your team and organization.	Learning path Become a manager : As a manager, success is predicated by your ability to achieve goals with your team. The good news is that management is a skill that can be learned. This path is designed to provide you with key considerations, skills and competencies to help you become and succeed as a manager.





ES Benefits Updates

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



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Benefits and Fluid Update

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

- ▶ New Employees will have an updated benefit enrollment experience.
- ▶ When enrolling in benefit choices, the items will display as tiles for easy selection and updating.


On your homepage, select the **Benefits & Wellness** tile.

Benefits and Wellness



Select **Benefits Enrollment**.

Benefits Enrollment




Enrollment Summary

Your Monthly Cost **\$124.18** Full Cost **\$124.18**

This cost estimates your per-pay-period deductions. This may increase based on your enrollment submission date and if you enroll in a Health Care of Dependent Care Flexible Spending Account.

Status **Submitted**



Benefit Plans

Medical	Dental	Vision
Current: No Coverage New: Kaiser Before-Tax Status: Changed 0 Dependents	Current: No Coverage New: Essential Dental Before-Tax Status: Changed 0 Dependents	Current: No Coverage New: Vision Before Tax Status: Changed 0 Dependents
Pay Period Cost \$109.00 Review	Pay Period Cost \$0.00 Review	Pay Period Cost \$6.18 Review



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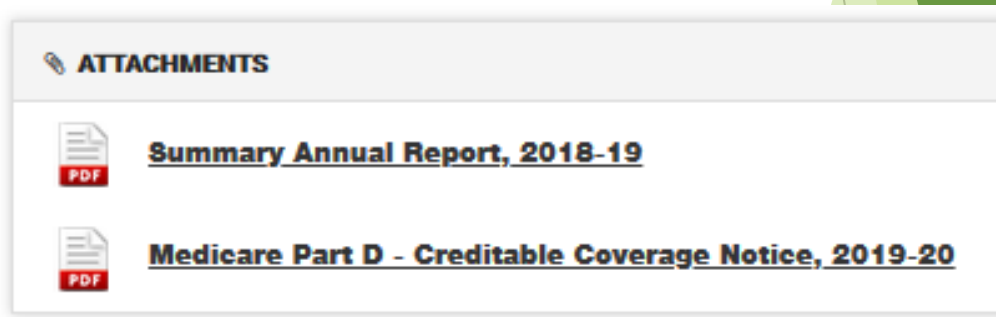
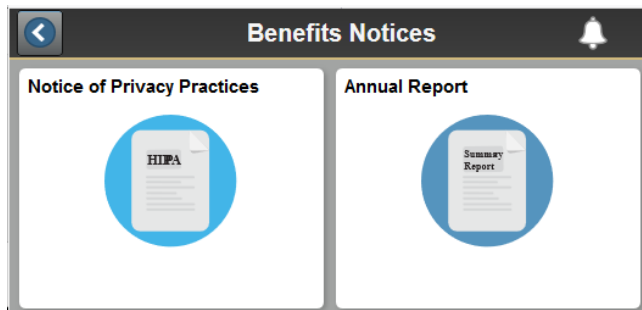
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CU Health Plan Annual Report

<https://www.cu.edu/docs/summary-annual-report-university-colorado-health-and-welfare-trust>

- ▶ The federal government requires CU Health Plan, the administrator of your health benefits, to provide plan participants with the [University of Colorado Health and Welfare Plan's Notice of Privacy Practices](#). It informs you of the plan's insurance information, privacy practices, Medicare Part D coverage and COBRA rights.



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Retirement Ready

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

CU 401(a) schedule

- Medicare 101: 9 - 10 a.m.
- Social Security: 10:15 - 11:15 a.m.
- Social Security: Noon - 1 p.m.
- CU's Process for Retirement - 401(a) Participants: 12:15 - 1:15 p.m.
- Medicare 101: 1:15 - 2:15 p.m.
- Paying Yourself in Retirement: Income Options in Retirement: 1:30 - 2:30 p.m.

PERA schedule

- Medicare 101: 9 - 10 a.m.
- CU's Process for Retirement with PERA: 9:30 - 10:30 a.m.
- Social Security: 10:15 - 11:15 a.m.
- Preparing for Retirement with PERA: 10:15 - 11:45 a.m.
- Social Security: Noon - 1 p.m.
- Medicare 101: 1:15 - 2:15 p.m.
- PERACare: 2:30 - 3:30 p.m.

Register today

CU Boulder	CU System	UCCS	CU Boulder	CU Denver	CU Anschutz
Main campus	1800 Grant St.	Unviersity Center	East campus	CU Building	Research 2
9 a.m. - 4 p.m. Tuesday, Feb. 18	9 a.m. - 4 p.m., Thursday, Feb. 20	9 a.m. - 4 p.m., Monday, Feb. 24	9 a.m. - 4 p.m., Wed., Feb. 26	9 a.m. - 4 p.m., Thursday, Feb. 27	9 a.m. - 4 p.m., Friday, Feb. 28
401(a)	401(a)	401(a)	401(a)	401(a)	401(a)
PERA	PERA	PERA	PERA	PERA	PERA



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TIAA Webinars

<https://shared.tiaa.org/public/publictools/campaign/login/webinar?resume=/idp/s1oCq/resumeSAML20/idp/SSO.ping>

Increase your financial know-how with TIAA's webinars

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

- ▶ **Introduction to trusts:** 10 - 11 a.m. Feb. 11
- ▶ **Market-proof your retirement:** 10 - 11 a.m. Feb. 12
- ▶ **She's Got It: A woman's guide to saving and investing:** 1 - 2 p.m. Feb. 12
- ▶ **Cybersecurity @ home:** 10 - 11 a.m. Feb. 13
- ▶ **Within Reach: Transitioning from career to retirement:** 1 - 2 p.m. Feb. 13



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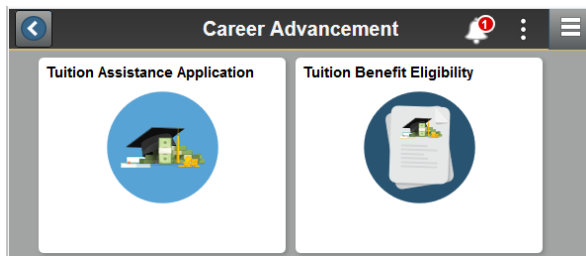
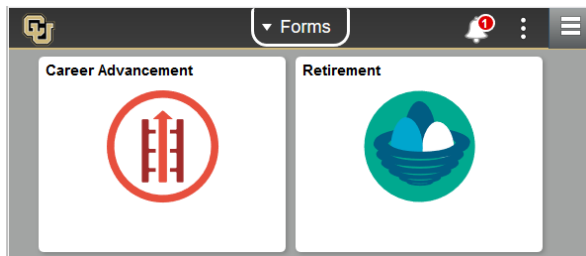
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Tuition Assistance Benefit

<https://www.cu.edu/blog/work-life/tuition-assistance-benefit-applications-now-open>
<https://www.cu.edu/employee-services/benefits-wellness/current-employee/tuition-assistance/>

Tuition Assistance Benefit applications for the spring 2020 semester are now being accepted in your employee portal.



Deadlines

- ▶ ~~CU Boulder: Jan. 31, 2020~~
- ▶ CU Colorado Springs: Feb. 5, 2020
- ▶ CU Denver and CU Anschutz: Feb. 5, 2020

Access the application

- ▶ Log into the [employee portal](#).
- ▶ Open the CU Resources dropdown menu and select Forms.
- ▶ Click the **Career Advancement** tile, then click the **Tuition Assistance Application** tile.

[Visit our website](#) for full details.

Colorado Symphony Orchestra

<https://www.cu.edu/blog/work-life/music-your-ears-receive-discounts-colorado-symphony-tickets-0>

- ▶ As a CU employee, you can take part in the Colorado Symphony's 2019/20 Season with \$25 flat rate tickets for most [Family](#), [Classics](#), [Symphony Pops](#), [Holiday](#) and, depending on availability, [Specials](#) concerts.

- ▶ **Note:** Discounts are not available for some events.

Get your discounted tickets

- ▶ There are two ways to buy your discounted tickets:
- ▶ [Visit the Colorado Symphony online](#). When you've found concert(s) you would like to attend, enter the code **CSCU20** in the **Promo Code** box located on the right side of the webpage. Be sure to click the **SUBMIT CODE** button, or the discount won't be applied.
- ▶ Stop by or call the box office at **303-623-7876** with the concert(s) you'd like to attend and provide the code over the phone.





<https://zipongo.com/home>

<https://zipongo.com/recipes/35580246>



Small Changes Can Make A Big Impact

Instead of making all-or-nothing diet resolutions, find lasting results by incorporating small, easy changes into your routine. Science has proven the small changes are easier to maintain and can make a bigger impact in the long run. Try these simple changes to start the year off strong!



Add more veggies

Add salad to your sandwiches and try packing for snacks.



Drink more water

Keep your skin healthy and promotes good digestion.



Swap in whole grains

Brown rice, and wholegrain bread make for easy swaps.



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/walk-through-upcoming-epar-upgrade-then-see-how-prepare>

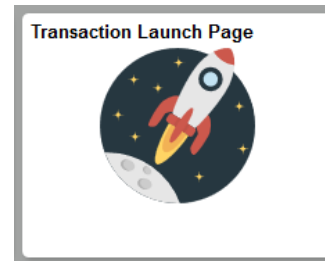
Walk through upcoming ePAR upgrade, then see how to prepare

January 27, 2020 by [Employee Services](#)

- ▶ On Feb. 13, Termination Template is active
- ▶ ePAR Separation - Replaced by Template
- ▶ ePAR Group terminations - Continue

What to do

- ▶ Start on the Transaction Launch Page tile
- ▶ Search for the EID being terminated (search criteria remains the same).
- ▶ Select Termination from the dropdown list in the Search Option list
- ▶ Click Search, and chose the correct employee from the list
- ▶ The termination date is the first day the employee NO longer works for CU
- ▶ Termination transactions route for approval according to campus-specific work flow setup.



CAUTION:

Since the Search feature is enabled, **row level access does not restrict results.**

Approvers: Review the EID and DEPT before approving.



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Termination Template

<https://www.cu.edu/blog/hcm-community/walk-through-upcoming-epar-upgrade-then-see-how-prepare>

Start preparing for the upgrade

- ▶ To ensure you are ready to use the new template, follow the steps below:
- 1. [Clear your cache](#) and turn off your popup blocker.
- 2. [Complete the HCM Termination Demo and Practice exercise in Skillsoft](#).
- 3. Review the [Terminating an Employee step-by-step guide](#).
- 4. Ensure all termination transactions are entered and approved before **Feb. 6**. If a termination needs to be entered between **Feb. 7 and Feb. 13**, please work with your campus Human Resources office.



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Termination Template

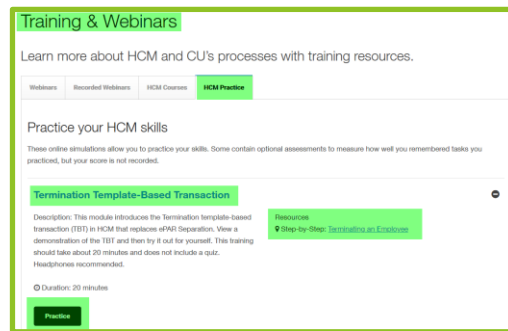
<https://www.cu.edu/blog/hcm-community/walk-through-upcoming-epar-upgrade-then-see-how-prepare>

<https://www.cu.edu/docs/jaid-pop-up-blockers-cache>

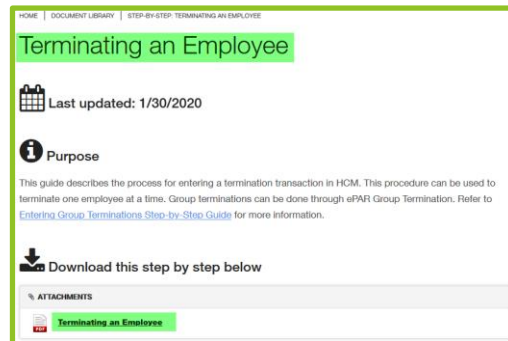
<https://www.cu.edu/hcm-community/hcm-projects/training-webinars>

<https://www.cu.edu/docs/sbs-terminating-employee>

1. [Complete the HCM Termination Demo and Practice exercise in Skillsoft.](#)



2. [Review the Terminating an Employee step-by-step guide.](#)



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Termination Template

Transaction Launch Page

Search Criteria

Empl ID

First Name

Last Name

Date of Birth

National ID

National ID Last 4

Department

*Search Option

Hire/Rehire/Additional Job

Termination

Transfer Employee

ATS Applicants

Select

Source System

Applicant ID

Name

Date of Birth

National ID Last 4

Dept ID

Department Name

Clear ATS Selection

Clear HCM Selection

Submit

Transaction Launch Page

1

Template Based Transactions

Enter Transaction Details

The following transaction details are required.

3

Template

Direct Termination

Organizational Relationship

Employee

Country

United States

*Empl ID

*Employment Record Number

0 (Business Services Professional)

*Job Effective Date

01/13/2020

Action

Termination

*Reason Code

Continue

Cancel

Notify

Enter Transaction Information

Enter the following Employee or Contingent Worker information.

Return to Enter Transaction Details Page

Save and Submit

Save as Draft

Cancel

Save and Submit for Approval

4

Position - Job Infor

Work Location - Position Data

Position Number

Description

Project & Ev

Work Location - Job Fields

Regulatory Region

USA

Company

CU

Department

Department Description

Employee S

Location Code

Location Code Description

Office of the

Business Unit

USYS

Job Information - Job Code

Job Code

Description

Business Se

Comments

Job Notes

Attachments

You have not added any attachments.

Add Attachment

Return to Enter Transaction Details Page

Save and Submit

Save as Draft

Cancel

Save and Submit for Approval

ePAR Group Termination

<https://www.cu.edu/docs/sbs-entering-group-terminations>

Create ePAR Termination Request

Step 1 of 2: ePAR Group - Employee Search

Transaction Details

PAR Action:	Group Termination	Action:	Termination
Request ID:	NEXT	Reason Code:	
ePAR Status:	Initial	Effective Date:	
		Effective Seq:	0

Group Total: 15 Pending ePARs

Search Criteria

Department:

Pay Group:

Empl ID:

First Name:

Last Name:

Campus	# of EID Terminated
Boulder	9,707
AMC	493
UCD	142
UCCS	23
SYS	0
UCD/AMC	3
TOTAL	10,368

Since January 1, 2019: Month # of EID Terminated

Jan 2019	990
Feb 2019	104
Mar 2019	51
Apr 2019	27
May 2019	2,463
Jun 2019	1,625
Jul 2019	869
Aug 2019	1,703
Sep 2019	896
Oct 2019	378
Nov 2019	108
Dec 2019	505
Jan 2020	552
May 2020	68
Sep 2020	5
TOTAL	10,368



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Benefits Job Code Matrix

<https://www.cu.edu/blog/hcm-community/link-most-recent-benefits-eligibility-matrix-ensure-job-codes-are-current>

<https://www.cu.edu/docs/benefit-eligibility-matrix>

Link to the most recent Benefits Eligibility Matrix to ensure job codes are current January 24, 2020 by [Employee Services](#)

- ▶ Employee Services asks HCM users to use the [Benefits Eligibility Matrix document page](#) rather than accessing a previously downloaded version.
- ▶ Users will also be able to better communicate to their employees' benefits eligibility and payroll.
- ▶ A working group, with representation from each of the campuses, actively updates the matrix on a consistent basis. Job codes are added or eliminated based on this working group, CHROs and campus recommendations.

When to use the Benefits Eligibility Matrix:

- ▶ Guide HCM users to identify the most appropriate job code to use when hiring
- ▶ Explain benefits and leave eligibility for an employee's position
- ▶ Identify pay group and compensation frequency



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Working Group Benefits Eligibility Matrix - University Staff (formerly Exempt Professionals)

Faculty	University Staff	Classified Staff	Temporary Staff	GME & Fellowship	Student Staff	Student Faculty	Retiree & Surviving Spouse	Emeritus	Legend
---------	------------------	------------------	-----------------	------------------	---------------	-----------------	----------------------------	----------	--------

Effective 01/01/2019 Revised 02/01/2019											
Job Classification			Medical/Dental/Life ¹	Disability ²		Flexible Spending Account ²	Tuition Assistance Benefit ²	Tax Deferred Annuity (Optional Savings Plans - 403B, 457, 401K)	Retirement Plans		
Job Code	Job Title	Title Definition	M/D/L	Short-Term Disability (STD)	Long-Term Disability (LTD)	FSA	TAB	TDA	401a ²	PERA ³	Student Employment Retirement Plan (SERP)
2200 - 2999 University Staff - 50% or Greater FTE											
2447	HR SENIOR PROFESSIONAL	responsible for exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including	Regular Appointments ≥ 50%	Regular Appointments ≥ 50%	Regular Appointments ≥ 50%	Regular Appointments ≥ 50%	Regular Appointments ≥ 50%	Y	Regular Appointments ≥ 50%	N	N
2448	HR PROFESSIONAL	exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic,	Regular Appointments ≥ 50%	Regular Appointments ≥ 50%	Regular Appointments ≥ 50%	Regular Appointments ≥ 50%	Regular Appointments ≥ 50%	Y	Regular Appointments ≥ 50%	N	N

Effective 01/01/2019 Revised 02/01/2019															
Job Code		Federal Mandatory (FICA)		Wage Protection		Leave Plans		FMLA	Default Job Code Values						
Job Code	Job Title	Social Security - OASDI	Medicare Tax	Unemployment	Workers Compensation	Vacation Leave	Sick Leave	Family Medical Leave Act (if FMLA requirements are met)	Std Hrs/Wk	Comp Freq	Job Family	Reg/Temp	FLSA Status	Pay Group	Empl Class
2200 - 2999 University Staff															
2447	HR SENIOR PROFESSIONAL	Y	Y	Y	Y	Prorated based on FTE = 14.67hrs/month	Prorated based on FTE = 10 hrs/month	Y	40.00	M	USHUMR	R	X	USX	1-Unv Fac/Staff All Benefits
2448	HR PROFESSIONAL	Y	Y	Y	Y	Prorated based on FTE = 14.67hrs/month	Prorated based on FTE = 10 hrs/month	Y	40.00	M	USHUMR	R	X	USX	1-Unv Fac/Staff All Benefits

Value	Description
Job Code	A unique code that you associate with a specific job in your organization
Job Title	Title of the associated job code
Title Definition	Definition of the title for the job code
M/D/L	Medical/Dental/Life
STD	Short Term Disability
LTD	Long Term Disability
FSA	Flexible Savings Account
TWB	Tuition Waiver Benefit
TDA	Tax Deferred Annuity
401a	401a
PERA	Pera
SERP	Student Retirement Plan
OASDI	Social Security
MED	Medicare Tax
UNEMPL	Unemployment
WK COMP	Workers Comp
12 MO SK/VAC	12 Month Leave
9 MO SK/VAC	9 Month Leave
FML	Family Medical Leave
Std Hrs/Wk	Week (Job Code Default)
Comp Freq	Compensation Frequency (Job Code Default)
Job Family	Job Family (Job Code Default)
Reg/Temp	Regular/Temp (Job Code Default)
FLSA Stat	FLSA (Job Code Default)
Pay Group	Pay Group (Crosswalk Value)
Empl Class	Empl Class (Crosswalk Value)



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EMPLOYEE SERVICES

[Back to Agenda](#)



ES International Tax

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



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International Employee

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

[HOME](#) | [EMPLOYEE SERVICES](#) | [PAYROLL](#) | [INTERNATIONAL EMPLOYEE](#)

International Employees

International Tax Appointments

Social Security Number Use

Foreign National Tax Resource license request and user guide

1042-S Tax Form

8233 Tax Form

Tax Reference for International Visitors

Tax Reporting and Withholding Implementation Policy

Form 8843 Resource Guide


International Employee

Tax resources

Take the stress out of U.S. tax filing with these resources for international students and employees.

Foreign National Tax Resource

Nonresident F and J visa students and employees can request Foreign National Tax Resource (FNTR) software starting in February. This intuitive tax software helps you understand U.S. tax filing requirements and complete federal tax forms online.

 [Request an FNTR license](#)

More tax resources

- [Form 8843 Resources Guide](#)
- [1042-S Tax Form](#)
- [Colorado Form 104 and Instructions](#)
- [Colorado Quick Answers - Individual Income Tax](#)
- [Income 6: Part-Year Residents and Nonresidents](#)
- [Income 28: Resident and Nonresident Aliens and Colorado Residents Living Abroad](#)



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New International Employees

<https://www.cu.edu/blog/work-life/new-international-employees-schedule-your-required-appointment-international-tax>

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



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Appointments

Appointment Locator

Campus

Campus Address
3100 Marine Street
3rd Fl., Rm. A-342
Boulder, CO 80303

Marine Street is on East Campus, one block south of Arapahoe Avenue off of 30th Street. Parking is metered. Information about getting around campus by bus can be found [here](#).

[view map](#)

Select Event

Select Appointment Type

Date

August 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Welcome to the International Tax Office's online appointment system!

Please select your campus location and the type of appointment to begin.

International employees who have never met with the International Tax Office should schedule a "new employee" appointment.

ATTENTION INDIAN STUDENTS

Group appointments will be offered to new Indian student employees who are present in the U.S. for the first time! To enroll in a group session on the Boulder campus, please view the event details under, 'Select Event.'

If you are a new Indian student employee and are unable to attend a group session, or if you are from another country and in need of any other type of appointment, please schedule an individual appointment under, 'Select Appointment Type.'



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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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International Tax 1042-S Update

<https://www.cu.edu/employee-services/get-your-w-2>

1042-S forms were mailed on Jan. 30th to Non-U.S. citizens who had one or more of the following types of income issued by CU in 2019:

- ▶ Tax treaty-exempt income
- ▶ Non-qualified scholarship payments
- ▶ Taxable non-wage compensation

- ▶ The International Tax Office will offer **Glacier Tax Prep** software to qualified international employees and students starting in mid-February. More information to come.



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EMPLOYEE SERVICES



ES Payroll - Taxes



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IRS Tax Tips

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

<https://www.youtube.com/watch?v=BBuAzW43K1A&feature=youtu.be>



IRS Tax Tips

IRS Tax Withholding Estimator

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

The IRS urges everyone to see if they need to adjust their withholding by using the Tax Withholding Estimator to perform a Paycheck Checkup.

If an adjustment is needed, the Tax Withholding Estimator gives specific recommendations on how to fill out their employer's online Form W-4 or provides the PDF form with key parts filled out.



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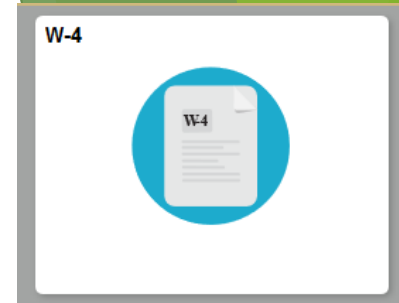
EMPLOYEE SERVICES

HCM Portal W-4

<https://www.cu.edu/blog/hcm-community/2020-form-w-4-now-available-employee-portal>

<https://www.irs.gov/newsroom/faqs-on-the-draft-2020-form-w-4>

<https://www.irs.gov/individuals/tax-withholding-estimator>



2020 Form W-4 now available in the employee portal, December 17, 2019 by [Employee Services](#)

- ▶ The new form is now in my.cu.edu.

Current Employees - a new form is NOT required

- ▶ A new form is NOT required if no changes to the 2019 W-4 is desired. Tax tables will apply to the current information.

Who must submit a 2020 form?

- ▶ Current employees who would like to change their W-4 withholdings,
- ▶ those who filed as tax-exempt in 2019 and
- ▶ new hires will need to [submit a new form](#).
- ▶ [Learn more about the 2020 Form W-4](#) and utilize the [IRS Tax Estimator](#) to help determine your 2020 withholdings.



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EMPLOYEE SERVICES

Get Your Tax Forms

<https://www.cu.edu/employee-services/get-your-w-2>

Payroll



W-4



Get your W-2

Update your W-4

Get your 1042-S

Get your 1095-C

The W-4 allows you to determine how much federal income tax is withheld from your pay. At the start of each year, check your W-4 and make any needed adjustments. This is especially relevant if you got married, had a child or experienced other changes in your tax status.

The IRS has released a revised W-4 for 2020

- ▶ The new form is now on the [Employee Services website](#). Only current employees who would like to change their W-4 withholdings, those who filed as tax-exempt in 2019, and new hires will need to submit the new form.
- ▶ [Learn more about the 2020 Form W-4](#) and utilize the [IRS Tax Estimator](#) to help determine your withholding.

Additional information

- ▶ Changes made to the tax tables may affect your tax liability for 2020. We encourage you to use the [IRS Tax Estimator](#) to determine if you should complete a new Form W-4 for 2020.
- ▶ Employee Services does not provide tax advice. Please contact your tax advisor with any questions.



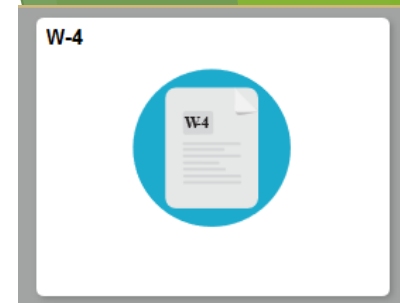
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2019 W-4 Exemptions Expire

<https://www.cu.edu/blog/hcm-community/2019-w-4-exemptions-expire-feb-17-2020>



- ▶ 2019 W-4 "exempt" from federal withholding tax expires Feb. 17, 2020.
- ▶ Deadline: Friday, Feb. 14, 2020.
- ▶ Tax status revert to Single if not resubmitted as Exempt.

Claim Exemption from Withholding
I claim exemption from withholding for the year and I certify that I meet BOTH of the following conditions for exemption from withholding:

- Last year I owed no federal income tax.
- This year I expect to owe no federal income tax.

☐ Check this box if you meet both conditions to claim exemption from tax withholding
Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

- ▶ No refund of taxes will be allowed for exempt status updates made after Feb. 14, 2020.

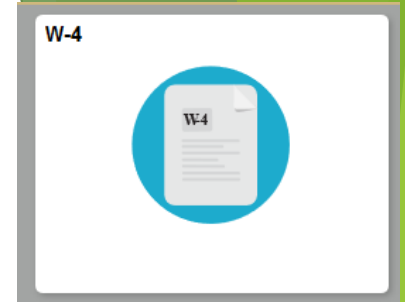


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W-4 and Additional Job for Current Employees



New Rehire Row

- ▶ Existing employee
- ▶ Department adds additional job to existing record
- ▶ W-4 flips to 2020 for new (re)hire row

HCM Community Team

- ▶ Monitoring and deleting the bad entries (usually reverting back to their last 2019 W-4 setup)

If employee wants to update the W-4:

- ▶ Log into the portal
- ▶ Be sure to update 2020 W-4 information
- ▶ Applies to all jobs



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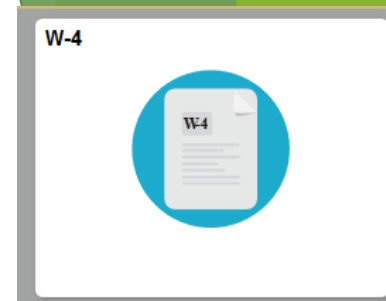
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Colorado Tax Withholding

<https://www.cu.edu/blog/work-life/tax-forms-are-coming-soon-be-sure-update-your-w-4>

<https://www.cu.edu/employee-services/payroll/self-service/w-4>



Tax forms are coming soon, be sure to update your W-4

January 2, 2020 by [Employee Services](#)

Colorado Withholding

- ▶ CU is still using the 2019 W-4 for state withholding in the portal under further notice.
- ▶ To make changes to Colorado state withholding, submit a [2019 federal W-4](#) and write "Colorado" across the top. New employees will default to single with 0 exemptions.

Add or cancel Colorado tax withholding

- ▶ To request a whole dollar amount to be withheld in addition to the amount of withholding based on your marital status and withholding allowances claimed on your W-4, you have two options:
- ▶ Request this change for your federal taxes.
- ▶ Request, edit or cancel a whole dollar amount of Colorado state taxes to be withheld.



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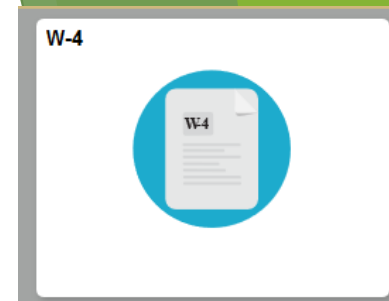
EMPLOYEE SERVICES

Working Outside of Colorado

<https://www.cu.edu/employee-services/payroll/self-service/w-4>

<https://www.cu.edu/docs/form-w-4-and-instructions>

<https://www.cu.edu/docs/state-w-4-forms>



State W-4 Forms

Purpose

The University of Colorado withholds state taxes from the state in which you perform work.

- ▶ Fill out a W-4 for the state in which you work
- ▶ Mail or fax it to Employee Services. (Email is not a secure method to deliver the personal information contained on the W-4).

Note:

- ▶ Pennsylvania residents: There are two forms to fill out for your state.
- ▶ Alaska, Florida, New Hampshire, Nevada, South Dakota, Tennessee, Texas, Washington and Wyoming do not collect state income taxes.

Mailing address

- ▶ Employee Services
University of Colorado
1800 Grant St., Suite 400
Denver, CO 80203



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ES Payroll - Pay & Contracts



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Check Pulls vs Overpayments

Thanks to our campus partners for avoiding 100 overpayments with check pulls in January Monthly Payroll:

Here are the highlights:

- ▶ 8 - No Reissue
- ▶ 30 - No Reissue in Off-Cycle
- ▶ 56 - Reissue in Off-Cycle
- ▶ 1 - Reissue with Handdrawn
- ▶ 2 - Intercept in Mail



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2020 Mileage Rates

<https://www.cu.edu/psc/policies/psc-communicator-1222020>



No Change in Mileage Rates

Our mileage reimbursement rates continue without change in 2020:

- The standard reimbursement rate remains \$0.52/mile.
- If the nature of the trip and road conditions require the use of a four-wheel-drive vehicle, the 4WD rate remains \$0.55/mile.

For information on allowable miles, see the PSC Procedural Statement [Travel](#).



6. Standard mileage rates for 2020

[Notice 2020-05 \(pdf\)](#) contains the standard mileage rates, the amount a taxpayer must use in calculating reductions to basis for depreciation taken under the business standard mileage rate, and the maximum standard automobile cost that a taxpayer may use in computing the allowance under a fixed and variable rate plan.

Beginning on January 1, 2020, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 57.5 cents per mile driven for business use, down one half of a cent from the rate for 2019
- 17 cents per mile driven for medical or moving purposes, down three cents from the rate for 2019
- 14 cents per mile driven in service of charitable organizations

In addition, for employer-provided vehicles, the notice provides the maximum fair market value of automobiles first made available to employees for personal use in calendar year 2020 for which employers may use the fleet-average valuation rule in § 1.61-21(d)(5)(v) or the vehicle cents-per-mile valuation rule in § 1.61-21(e).

Moving Expense Worksheets

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

 Last updated: 01/18/2020



Download this form below

ATTACHMENTS



Moving Expense SBS 10-3-2018x.docx



2019 Moving Expense Worksheets



Moving Expenses Calculator



2020 Moving Expenses Worksheets

Remember:

Departmental pre-paid moving expense with POs or P-cards:

- 1. Enter MVA in CU Time, then*
- 2. Submit the Moving Expense Worksheets to Employee Services*

See the step-by-steps below for details and contact Employee Services with any questions.



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ES Payroll - Time and Leave



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Monthly Timesheets Additional Hours

My Leave will not calculate additional hours (ATS, XRG, OTM) for the last week of January until the February timesheet because the system needs a full week.

05/26/2019 through 06/01/2019													
Week 5	Sun	Mon	Tue	Wed	Thu	Fri	Sat				Sub Total	Adjust	Total
	05/26	05/27	05/28	05/29	05/30	05/31	06/01						
Time In					08.00	07.00							
Time Out					17.15	15.30							
Time In													
Time Out													
Holiday	0	8	0	0	0	0	0				8	0	8
Vacation Leave	0	0	8	8	0	0	0				16	0	16
Regular Earnings Salary	0	0	0	0	9.25	8.5	0				17.75	0	17.75
Total	0	8	8	8	9.25	8.5	0				41.75	0	41.75

05/26/2019 through 06/01/2019													
Week 1	Sun	Mon	Tue	Wed	Thu	Fri	Sat				Sub Total	Adjust	Total
	05/26	05/27	05/28	05/29	05/30	05/31	06/01						
Time In					08.00	07.00							
Time Out					17.15	15.30							
Time In													
Time Out													
Holiday	0	8	0	0	0	0	0				8	-8	0
Vacation Leave	0	0	8	8	0	0	0				16	-16	0
Regular Earnings Salary	0	0	0	0	9.25	8.5	0				17.75	-17.75	0.00
Add'l Time @ Straight	0	0	0	0	0	0	0				0	1.75	1.75
Total	0	8	8	8	9.25	8.5	0				41.75	-40.00	1.75

Weekly Adjustments



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EMPLOYEE SERVICES

Leave Policies

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

Holidays

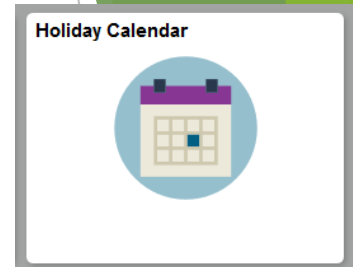
- ▶ <https://www.cu.edu/employee-services/holidays>

Leave Policies for University Staff and Twelve-Month Faculty

- ▶ <https://www.cu.edu/regents/policy-11e-leave-policies-officers-exempt-professionals-and-faculty>

Leave Policies for State Classified (subject to the State Personnel Board Rules)

- ▶ <https://www.colorado.gov/pacific/spb/board-rules>
- ▶ Technical Guidance Time Off and Leave:
- ▶ <https://www.colorado.gov/pacific/dhr/time-leave>
- ▶ https://www.colorado.gov/pacific/sites/default/files/%28FINAL%29%20Technical%20Guide_%20Time%20Off%20and%20Leave%20%282019-11-05%29.pdf



Sick and Vacation Leave

12-month Faculty

Vacation: 22 days a year
VAC = 14.67 hrs/mo

SCK = 10 hrs/mo

Sick: 15 days a year

Classified Staff

Vacation: Based on years of service
See Chart

Sick: 6.66 days per month

University Staff

Vacation: 22 days a year
VAC = 14.67 hrs/mo

SCK = 10 hrs/mo

Sick: 15 days a year

Classified Staff Accruals

<i>Years of Service*</i>	<i>Accrual/Month</i>	<i>Maximum Accrual</i>	
1 – 5	0 to 60	8 hours	192 hours (24 days)
6 – 10	61 to 120	10 hours	240 hours (30 days)
11 – 15	121 to 180	12 hours	288 hours (36 days)
16 – more	181 and up	14 hours	336 hours (42 days)



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Leave Policies

If you are faculty with a different appointment, please find your campus below and visit their **Faculty Affairs or Human Resources** webpage:

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

Paid Parental Leave

- ▶ CU offers new parents four weeks or more of paid parental leave following the birth, adoption, foster placement or guardianship of a child. Campus policies vary in the amount and rules to use this leave, so visit your campus Human Resources website for details



Timesheets, CU Time, & the Payroll Register

December Timesheet = Exempt (Report Exception Time Only)

November = leave time only reported in December

My Leave Time sheet - November

Totals						
Send To HRMS	Earn Code	Description	Hours	Rate	Total	
Y	VAC	Vacation Leave	12	1	12.000	
N	HOL	Holiday	8	1	8.000	
		TOTAL:	20		20.000	

Speed Types						
Speed Type	Send To HRMS	Earn Code	Description	Hours	Rate	Total
	Y	VAC	Vacation Leave	12	1	12.000

CU Time example
of exception time

Entry Type	Status	Approver Name	Approval Date	Date Time Modified	Date Time Created	Earnings Code	Reported Hours
My Leave	Sent to Payroll		12/13/2019	12/17/2019 05:29:05 PM	12/13/2019 01:50:10 PM	VAC	12.00

Payroll Register - December

- RGS posts from Job Data
- VAC posts from CU Time

Earn Begin Dt	Earn End Dt	Earn Code	Hours	Earnings	Total Gross
11/01/2019	11/30/2019	RGS	-12.00	-185.58	
12/01/2019	12/31/2019	RGS	88.00	1340.30	
11/01/2019	11/30/2019	VAC	12.00	185.58	
					1340.30



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ES Payroll - HR/GL



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EMPLOYEE SERVICES

PET: Match RGS/VAC/SCK Funding Distribution for Entire Check

Paycheck Search Results											Personalize Find View All			First 1-2 of 2 Last	
Main		Add Info													
Selected	Pay Group	Pay End Date	Earnings End Date	Empl ID	Empl Rcd#	Employee Name	Department	Position Number	Job Code	Off Cycle	Total Earnings	Total Taxes	Total Deductions		
<input checked="" type="checkbox"/>	UOT	07/31/2018	06/30/2018		0		51000	00716509	2448	<input type="checkbox"/>	3,466.67	756.92	177.64		
<input checked="" type="checkbox"/>	UOT	07/31/2018	07/31/2018		0		51000	00716509	2448	<input type="checkbox"/>	3,466.67	756.92	177.64		

Paycheck Search

Earnings

Taxes

Deductions

Summary

Payroll Expense Transfer

HRGL Request #:

Status: Searched/Draft

Originator: McCoy, Catherine Louise

Paycheck Detail

Paycheck Information

Name	Empl ID	Rcd#	Paycheck Number	Pay Group	Pay End Date	Off Cycle ?	Page Nbr	Line Nbr	Sup	Total Gross	Total Deductions	Total Taxes
	0	6803688	UOT	07/31/2018	<input type="checkbox"/>	360	5	0		3,466.67	177.64	756.92

Job Data Snapshot

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

Rcd#	Job Eff Date	Job Eff Seq	Department	Position Number	Job Code	Job Description	HR Status	Action	Action Reason	Pay Frequency	Pay Group	FTE	Std Hours	Comp Rate	Reports To	Empl Class	Reg/Temp
0	07/01/2018	0	51000	00716509	2448	HR Professional	Active	PAY	MER	M	UOT	1.000000	40.00	\$3,466.670000	00708475	1	Regular

Current Check Distribution

Personalize | Find | 1 of 3 | Last

Pay End Date	Earnings End Date	Rcd#	Department	Position #	Job Code	Earn Code	SpeedType	SpeedType Description	Account	Charged Dept	Fund Code	Program Code	Project	Project End Date	Activity	Chartfield Descr	Amount	Distrib %
07/31/2018	06/30/2018	0	51000	00716509	2448	SCK	5100131	ES HCM Optimization	402600	50173	26	69186				Chartfield Descr	320.00	100.000
07/31/2018	06/30/2018	0	51000	00716509	2448	VAC	5100131	ES HCM Optimization	402600	50173	26	69186				Chartfield Descr	160.00	100.000
07/31/2018	07/31/2018	0	51000	00716509	2448	RGS	5100131	ES HCM Optimization	402600	50173	26	69186				Chartfield Descr	2,986.67	100.000



PET: Match RGS/VAC/SCK Funding Distribution for Entire Check

4

Copy Funding Distribution

Funding Template for Copy

Personalize

Find

First

1-4 of 4

Last

SpeedType	SpeedType Description	Account	Fund Code	Project	Project End Date	Distrib %	Funding End Date
61000074	CSPH-Dean's Office	444444	10			20.000	
61000077	Dept of CBH Gen Ops	444444	10			30.000	
61001186	CBH Base Teaching	444444	10			20.000	
63017691	VA IPA: KAUFMAN.YR02	444444	30	25M7468	09/30/2019	30.000	09/30/2019

Set all earnings to Copy for this check

Set all earnings to Copy for all checks

Copy Checked Rows to Earnings Funding Template

New Check Distribution											
Personalize Find First 1-10 of 10 Last											
Copy Distribution?	Earnings End Date	Rcd#	Position #	Job Code	Earn Code	SpeedType	Department	Project End Date	Amount	Distrib %	Funding End Date (if Apply Future = Yes)
<input type="checkbox"/>	02/28/2019	0	00610132	1101	APF	63017863	20283	06/30/2019	2,000.00	100.000	06/30/2019
<input type="checkbox"/>	02/28/2019	1	00661887	1435	RGN	61000077	21424		1,666.67	100.000	
<input checked="" type="checkbox"/>	02/28/2019	0	00610132	1101	RGS	61001186	21424		2,869.26	20.000	
<input checked="" type="checkbox"/>	02/28/2019	0	00610132	1101	RGS	63017691	21238	09/30/2019	4,303.90	30.000	09/30/2019
<input checked="" type="checkbox"/>	02/28/2019	0	00610132	1101	RGS	61000074	21411		2,869.26	20.000	
<input checked="" type="checkbox"/>	02/28/2019	0	00610132	1101	RGS	61000077	21424		4,303.90	30.000	
<input checked="" type="checkbox"/>	01/31/2019	0	00610132	1101	VAC	61001186	21424		138.84	20.000	
<input checked="" type="checkbox"/>	01/31/2019	0	00610132	1101	VAC	63017691	21238	09/30/2019	208.25	30.000	09/30/2019
<input checked="" type="checkbox"/>	01/31/2019	0	00610132	1101	VAC	61000074	21411		138.84	20.000	
<input checked="" type="checkbox"/>	01/31/2019	0	00610132	1101	VAC	61000077	21424		208.25	30.000	





ES Payroll - HCM Support Team



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EMPLOYEE SERVICES

Employee Tax Forms

- ▶ **W-2** Reports employee annual wages, taxes and other reportable deductions.
 - ▶ Available in the Portal by February 2nd.
- ▶ **1095-C** Provides information about health coverage provided by CU as required by the Affordable Care Act (ACA). You do not need this form to file your taxes, but you should save it with your tax return
 - ▶ Available in the Portal in March.
- ▶ **1099-MISC** Indicates cash paid to contractors, attorneys, “income other than wages.”
 - ▶ Inquire with FINPROHELP.
- ▶ **1099-R** Used when employees have distributions from Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts.
- ▶ **1042-S** (Non-U.S. citizens form) - ES will mail all 1042-S forms to non-U.S. citizens who had one or more of the following in 2019:
 - ▶ tax treaty-exempt income; non-qualified scholarship payments; taxable compensation
 - ▶ Inquire with IntlTax@cu.edu
- ▶ **1098-T** - Campus Bursar’s office sends this Tax form. It reports payments received for tuition, scholarships, and grants.
 - ▶ Inquire with campus Bursar’s Office.

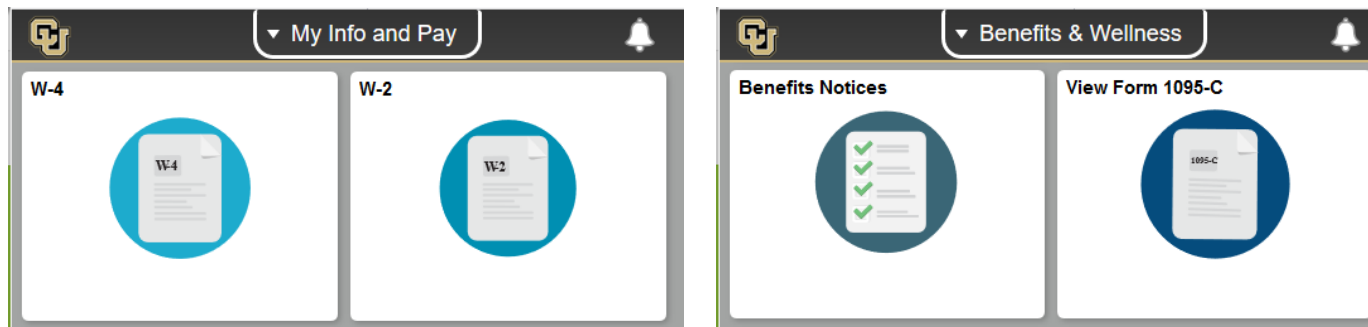


W-2, 1095-C and 1042-S

<https://www.cu.edu/blog/work-life/employees-soon-will-receive-tax-forms-w-2-1095-c-and-1042-s>

Updated: Employees soon will receive tax forms W-2, 1095-C and 1042-S February 3, 2020 by [Employee Services](#)

- ▶ All 2019 W-2s were mailed by Jan. 31,
- ▶ All 2019 1095-Cs will be mailed by March 2
- ▶ to mailing addresses employees have on file in their employee portals.
- ▶ All 1042-S forms were mailed Jan. 31.



W-2, 1095-C and 1042-S

<https://www.cu.edu/blog/work-life/employees-soon-will-receive-tax-forms-w-2-1095-c-and-1042-s>

W-2



Employees soon will receive tax forms W-2, 1095-C and 1042-S February 3, 2020 by [Employee Services](#)

What if employees see two different W-2s in their portals?

- ▶ **UPDATE: For 2019, ADP is issuing a separate W-2 form for CU and CUR**
- ▶ If employees see two W-2s (CU and CUR), it is recommended that they submit the ADP W-2 with their tax filing. This W-2 is a combination of CU and CUR wage and tax information. Submitting multiple W-2s from the same company or with the same EIN may cause confusion with the IRS and states, which may cause a delay in processing their tax return.

What if employees did not receive their W-2 in the mail?

- ▶ Employees who do not receive their W-2 in the mail should reference the [Employee Services website](#) for next steps.
- ▶ Note for employees who access their W-2 through the ADP portal: You must enter the ZIP code you lived in as of Jan. 6.



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EMPLOYEE SERVICES

Get Your Tax Forms

<https://www.cu.edu/employee-services/get-your-w-2>

Payroll



W-2



Get your W-2

Update your W-4

Get your 1042-S

Get your 1095-C

Get your W-2 in the mail

- ▶ Your W-2 tax form(s) was mailed to the address you have on file before Jan. 31 and is available in the [employee portal](#).

Didn't receive your W-2?

- ▶ **Current employees:** Access your W-2 in the employee portal using the instructions below. Please do not submit a W-2 Reissue Request Form.
- ▶ **Former employees:** Access your W-2 via the ADP portal. Please call Employee Services at 303-860-4200, option 2 for instructions.
- ▶ **Student employees:** Recipients of stipends (scholarship, fellowships and grants) are expected to self-report amounts, if taxable, regardless of whether they are reported on a W-2.



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EMPLOYEE SERVICES

How To Read Your W-2

<https://www.cu.edu/employee-services/how-read-your-w-2>

How to read your W-2

As a CU employee, you can view the Form W-2 Wage and Tax statement in the [employee portal](#). Each year, Employee Services mails W-2 forms to employees by Jan. 31.

W-2



a Employee's social security number		Safe, accurate, FAST! Use irs e-file		Visit the IRS website at www.irs.gov/efile		
b Employer identification number (EIN)		1 Wages, tips, other compensation	2 Federal income tax withheld			
c Employer's name, address, and ZIP code		3 Social security wages	4 Social security tax withheld			
		5 Medicare wages and tips	6 Medicare tax withheld			
		7 Social security tips	8 Allocated tips			
d Control number		9	10 Dependent care benefits			
e Employee's first name and initial Last name Suff.		11 Nonqualified plans	12a See instructions for filers			
		13 Statutory employee Retirement plan beneficiary	12b			
		14 Other	12c			
f Employee's address and ZIP code		12d				
15 State	Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name

Form W-2 Wage and Tax Statement **SAMPLE** Department of the Treasury—Internal Revenue Service
Copy B—To Be Filed With Employee's FEDERAL Tax Return.
This information is being furnished to the Internal Revenue Service.

Download Embed



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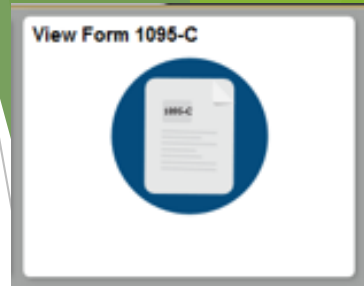
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EMPLOYEE SERVICES

Get Your Tax Forms

<https://www.cu.edu/employee-services/get-your-w-2>

Payroll



Get your W-2

Update your W-4

Get your 1042-S

Get your 1095-C

By March 2, we will mail you the IRS Form 1095-C ACA Tax Document, which reports whether the health coverage CU offered you for tax year 2019 was affordable under Affordable Care Act standards. You do not need this form to file your taxes, but you should save it with your tax return.

Select the toggles below for an explanation of each line within the form.

Lines 1-6



Lines 7-13



Line 14



Line 15



Line 16



Lines 17-22



Questions? Visit the [IRS website](#), or call Employee Services at 303-860-4200.



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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					February	2020
Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun	
					1/2	
3 Run Payroll Register BW PPE 01/25/20	4 OC013020 uploads due 5 pm	5 Processing OC013020 PULL DEADLINE 10 AM: BW PPE 01/25/20	6	7 BW PPE 01/25/20 PAYDAY (Pay Run ID BW012520) OC013020 PAYDAY	8/9 PPE 02/08/20 Pay Run ID BW020820 Earn dates 01/26 – 2/08/20	
10	11 OC020620 uploads due 5 pm	12 Processing OC020620	13 BW uploads due 5 pm	14 Processing BW PPE 02/08/20 OC020620 PAYDAY	15/16	
17 Presidents' Day Anschutz closed Run Payroll Register BW PPE 02/08/20 (Bank holiday)	18 MON uploads due 5 pm Pay Run ID MN022920 Processing MON PPE 02/29/20 NO OFF-CYCLE THIS WEEK *	19 Processing MON PPE 02/29/20 PULL DEADLINE 10 AM: BW PPE 02/08/20 NO OFF-CYCLE THIS WEEK *	20 Processing MON PPE 02/29/20	21 BW PPE 02/08/20 PAYDAY (Pay Run ID BW010820) Run Payroll Register MON PPE 02/29/20 NO OFF-CYCLE THIS WEEK *	22/23 PPE 02/22/20 Pay Run ID BW022220 Earn dates 02/09 – 2/22/20	
24	25 OC022020 uploads due 5 pm	26 PULL DEADLINE 10 AM: MON PPE 02/29/20 Processing OC022020	27 BW uploads due 5 pm	28 Processing BW PPE 02/22/20 MON PPE 02/29/20 PAYDAY Pay run ID MN022920 OC022020 PAYDAY	29/1	

* No off-cycle payroll

Last Update 10/28/19



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EMPLOYEE SERVICES



HCM Data Feature Focus



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EMPLOYEE SERVICES

Contract Pay Report

- Returns basic contract information including begin and end dates
- Use this query to verify basic contract information
- Can be run by Dept, Jobcode, EmplID, or by date-range

CU HCM User WorkCenter

WorkCenter Resources

HCM Queries

- 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
- Budget Status
- Vacant Position

CUES_HCM_QUERY_LIST2- List of ALL HCM Queries

Download results in: Excel Spreadsheet CSV Text File XML File (14 kb)

View All

First 1-95 of 95 Last

Row	Description	Query Definition	Execute Count	Query Name
1	Action Reason Codes	This query returns a list of action/reason code combinations and descriptions.	523	CUES_HCM_ACTION_REASON_CODES
2	CU Time Approv/Term EEs no aud	Returns all approved rows in CU Time where the Term date in Job Data is <= the prior Earnings End Date on the approved Time Entry. This version does not contain the audit tables.	53	CUES_HCM_CU_TIME_APPROVE_TRMD2
3	Campus Box Table	This query returns a list of departments and their corresponding campus box code and location.	432	CUES_HCM_CAMPUS_BOX_TABLE
4	Campus Nodes	This query returns a list of campus nodes and underlying departments.	261	CUES_HCM_CAMPUS_NODES
5	Contract	This query returns data from the contract crosswalk and term setup tables.	252	CUES_HCM_CONTRACT_CRSWLK
6	Contract Pay	This query will return contract data including history, current, and future rows. Can be filtered by dept ID, empl ID, job code, and specified dates.	1545	CUES_HCM_CONTRACT_PAY
7	Contract Payment Details	This query returns payment details for active contracts.	813	CUES_HCM_CONTRACT_PYMT_DTL
8	Contracts with LOA Values	This query returns payment details for active contracts with LOA Amounts	100	CUES_HCM_CONTRACT_W_LOA
9	Department Information	This query returns default data for active departments.	754	CUES_HCM_DEPT_INFORMATION
10	Dept Security Tree	Department Security Tree	142	CUES_HCM_DEPT_SEC_TREE
11	Docked Pay w/ Funding Changes	Identifies positions where docked pay was entered, but funding distribution for that position changed between the current pay period and the earnings date of the docked pay.	64	CUES_HCM_DOCKED_PAY_FUNDING
12	E-Verify Needed	This query returns active employees who have not been Everified, but are receiving pay from a project speedtype which requires them to be.	309	CUES_HCM_VERIFY_PROJ
13	EE's Less Than Wage	EE's with wages less than prompt. Report includes prompts to limit results by Dept and/or Campus, and Standard Hours.	122	CUES_HCM_LOW_WAGE_SEARCH
14	Earnings Codes	This query returns a list of active earnings codes with descriptions and details.	690	CUES_HCM_EARN_CODES

REVISED 07-03-2019: Returns a list of all emergency contacts for employees in a prompted Dept or Node. returns all available phone numbers for each contact. Please note: we



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EMPLOYEE SERVICES

The Contract Pay report can be used to provide a long-range overview of your employee contracts for planning and budgeting purposes.

CUES_HCM_CONTRACT_PAY - Contract Pay

Dept ID (Optional)

Job Code (Optional)

Empl ID (Optional)

Begin Date (Optional)

End Date (Optional)

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (2 kb)

[View All](#)

First 1-5 of 5 Last

Row	Name	Empl ID	Empl Rcd	Dept ID	Dept Name	Job Code	Job Title	Eff Date	Contract Begin	Contract End	Pymt Begin	Pymt End	Pymt Term	Comprate	Pay Type	Automatic Renewal	Renewals
1						1401	Visiting Professor	01/27/2015	01/20/2015	06/08/2015	01/20/2015	06/08/2015	Pay Over Contract		Other - Paid Over Contract	N	0
2						1401	Visiting Professor	10/03/2014	10/01/2014	05/31/2015	10/01/2014	05/31/2015	Pay Over Contract		Other - Paid Over Contract	N	0
3						1505	Research Assistant	05/27/2014	06/03/2014	07/25/2014	06/03/2014	07/25/2014	Pay Over Contract		Other - Paid Over Contract	N	0
4						1105	Instructor	06/07/2007	06/07/2007	06/30/2007	06/07/2007	06/30/2007	Pay Over Contract		Other - Paid Over Contract	N	0
5						1401	Visiting Professor	07/14/2014	07/14/2014	08/15/2014	07/14/2014	08/15/2014	Pay Over Contract		Other - Paid Over Contract	N	0



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EMPLOYEE SERVICES

- Returns an employee's complete salary history
- Can also be run by Dept ID to capture data for multiple employees



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- The Salary History report returns information from Job Data in HCM.
- Use this report for staffing, promotion, and budget planning purposes.

UCES_HCM_SALARY_HISTORY - Salary History

Employee ID (Optional)

Department ID (Optional)

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (5 kb)

[View All](#)

First 1-13 of 13 Last

Row	Empl ID	Empl Rcd	Name	Eff Date	Dept ID	Job Code	Job Title	Annual Rt	Action	Reason	Change Percent	Change Amount	Comp Freq	Comp Rate	Currency Code	Sal Plan	Grade
1				07/01/2019	51000	2268	Business Services Professional		PAY	MER			0 M		000 USD	226	A08
2				07/01/2018	51000	2268	Business Services Professional		PAY	MER			0 M		000 USD	226	A08
3				07/01/2017	51000	2268	Business Services Professional		PAY	MER			0 M		000 USD	226	A08
4				07/01/2016	51000	2268	Business Services Professional		PAY	MER			0 M		000 USD	226	A08
5				12/01/2015	51000	2268	Business Services Professional		POS	CNV			0 M		000 USD	226	A08
6				07/01/2015	51000	2268N	Business Services Professional		PAY	MER			0 M		000 USD	226	A08
7				01/01/2015	51000	2268N	Business Services Professional		PAY	RES			0 M		000 USD	226	A08
8				07/01/2014	51000	2268N	Business Services Professional		PAY	MER			0 M		000 USD	226	A08
9				07/01/2013	51000	2268N	Business Services Professional		PAY	MER			0 M		000 USD	226	A08
10				07/01/2012	51000	2179N	Business Professional		PAY	MER			0 M		000 USD	210	000
11				07/01/2008	51000	G2D4XX	Data Specialist		PAY	SSI			0 M		000 USD	950	G38
12				07/01/2007	51000	G2D4XX	Data Specialist		PAY	SSI			0 M		000 USD	950	G38
13				03/01/2007	51000	G2D4XX	Data Specialist		HIR	HIR			0 M		000 USD	950	G38



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EMPLOYEE SERVICES

Jobs With Zero Compensation

- Returns a list of Positions with an a compensation rate of less than \$0.01
- Includes Job Code, Position number, and Pay Status
- Includes Position Incumbent information

CU HCM User WorkCenter	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.	269	CUES_HCM_FUNDING_SUSPENSE_OLD
WorkCenter Resources	25	GME Terminated Employees	Returns a list of GME employees with termination rows between specified Effective Dates. Results can optionally be limited by Dept ID.	19	CUES_HCM_TERMED_GME
HCM Queries	26	Group term job row conflicts	Returns a list of all EEs in a specified dept with one or more job rows that will cause an error in the group termination process. Query will search starting with the date entered in the prompt and will display all job rows with effective dates equal to or greater than that date.	110	CUES_HCM_GROUP_TERM_CONFLICTS
• Home Entry	27	Incumbent Position History	Lists position history and last incumbent for a single department, specified by a prompt.	607	CUES_HCM_INCUMBENT_POS_HIST
• Position Information	28	Inter ePAR hire and rehire	Returns a list of all hired and rehired ePARs within a specified Effective Date range and an international address. This report can optionally be limited by Dept ID, Creator UserID, and/or Approver UserID.	145	CUES_HCM_HIRE_REH_EPAR_HISTORY
• Personnel Roster	29	Invalid or Missing Addresses	This query returns invalid or missing US home and mailing addresses for active CU employees.	222	CUES_HCM_INVALID_ADDR
• Paycheck Distribution	30	Job Code Crosswalk/Setup	This query returns a list of active job codes with default job data, including job family and pay group/empl class crosswalk data.	1232	CUES_HCM_JOB_CODE_CRSLWK
• Training Report	31	Job Future Dated Rows	This query returns data for employees with future dated rows in Job Data, including newly hired employees that do not appear in other reports.	2588	CUES_HCM_JOB_LIST_FUTURE_DATED
• TBT Manage Transactions	32	Job List	This query returns the most recent job data for each empl rcd and the most recent POI data for each POI type.	436344	CUES_HCM_JOB_LIST
• Leave Accrual Detail	33	Jobs Under Minimum Wage	This query returns job records with an hourly rate less than minimum wage excluding comp rates less than \$0.01	258	CUES_HCM_JOB_UNDER_MIN_WAGE
• Personnel Actions History	34	Jobs w/ Zero Compensation	This query returns a list of employee job records with zero compensation.	46	CUES_HCM_JOB_ZERO_COMP
• Leave Accrual Summary	35	Leave - Fiscal Year End Review	Returns Sick and Vacation balances as of the last day of a specified fiscal year. For purposes of reviewing leave balances to be certified.	150	CUES_HCM_LEAVE_FYE_BALANCES
• Position Funding	36	Leave Accrual Detail	This query returns leave information that corresponds with the CU Leave Accruals Summary page, Detail tab. Results are limited to one employee at a time.	20897	CUES_HCM_LEAVE_ACCRUAL_DTL
• Funding Suspense Current Row	37	Leave Accrual Summary	This query returns leave information that corresponds with the CU Leave Accruals Summary page, Summary tab. The classified job flag and classified staff length of service (LOS) will always show the most current information available.	17783	CUES_HCM_LEAVE_ACCRUAL_SUM
op 15 Listed above. Click here for ALL		Leave Adjustments			
Reports/Processes					
Workforce Reports					
Employee Turnover Analysis					
Organizational Development					
Active Position History					
Budget Status					



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EMPLOYEE SERVICES

- Run the Jobs With Zero Compensation report to determine if the Comp Rate is legitimate for the Position, or if you have errors in your Position setup.
- Correct errors before Payroll runs.
- Help eliminate errors in external reporting that can affect your budget.

IES_HCM_JOB_ZERO_COMP- Jobs w/ Zero Compensation

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1332 kb)

W All

First 1-100 of 2951

Row	Company	Dept ID	Dept Name	Name	Empl ID	Empl Record	Eff Date	Job Code	Job Title	Position	Pay Status	Empl Class	Comp Freq	Stdnd Hrs/Wk	Comp Rate
1	CU						0 12/10/2018			001		1	M	40.00	0.00000
2	CU						0 12/10/2018			001		1	M	40.00	0.00000
3	CU						0 01/27/2019	1413	Instructor Adjunct	006	Active	2	M	40.00	0.00000
4	CU						0 01/27/2019	1406	Professor Adjoint	006	Active	2	M	40.00	0.00000
5	CU						0 09/06/2019	1413	Instructor Adjunct	006	Active	2	M	40.00	0.00000
6	CU						0 01/27/2019	1408	Asst Professor Adjoint	006	Active	2	M	40.00	0.00000
7	CU						0 01/27/2019	1408	Asst Professor Adjoint	006	Active	2	M	40.00	0.00000
8	CU						0 01/22/2019	1408	Asst Professor Adjoint	006	Active	2	M	40.00	0.00000
9	CU						0 01/27/2019	1408	Asst Professor Adjoint	006	Active	2	M	40.00	0.00000
10	CU						0 01/27/2019	1413	Instructor Adjunct	006	Active	2	M	40.00	0.00000
11	CU						0 01/27/2019	1413	Instructor Adjunct	006	Active	2	M	40.00	0.00000
12	CU						0 07/09/2019	1413	Instructor Adjunct	006	Active	2	M	40.00	0.00000
13	CU						0 12/09/2019	1408	Asst Professor Adjoint	006	Active	2	M	40.00	0.00000
14	CU						0 09/16/2019	1413	Instructor Adjunct	006	Active	2	M	40.00	0.00000
15	CU						0 11/01/2018	1413	Instructor Adjunct	006	Active	2	M	40.00	0.00000
16	CU						0 11/01/2018	1413	Instructor Adjunct	006	Active	2	M	40.00	0.00000
17	CU						0 04/03/2018	1408	Asst Professor Adjoint	006	Active	2	M	40.00	0.00000
18	CU						0 11/01/2018	1408	Asst Professor Adjoint	006	Active	2	M	40.00	0.00000
19	CU						0 08/29/2018	1408	Asst Professor Adjoint	006	Active	2	M	40.00	0.00000
20	CU						0 12/10/2019	1413	Instructor Adjunct	007	Active	2	M	40.00	0.00000
21	CU						0 11/01/2018	1408	Asst Professor Adjoint	006	Active	2	M	40.00	0.00000
22	CU						0 11/01/2018	1413	Instructor Adjunct	006	Active	2	M	40.00	0.00000
23	CU						0 08/01/2018	1408	Asst Professor Adjoint	006	Active	2	M	40.00	0.00000
24	CU						0 08/15/2019	1406	Professor Adjoint	006	Active	2	M	40.00	0.00000
25	CU						0 01/06/2020	1413	Instructor Adjunct	007	Active	2	M	40.00	0.00000



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EMPLOYEE SERVICES

Questions

[Q & A - Current Call](#)

[Q& A - Previous Call](#)



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EMPLOYEE SERVICES

Q & A - Current Call

Questions from today's 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.



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EMPLOYEE SERVICES

Q & A - Previous Call

Questions from Previous Call

What is UIS?	University Information Services (UIS) UIS provides IT services that empower the University of Colorado's campuses and CU system administration. www.cu.edu/uis
Does UCD/AMC have a different review period?	The performance review period for UCD/AMC ended 12/31/19. The 1/31/20 end review period is for Boulder, UCCS and System.
Would (the Roth Option account information be visible with the same TIAA CREF login info if you have a 401(a)? Or would this require a separate login?	All of an employee's retirement accounts through TIAA are managed through one account with TIAA.
When will the 2019 W-2 be available online in the CU resources portal?	The W-2s will be available in the portal by January 31 st .
Will employees be notified of the increase in PERA contributions?	As we approach the July timeframe, we will include the PERA changes in system-wide communications. In addition, PERA employees are also kept informed by PERA.
For the folks who are now non-exempt-- we were just given advice to enter their exception time manually in CU Time to avoid errors. Would we also need to enter their RGS regular hours worked, so that they get paid exactly for the number of hours worked this month?	For monthly salaried employees, the RGS is included from Job Data. The caution with CU Time and My Leave is only to avoid inaccurate docked pay uploaded and approved that would create an underpayment.
Why would you use home instead of mailing address?	This is user choice in the query parameters. Mailing address may also be chosen.
I ran query # 33 for jobs under minimum wage but there were no results, does this mean that our department has no one under the min. wage?	The results indicate that for employees in the departments for which you have row level access, none are out of compliance in Colorado.



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:

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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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