ES HCM Campus Call

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

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
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
System UIS Updates

UIS Maintenance Matters
UIS HCM Systems Enhancements
UIS HCM Systems Workgroups
UIS Maintenance Matters

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

Production Maintenance

📅 8 a.m.-12 p.m., Feb. 8 scheduled maintenance for production systems
📅 8 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

See All

HCM Maintenance

📅 8 a.m.-6 p.m., Feb. 23 scheduled maintenance for production systems

See All

Campus Solutions Maintenance

📅 8 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
UIS HCM System Workgroups

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

<table>
<thead>
<tr>
<th>MODULE</th>
<th>DAY</th>
<th>TIME</th>
<th>FREQUENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCM Core and Employee Life Cycle Meeting</td>
<td>Tuesday</td>
<td>11 a.m. to noon</td>
<td>Second Tuesday of each month</td>
</tr>
<tr>
<td>Absence Management and Payroll</td>
<td>Friday</td>
<td>3-4 p.m.</td>
<td>Quarterly</td>
</tr>
<tr>
<td>Student Processing</td>
<td>Tuesday</td>
<td>1-2:30 p.m.</td>
<td>First Tuesday of each month</td>
</tr>
<tr>
<td>Contract Pay</td>
<td>Thursday</td>
<td>11 a.m. to noon</td>
<td>First Thursday of each month</td>
</tr>
<tr>
<td>Benefits and ACA</td>
<td>Monday</td>
<td>1:30-2 p.m.</td>
<td>Weekly</td>
</tr>
<tr>
<td>HR-GL</td>
<td>Tuesday</td>
<td>1-1:30 p.m.</td>
<td>Third Tuesday of each month</td>
</tr>
</tbody>
</table>

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.

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# Campus Change Managers

[https://www.cu.edu/hcm-community/hcm-projects/get-involved](https://www.cu.edu/hcm-community/hcm-projects/get-involved)

<table>
<thead>
<tr>
<th>Campus</th>
<th>Change Manager</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>CU Denver</td>
<td>Anschutz</td>
<td>Sharon Grant</td>
</tr>
<tr>
<td>CU Boulder</td>
<td>Quiana Martin</td>
<td><a href="mailto:quiana.martin@colorado.edu">quiana.martin@colorado.edu</a></td>
</tr>
<tr>
<td>CU Colorado Spring and System office</td>
<td>Lara Ackerman</td>
<td><a href="mailto:lara.ackerman@cu.edu">lara.ackerman@cu.edu</a></td>
</tr>
</tbody>
</table>
UIS HCM System 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.
ES Employee Learning and Development (ELD)
ES ELD
https://www.cu.edu/hcm-community-training

HCM Training Schedule 2020

Now available!

See the full schedule of monthly webinars and structured labs.

<table>
<thead>
<tr>
<th>MONTH</th>
<th>DATE(S)</th>
<th>TRAINING</th>
<th>MONTH</th>
<th>DATE(S)</th>
<th>TRAINING</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>1/21</td>
<td>2020 W-4 &amp; IRS Tax Estimator</td>
<td>July</td>
<td>7/21</td>
<td>Faculty Contracts</td>
</tr>
<tr>
<td>February</td>
<td>2/18</td>
<td>Funding Entry and Suspense</td>
<td>August</td>
<td>8/18</td>
<td>Time and Leave</td>
</tr>
<tr>
<td>March</td>
<td>3/17</td>
<td>Department Budget Table and Rollover</td>
<td>September</td>
<td>9/10</td>
<td>Calculating a Pay Check</td>
</tr>
<tr>
<td>April</td>
<td>4/21</td>
<td>Payroll Expense Transfer (PET) Entry</td>
<td>October</td>
<td>10/20</td>
<td>PeopleSoft HCM Reporting</td>
</tr>
<tr>
<td>May</td>
<td>Multiple</td>
<td>PET Hands On Labs - TBD</td>
<td>November</td>
<td>11/17</td>
<td>Payroll End of Year Tasks</td>
</tr>
<tr>
<td>June</td>
<td>6/16</td>
<td>HRGL Payroll Reporting</td>
<td>December</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

Feedback, suggestions?

system.training@cu.edu
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

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
ES ELD

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

Webinars

Recorded Webinars

2020 W-4 & the IRS Tax Estimator

Information

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.

Date recorded: January 21, 2020

Duration: 1 hour

Webinar Resources

PDF: 2020 W-4 & the IRS Tax Estimator

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.
ES Collaborative HR Services
Goals and Evaluation Review

Set goals for university staff, then prepare for classified staff evaluations with LinkedIn Learning resources

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/hr/pm/Pages/default.aspx](http://hr.colorado.edu/hr/pm/Pages/default.aspx)
- **Denver**: [http://www.ucdenver.edu/about/departments/HR/Pages/default.aspx](http://www.ucdenver.edu/about/departments/HR/Pages/default.aspx)
- **UCCS**: [https://www.uccs.edu/hr/](https://www.uccs.edu/hr/)
- **System**: [https://www.cu.edu/employee-services/collaborative-hr-services/cu-system-administration/employee-resources/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.
ES Benefits Updates

https://www.cu.edu/blog/work-life
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.
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.
Retirement Ready

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

<table>
<thead>
<tr>
<th>CU 401(a) schedule</th>
<th>PERA schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medicare 101: 9 - 10 a.m.</td>
<td>Medicare 101: 9 - 10 a.m.</td>
</tr>
<tr>
<td>Social Security: 10:15 - 11:15 a.m.</td>
<td>CU's Process for Retirement with PERA: 9:30 - 10:30 a.m.</td>
</tr>
<tr>
<td>Social Security: Noon - 1 p.m.</td>
<td>Social Security: 10:15 - 11:15 a.m.</td>
</tr>
<tr>
<td>CU's Process for Retirement - 401(a) Participants: 12:15 - 1:15 p.m.</td>
<td>Preparing for Retirement with PERA: 10:15 - 11:45 a.m.</td>
</tr>
<tr>
<td>Medicare 101: 1:15 - 2:15 p.m.</td>
<td>Social Security: Noon - 1 p.m.</td>
</tr>
<tr>
<td>Paying Yourself in Retirement: Income Options in Retirement: 1:30 - 2:30 p.m.</td>
<td>Medicare 101: 1:15 - 2:15 p.m.</td>
</tr>
<tr>
<td></td>
<td>PERACare: 2:30 - 3:30 p.m.</td>
</tr>
</tbody>
</table>

Register today

<table>
<thead>
<tr>
<th>CU Boulder</th>
<th>CU System</th>
<th>UCCS</th>
<th>CU Boulder</th>
<th>CU Denver</th>
<th>CU Anschutz</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main campus</td>
<td>1600 Grant St.</td>
<td>University Center</td>
<td>East campus</td>
<td>CU Building</td>
<td>Research 2</td>
</tr>
<tr>
<td>9 a.m. - 4 p.m.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday, Feb. 18</td>
<td>9 a.m. - 4 p.m.</td>
<td>Monday, Feb. 24</td>
<td>9 a.m. - 4 p.m., Wednesday, Feb. 28</td>
<td>9 a.m. - 4 p.m., Thursday, Feb. 27</td>
<td>9 a.m. - 4 p.m., Friday, Feb. 28</td>
</tr>
</tbody>
</table>

401(a)  PERA  401(a)  PERA  401(a)  PERA  401(a)  PERA  401(a)  PERA
TIAA Webinars


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
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.
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.
ES HCM Core & CU Careers
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.
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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**University of Colorado**

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

**Employee Services**
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.**
Termination Template

1. Transaction Launch Page
   - Select Employee or Contingent Worker
   - Enter Date of Birth
   - National ID Last 4
   - Department
   - Search Option: Hire/Retire/Additional Job Termination Transfer Employee

2. Transaction Launch Page
   - ATS Applicants
   - Select Source System
   - Applicant ID Name
   - Date of Birth
   - National ID Last 4
   - Dept ID
   - Department Name
   - Clear ATS Selection
   - Add a Person
   - Submit

3. Enter Transaction Details
   - Template Based Transactions
   - Select Template: Direct Termination
   - Organizational Relationship: Employee
   - Country: United States
   - Employment Record Number: Business Services Professional
   - Job Effective Date: 01/13/2020
   - Action: Termination
   - Reason Code

4. Enter Transaction Information
   - Position - Job Information
   - Work Location - Position Data
   - Regulatory Region
   - Company
   - Department Description
   - Business Unit
   - Job Information - Job Code
   - Description Business Unit
   - Comments: Job Notes
   - Attachments
   - Add Attachment
   - Save and Submit for Approval

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ePAR Group Termination
https://www.cu.edu/docs/sbs-entering-group-terminations

Since January 1, 2019:

<table>
<thead>
<tr>
<th>Month</th>
<th># of EID Terminated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 2019</td>
<td>990</td>
</tr>
<tr>
<td>Feb 2019</td>
<td>104</td>
</tr>
<tr>
<td>Mar 2019</td>
<td>51</td>
</tr>
<tr>
<td>Apr 2019</td>
<td>27</td>
</tr>
<tr>
<td>May 2019</td>
<td>2,463</td>
</tr>
<tr>
<td>Jun 2019</td>
<td>1,625</td>
</tr>
<tr>
<td>Jul 2019</td>
<td>869</td>
</tr>
<tr>
<td>Aug 2019</td>
<td>1,703</td>
</tr>
<tr>
<td>Sep 2019</td>
<td>896</td>
</tr>
<tr>
<td>Oct 2019</td>
<td>378</td>
</tr>
<tr>
<td>Nov 2019</td>
<td>108</td>
</tr>
<tr>
<td>Dec 2019</td>
<td>505</td>
</tr>
<tr>
<td>Jan 2020</td>
<td>552</td>
</tr>
<tr>
<td>May 2020</td>
<td>68</td>
</tr>
<tr>
<td>Sep 2020</td>
<td>5</td>
</tr>
<tr>
<td>TOTAL</td>
<td>10,368</td>
</tr>
</tbody>
</table>

Campus # of EID Terminated

<table>
<thead>
<tr>
<th>Campus</th>
<th># of EID Terminated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boulder</td>
<td>9,707</td>
</tr>
<tr>
<td>AMC</td>
<td>493</td>
</tr>
<tr>
<td>UCD</td>
<td>142</td>
</tr>
<tr>
<td>UCCS</td>
<td>23</td>
</tr>
<tr>
<td>SYS</td>
<td>0</td>
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<tr>
<td>UCD/AMC</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td>10,368</td>
</tr>
</tbody>
</table>
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
# Working Group Benefits Eligibility Matrix - University Staff (formerly Exempt Professionals)

## Effective 01/01/2019

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Job Title</th>
<th>Title Definition</th>
<th>Medical/Dental/Life</th>
<th>Disability 2</th>
<th>Flexible Spending Account</th>
<th>Tuition Assistance Benefit</th>
<th>Tax Deferred Annuity (Optional Savings Plans - 403B, 457, 401K)</th>
<th>Retirement Plans</th>
</tr>
</thead>
<tbody>
<tr>
<td>2200</td>
<td>University Staff</td>
<td>50% or Greater FTE</td>
<td>MID/L</td>
<td>STD/LTD</td>
<td>FSA</td>
<td>TAB</td>
<td>TDA</td>
<td>401a</td>
</tr>
<tr>
<td>2447</td>
<td>HR SENIOR PROFESSIONAL</td>
<td>exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic</td>
<td>Regular Appointments &gt; 50%</td>
<td>Regular Appointments &gt; 50%</td>
<td>Regular Appointments &gt; 50%</td>
<td>Y</td>
<td>Regular Appointments &gt; 50%</td>
<td>PERA</td>
</tr>
<tr>
<td>2448</td>
<td>HR PROFESSIONAL</td>
<td>exercising discretion, analytical skill, personal accountability and responsibility in a wide range of areas including academic</td>
<td>Regular Appointments &gt; 50%</td>
<td>Regular Appointments &gt; 50%</td>
<td>Regular Appointments &gt; 50%</td>
<td>Y</td>
<td>Regular Appointments &gt; 50%</td>
<td>PERA</td>
</tr>
</tbody>
</table>

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## Effective 01/01/2019

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Job Title</th>
<th>Federal Mandatory (FICA)</th>
<th>Social Security - OASDI</th>
<th>Medica re Tax</th>
<th>Unemployment</th>
<th>Wages Compens</th>
<th>Leave Plans</th>
<th>FMLA</th>
<th>Default Job Code Values</th>
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</thead>
<tbody>
<tr>
<td>2200</td>
<td>University Staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2447</td>
<td>HR SENIOR PROFESSIONAL</td>
<td></td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Prorated based on FTE = 14.6 hrs/month</td>
<td>Y</td>
<td>40.00 M USHUMR R X USX</td>
</tr>
<tr>
<td>2448</td>
<td>HR PROFESSIONAL</td>
<td></td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Prorated based on FTE = 10 hrs/month</td>
<td>Y</td>
<td>40.00 M USHUMR R X USX</td>
</tr>
</tbody>
</table>

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ES International Tax

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

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

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

Back to Agenda
New International Employees

https://www.cu.edu/blog/work-life/new-international-employees-schedule-your-required-appointment-international-tax
https://booknow.appointment-plus.com/43rspgeq/

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.’
International AP Payments

https://www.cu.edu/docs/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.Dardeneau@cu.edu
303-735-0816

Last updated: 5/2/2019

Download this form below

ATTACHMENTS

International Accounts Payable (A/P) Payment Matrix
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.
ES Payroll - Taxes
IRS Tax Tips

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

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.
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.
Get Your Tax Forms
https://www.cu.edu/employee-services/get-your-w-2

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.
2019 W-4 Exemptions Expire

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

► Tax status revert to Single if not resubmitted as Exempt.

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

Mailing address

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

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

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.
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.
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

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

### Classified Staff Accruals

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Acrual/Month</th>
<th>Maximum Acrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 5</td>
<td>0 to 60</td>
<td>192 hours (24 days)</td>
</tr>
<tr>
<td>6 – 10</td>
<td>61 to 120</td>
<td>240 hours (30 days)</td>
</tr>
<tr>
<td>11 – 15</td>
<td>121 to 180</td>
<td>288 hours (36 days)</td>
</tr>
<tr>
<td>16 – more</td>
<td>181 and up</td>
<td>336 hours (42 days)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12-month Faculty</th>
<th>Classified Staff</th>
<th>University Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vacation</strong>: 22 days a year</td>
<td><strong>Vacation</strong>: Based on years of service</td>
<td><strong>Vacation</strong>: 22 days a year</td>
</tr>
<tr>
<td>VAC = 14.67 hrs/mo</td>
<td>See Chart</td>
<td>VAC = 14.67 hrs/mo</td>
</tr>
<tr>
<td>SCK = 10 hrs/mo</td>
<td>Sick: 15 days a year</td>
<td></td>
</tr>
<tr>
<td>Sick: 6.66 days per month</td>
<td>Sick: 15 days a year</td>
<td></td>
</tr>
</tbody>
</table>

---

Back to Agenda
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

CU Time example of exception time

Payroll Register - December
- RGS posts from Job Data
- VAC posts from CU Time
ES Payroll - HR/GL
PET: Match RGS/VAC/SCK Funding Distribution for Entire Check
PET: Match RGS/VAC/SCK Funding Distribution for Entire Check

<table>
<thead>
<tr>
<th>Copy Distribution?</th>
<th>Earnings End Date</th>
<th>Rcd#</th>
<th>Position #</th>
<th>Job Code</th>
<th>Earn Code</th>
<th>SpeedType</th>
<th>Department</th>
<th>Project End Date</th>
<th>Amount</th>
<th>Distrib %</th>
<th>Funding End Date</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>02/28/2019</td>
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<td>00610132</td>
<td>1101</td>
<td>APF</td>
<td>63017863</td>
<td>20283</td>
<td>06/30/2019</td>
<td>2,000.00</td>
<td>100.0000</td>
<td>06/30/2019</td>
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<tr>
<td></td>
<td>02/28/2019</td>
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<td>00611887</td>
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<td>RGN</td>
<td>61000077</td>
<td>21424</td>
<td></td>
<td>1,666.67</td>
<td>100.0000</td>
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</tr>
<tr>
<td></td>
<td>02/28/2019</td>
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<td>00610132</td>
<td>1101</td>
<td>RGS</td>
<td>61001186</td>
<td>21424</td>
<td></td>
<td>2,869.26</td>
<td>20.0000</td>
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</tr>
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<td>02/28/2019</td>
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<td>00610132</td>
<td>1101</td>
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<td>63017691</td>
<td>21238</td>
<td>09/30/2019</td>
<td>4,303.90</td>
<td>30.0000</td>
<td>09/30/2019</td>
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<td>RGS</td>
<td>61000074</td>
<td>21411</td>
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<td>2,869.26</td>
<td>20.0000</td>
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<td>1101</td>
<td>RGS</td>
<td>61000077</td>
<td>21424</td>
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<td>4,303.90</td>
<td>30.0000</td>
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<td>VAC</td>
<td>61001186</td>
<td>21424</td>
<td></td>
<td>136.84</td>
<td>20.0000</td>
<td></td>
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<tr>
<td></td>
<td>01/31/2019</td>
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<td>00610132</td>
<td>1101</td>
<td>VAC</td>
<td>63017691</td>
<td>21238</td>
<td>09/30/2019</td>
<td>208.25</td>
<td>30.0000</td>
<td>09/30/2019</td>
</tr>
<tr>
<td></td>
<td>01/31/2019</td>
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<td>00610132</td>
<td>1101</td>
<td>VAC</td>
<td>61000074</td>
<td>21411</td>
<td></td>
<td>136.84</td>
<td>20.0000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>01/31/2019</td>
<td>0</td>
<td>00610132</td>
<td>1101</td>
<td>VAC</td>
<td>61000077</td>
<td>21424</td>
<td></td>
<td>208.25</td>
<td>30.0000</td>
<td></td>
</tr>
</tbody>
</table>
Employee Tax Forms

- **W-2** Reports employee annual wages, taxes and other reportable deductions.
  - Available in the Portal by February 2\textsuperscript{nd}.
- **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

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](https://www.cu.edu/blog/work-life/employees-soon-will-receive-tax-forms-w-2-1095-c-and-1042-s) 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.
Get Your Tax Forms

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

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.
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.

<table>
<thead>
<tr>
<th><strong>Employee's social security number</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Federal income tax withheld</strong></td>
</tr>
<tr>
<td><strong>Social security wages</strong></td>
</tr>
<tr>
<td><strong>Social security tax withheld</strong></td>
</tr>
<tr>
<td><strong>Medicare wages and tax withheld</strong></td>
</tr>
<tr>
<td><strong>Medicare tax withheld</strong></td>
</tr>
<tr>
<td><strong>Allocated tips</strong></td>
</tr>
<tr>
<td><strong>Employer identification number (EIN)</strong></td>
</tr>
<tr>
<td><strong>Wages, tips, other compensation</strong></td>
</tr>
<tr>
<td><strong>Nonqualified plans</strong></td>
</tr>
<tr>
<td><strong>Employer’s name, address, and ZIP code</strong></td>
</tr>
<tr>
<td><strong>Social security tips</strong></td>
</tr>
<tr>
<td><strong>Control number</strong></td>
</tr>
<tr>
<td><strong>Dependent care benefits</strong></td>
</tr>
<tr>
<td><strong>Employee’s first name and initial</strong></td>
</tr>
<tr>
<td><strong>Form 1040</strong></td>
</tr>
<tr>
<td><strong>W-2 Wage and Tax Statement</strong></td>
</tr>
<tr>
<td><strong>SAMPLE</strong></td>
</tr>
<tr>
<td><strong>Department of the Treasury—Internal Revenue Service</strong></td>
</tr>
</tbody>
</table>

Form W-2 Wage and Tax Statement
Copy B — To BeFiled With Employee's FEDERAL Tax Return.
This information is being furnished to the Internal Revenue Service.
Get Your Tax Forms

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

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 303-860-1200.
# Payroll Calendar

[https://www.cu.edu/hcm-community/pay-employees/payroll-production-calendars](https://www.cu.edu/hcm-community/pay-employees/payroll-production-calendars)

## PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM

**February 2020**

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Sat/Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run Payroll Register BW PPE 02/03/20</td>
<td>OCO13020 uploads due 5 pm</td>
<td>Processing OCO13020</td>
<td>FW PPE 01/25/20 PAYDAY (Pay Run ID BW012520) OCO13020 PAYDAY</td>
<td>OCO20620 uploads due 5 pm</td>
<td>Patricia Day</td>
</tr>
<tr>
<td>Presidents' Day</td>
<td>MON uploads due 5 pm Pay Run ID MN022920 Processing MON PPE 02/28/20</td>
<td>Processing MON PPE 02/29/20</td>
<td>NO OFF-CYCLE THIS WEEK</td>
<td>NO OFF-CYCLE THIS WEEK</td>
<td></td>
</tr>
<tr>
<td>(Rank holiday)</td>
<td>FW PPE 02/03/20</td>
<td>FW PPE 02/02/20</td>
<td>FW PPE 01/25/20</td>
<td>FW PPE 02/02/20</td>
<td></td>
</tr>
<tr>
<td>OCO222020 uploads due 5 pm</td>
<td>PULL DEADLINE 30 AM</td>
<td>MON PPE 02/29/20</td>
<td>Processing OCO222020</td>
<td>Pay Run ID MN022920 Mon PPE 02/29/20 Payday</td>
<td></td>
</tr>
</tbody>
</table>

* No off-cycle payroll

Last Update 10/28/19
HCM Data Feature Focus
**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_QueryList2: List of ALL HCM Queries**

- **Contract Pay**: This query will return contract data including history, current, and future rows. Can be filtered by deptID, emplID, job code, and specified dates.
The Contract Pay report can be used to provide a long-range overview of your employee contracts for planning and budgeting purposes.

<table>
<thead>
<tr>
<th>Row</th>
<th>Name</th>
<th>Emp ID</th>
<th>Emp IDl</th>
<th>Dept ID</th>
<th>Dept Name</th>
<th>Job Code</th>
<th>Job Title</th>
<th>ET Date</th>
<th>Contract Begin</th>
<th>Contract End</th>
<th>Pymt Begin</th>
<th>Pymt End</th>
<th>Pymt Term</th>
<th>Comprate</th>
<th>Pay Type</th>
<th>Automatic Renewal</th>
<th>Renewals</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Visiting Professor</td>
<td>1401</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>01/02/2015</td>
<td>01/02/2015</td>
<td>01/02/2015</td>
<td>05/02/2015</td>
<td>05/02/2015</td>
<td>Pay Over Contract</td>
<td>Other - Paid Over Contract</td>
<td>N</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Visiting Professor</td>
<td>1401</td>
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<td></td>
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<td></td>
<td></td>
<td>01/02/2015</td>
<td>05/02/2015</td>
<td>05/02/2015</td>
<td>05/02/2015</td>
<td>05/02/2015</td>
<td>Pay Over Contract</td>
<td>Other - Paid Over Contract</td>
<td>N</td>
<td>0</td>
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</tr>
<tr>
<td>3</td>
<td>Research Assistant</td>
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<td>06/02/2014</td>
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<td>06/02/2014</td>
<td>07/25/2014</td>
<td>07/25/2014</td>
<td>Pay Over Contract</td>
<td>Other - Paid Over Contract</td>
<td>N</td>
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<td>07/14/2014</td>
<td>08/15/2014</td>
<td>08/15/2014</td>
<td>Pay Over Contract</td>
<td>Other - Paid Over Contract</td>
<td>N</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
Salary History Report

- Returns an employee’s complete salary history
- Can also be run by Dept ID to capture data for multiple employees
• The Salary History report returns information from Job Data in HCM.
• Use this report for staffing, promotion, and budget planning purposes.
## Jobs With Zero Compensation

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

### Query Details

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>269</td>
<td>CUES_HCM_FUNDING_SUSPENSE_OLD</td>
</tr>
<tr>
<td>10</td>
<td>CUES_HCM_TERMINEDLOYEE</td>
</tr>
<tr>
<td>110</td>
<td>CUES_HCM_GROUP_TERM_CONFLICTS</td>
</tr>
<tr>
<td>507</td>
<td>CUES_HCM_INCUMENT_POS_HIST</td>
</tr>
<tr>
<td>145</td>
<td>CUES_HCM_HIRE_REH_EPS_HIST</td>
</tr>
<tr>
<td>222</td>
<td>CUES_HCM_INVALID_ADDR</td>
</tr>
<tr>
<td>1322</td>
<td>CUES_HCM_JOB_CODE_ORDERLY</td>
</tr>
<tr>
<td>2563</td>
<td>CUES_HCM_JOB_LIST_FUTURE_DATED</td>
</tr>
<tr>
<td>45334</td>
<td>CUES_HCM_JOB_LIST</td>
</tr>
<tr>
<td>230</td>
<td>CUES_HCM_JOB_LIST_HIST</td>
</tr>
<tr>
<td>46</td>
<td>CUES_HCM_JOBZERO_COMP</td>
</tr>
<tr>
<td>150</td>
<td>CUES_HCM_LEAVE_FTE_BALANCES</td>
</tr>
<tr>
<td>20897</td>
<td>CUES_HCM_LEAVE_ACCRUAL_DTL</td>
</tr>
<tr>
<td>17714</td>
<td>CUES_HCM_LEAVE_ACCRUAL_SUM</td>
</tr>
</tbody>
</table>
- 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.
Questions

Q & A - Current Call
Q& A - Previous Call
**Q & A - Current Call**

<table>
<thead>
<tr>
<th>Questions from today’s call</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>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?</td>
<td>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.</td>
</tr>
</tbody>
</table>
### Questions from Previous Call

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is UIS?</td>
<td>University Information Services (UIS) UIS provides IT services that empower the University of Colorado's campuses and CU system administration. <a href="http://www.cu.edu/uis">www.cu.edu/uis</a></td>
</tr>
<tr>
<td>Does UCD/AMC have a different review period?</td>
<td>The performance review period for UCD/AMC ended 12/31/19. The 1/31/20 end review period is for Boulder, UCCS and System.</td>
</tr>
<tr>
<td>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?</td>
<td>All of an employee’s retirement accounts through TIAA are managed through one account with TIAA.</td>
</tr>
<tr>
<td>When will the 2019 W-2 be available online in the CU resources portal?</td>
<td>The W-2s will be available in the portal by January 31st.</td>
</tr>
<tr>
<td>Will employees be notified of the increase in PERA contributions?</td>
<td>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.</td>
</tr>
<tr>
<td>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?</td>
<td>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.</td>
</tr>
<tr>
<td>Why would you use home instead of mailing address?</td>
<td>This is user choice in the query parameters. Mailing address may also be chosen.</td>
</tr>
<tr>
<td>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?</td>
<td>The results indicate that for employees in the departments for which you have row level access, none are out of compliance in Colorado.</td>
</tr>
</tbody>
</table>
### Poll

On the ES HCM Campus Call we have included additional topics beyond just HCM and payroll topics.

Check the topics that are meaningful to you for us to continue to share.
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.