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
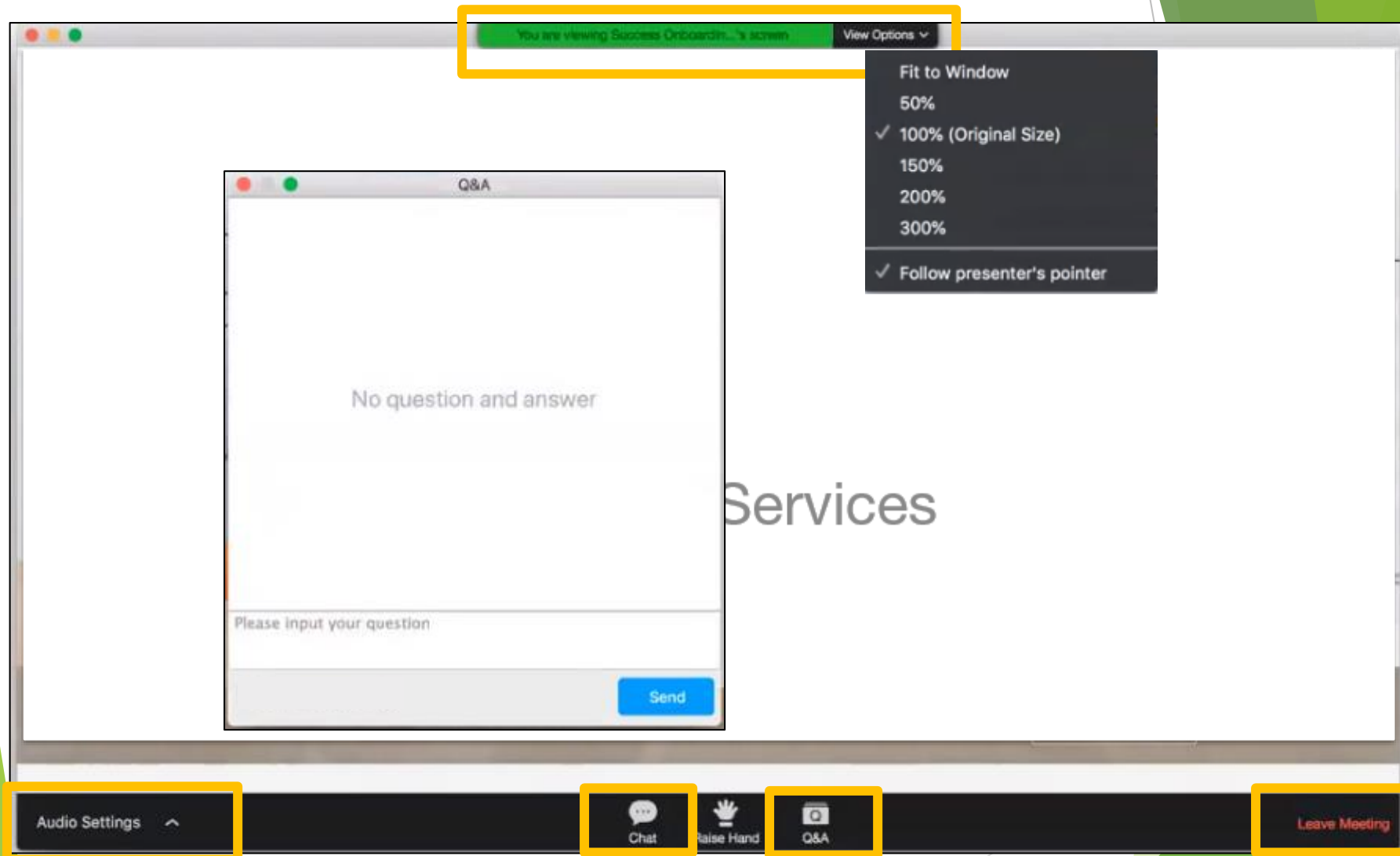
Updated 2/5/2020

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zoom Controls

Agenda

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

Non-Production Maintenance ⊕

🔧 **6 a.m.-6 p.m. Feb. 7** scheduled maintenance for non-production systems

See All

HCM Maintenance ⊕

🔧 6 a.m.-6 p.m. Feb. 23 scheduled maintenance for production systems

See All

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.

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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

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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...edback, suggestions?

...ystem.training@cu.edu

ES ELD

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.

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

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eedback, suggestions?
system.training@cu.edu

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Webinars

View Webinar

Feedback, suggestions?
system.training@cu.edu

Training Tracking

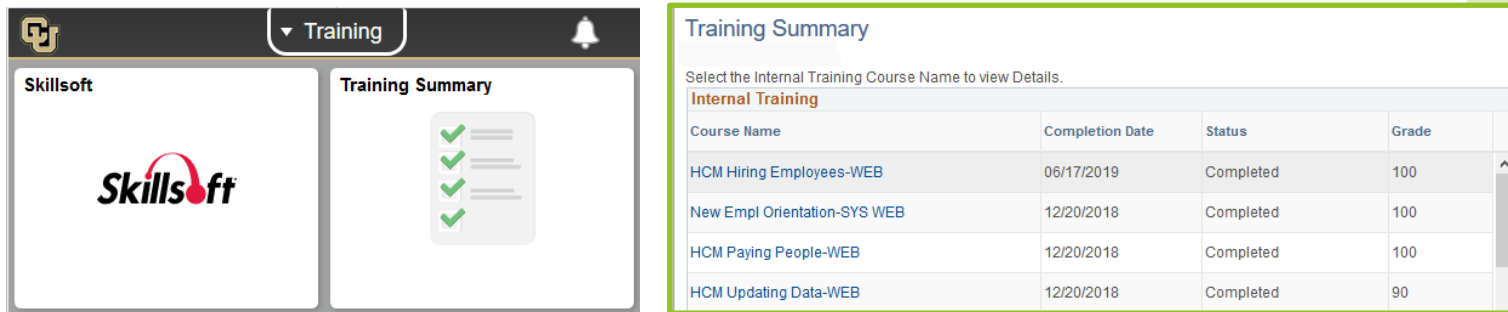https://www.cu.edu/blog/work-life/track-your-training-and-your-staffs-training-portal

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.

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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

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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	**Courses**
Defining and Achieving Professional Goals	Performance Management: Setting Goals and Managing Performance
Giving and Receiving Feedback	Improving Employee Performance
Learning path	**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.	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.
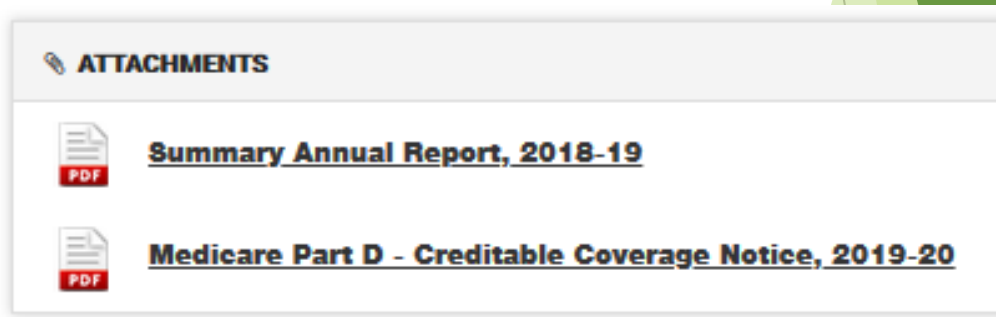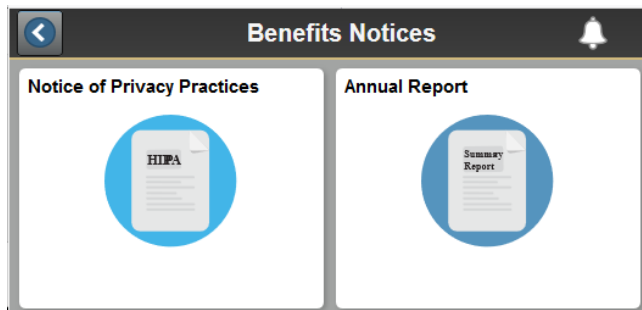
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CU Health Plan Annual Report

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.

Benefits Notices

Notice of Privacy Practices | Annual Report

HIPA | Summary Report

ATTACHMENTS

Summary Annual Report, 2018-19

Medicare Part D - Creditable Coverage Notice, 2019-20

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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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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.
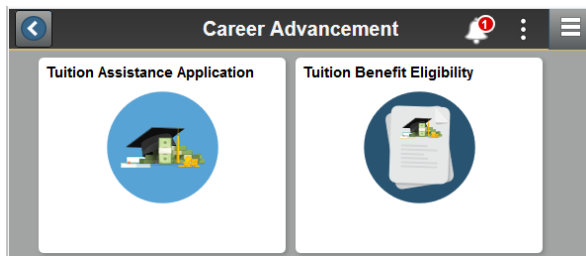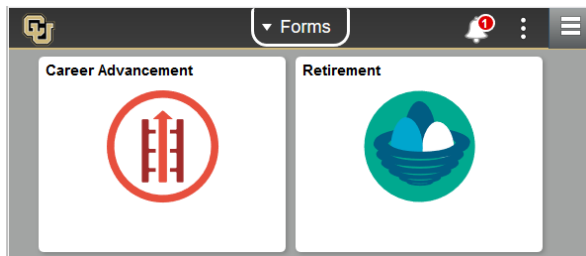
Deadlines

- ~~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.

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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.

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zipongo

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 that 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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EMPLOYEE SERVICES

Termination Template

Walk through upcoming ePAR upgrade, then see how to prepare January 27, 2020 by Employee Services

Transaction Launch Page

- 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.
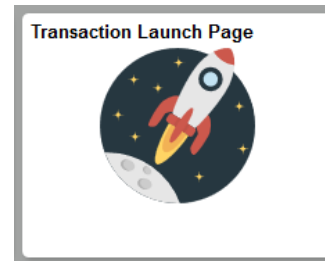
CAUTION:
Since the Search feature is enabled, row level access does not restrict results.
Approvers: Review the EID and DEPT before approving.

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Termination Template

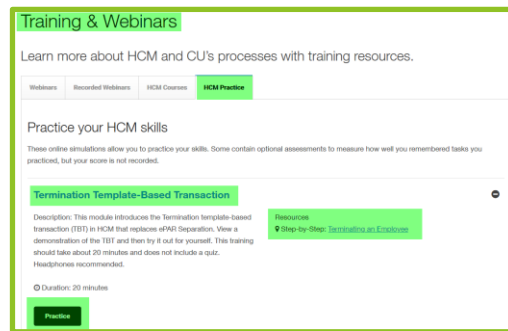https://www.cu.edu/blog/hcm-community/walk-through-upcoming-epar-upgrade-then-see-how-prepare

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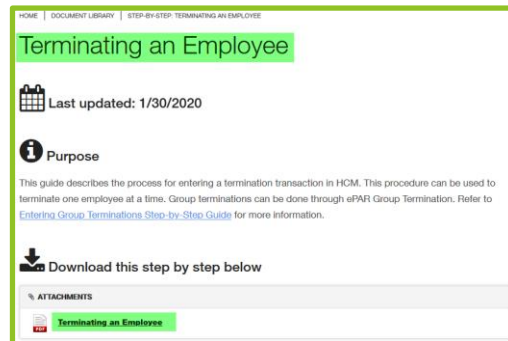https://www.cu.edu/docs/sbs-terminating-employee

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

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: 0   Pending ePARs

Search Criteria

Department:
Pay Group:
Empl ID:
First Name:
Last Name:

Search   Clear

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

			Medical/Den tal/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

		Federal Mandatory (FICA)		Wage Protection		Leave Plans		FMLA	Default Job Code Values						
Job Code	Job Title	Social Security - OASDI[3]	Medicare Tax[1]	Unemployment	Workers Comp ensation	Vacation Leave	Sick Leave	Family Medical Leave Act (If FMLA requirements are met)	Stnd 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	Defition 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[1]	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
Stnd 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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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/

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/

International AP Payments

https://www.cu.edu/docs/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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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

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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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
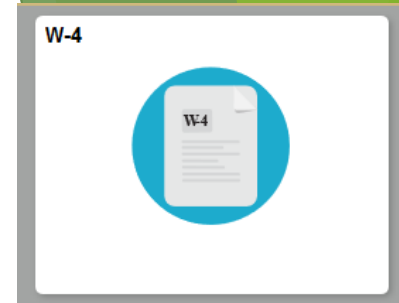
2020 Form W-4 now available in the employee portal, December 17, 2019 by Employee Services

▶ 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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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 |

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.

W-4

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2019 W-4 Exemptions Expire

https://www.cu.edu/blog/hcm-community/2019-w-4-exemptions-expire-feb-17-2020
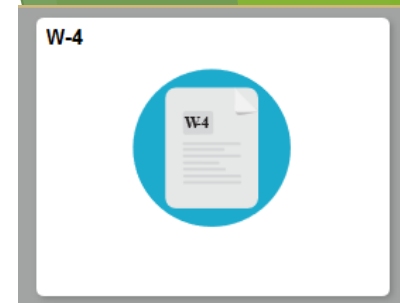
- ▶ 2019 W-4 "exempt" from federal withholding tax expires Feb. 17, 2020.
- ▶ Deadline: Friday, Feb. 14, 2020.
- ▶ Tax status revert to Single if not resubmitted as Exempt.

Claim Exemption from Withholding

I claim exemption from withholding for the year 2020 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.

Submit

- ▶ 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
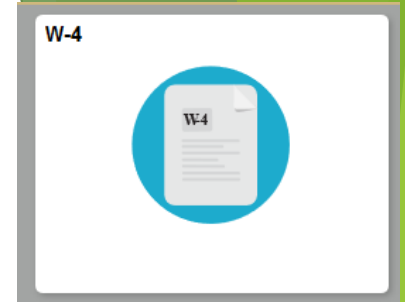
New Rehire Row

- ► 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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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.

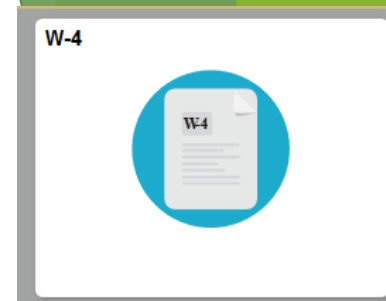▶ Request, edit or cancel a whole dollar amount of Colorado state taxes to be withheld.

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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
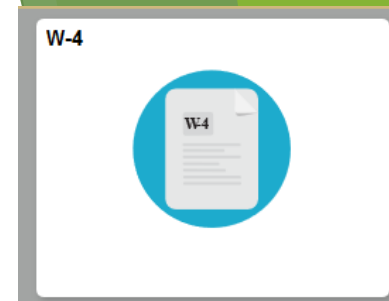
State W-4 Forms

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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EMPLOYEE SERVICES

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

PSC COMMUN**I**CATOR
News from the Procurement Service Center

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January 22, 2020

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.

IRS

e-News for Payroll Professionals | January 21, 2020

Useful Links: | **Issue Number: 2020-01**

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).

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EMPLOYEE SERVICES

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
Addt'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

Leave Policies

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

Holiday Calendar

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
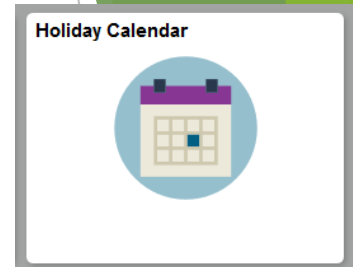
Sick and Vacation Leave

12-month Faculty	Classified Staff	University Staff
Vacation: 22 days a year VAC = 14.67 hrs/mo	**Vacation:** Based on years of service See Chart	**Vacation:** 22 days a year VAC = 14.67 hrs/mo
SCK = 10 hrs/mo **Sick:** 15 days a year	**Sick:** 6.66 days per month	SCK = 10 hrs/mo **Sick:** 15 days a year

Classified Staff Accruals

Years of Service*	Accrual/Month		Maximum Accrual
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

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

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

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ES Payroll – HCM Support Team

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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.

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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.
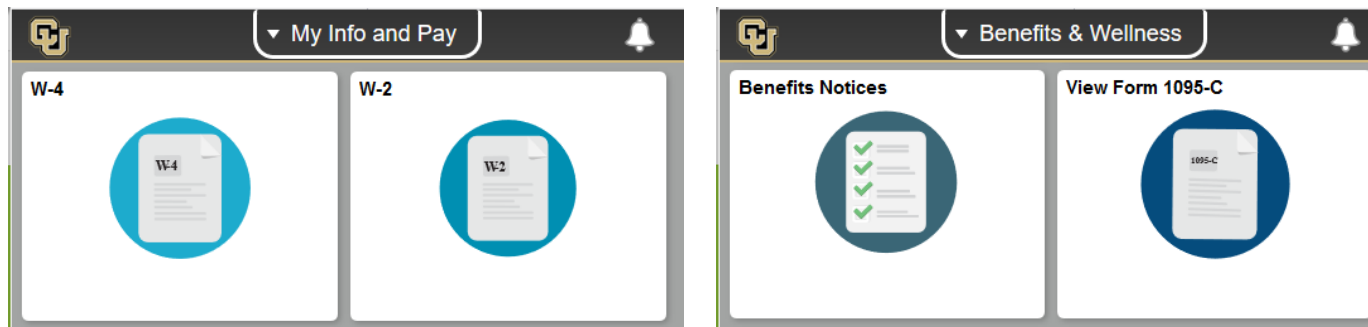▶ All 1042-S forms **were** mailed Jan. 31.

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 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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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 |

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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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.

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Get Your Tax Forms

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

View Form 1095-C

Payroll
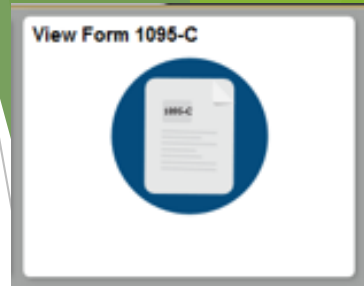
| Get your W-2 | Update your W-4 | Get your 1042-S | **Get your 1095-C** |

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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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**
Presidents' Day **17** 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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HCM Data Feature Focus

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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

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

Salary History Report

- Returns an employee's complete salary history
- Can also be run be 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.

CUES_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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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

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- 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

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Q & A – Current 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 31st.
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.

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Time and Leave	Benefits	Pay and Contracts	ELD	HCM Support Team Info	UIS Info	HRGL	Taxes	Work Life	International Tax	# Categories
Time and Leave	Benefits	Pay and Contracts	ELD	HCM Support	UIS Info	HRGL	Taxes	Work Life	International Tax	10
Time and Leave	Benefits	Pay and Contracts	ELD	HCM Support	UIS Info	HRGL	Taxes	Work Life	International Tax	10
Time and Leave	Benefits	Pay and Contracts	ELD	HCM Support	UIS Info	HRGL	Taxes	Work Life	International Tax	10
Time and Leave	Benefits	Pay and Contracts	ELD	HCM Support	UIS Info	HRGL	Taxes	Work Life	International Tax	10
Time and Leave	Benefits	Pay and Contracts	ELD	HCM Support		HRGL	Taxes	Work Life	International Tax	9
Time and Leave	Benefits	Pay and Contracts	ELD	HCM Support	UIS Info	HRGL	Taxes	Work Life		9
Time and Leave	Benefits	Pay and Contracts	ELD	HCM Support	UIS Info	HRGL	Taxes	Work Life		9
Time and Leave	Benefits	Pay and Contracts	ELD	HCM Support	UIS Info	HRGL	Taxes	Work Life		9
Time and Leave	Benefits	Pay and Contracts	ELD	HCM Support	UIS Info	HRGL		Work Life	International Tax	9
Time and Leave	Benefits	Pay and Contracts	ELD			HRGL	Taxes	Work Life	International Tax	8
Time and Leave	Benefits	Pay and Contracts	ELD			HRGL	Taxes	Work Life	International Tax	8
Time and Leave	Benefits	Pay and Contracts	ELD	HCM Support		HRGL	Taxes	Work Life		8
Time and Leave	Benefits	Pay and Contracts	ELD	HCM Support	UIS Info		Taxes			8
Time and Leave	Benefits	Pay and Contracts	ELD	HCM Support		HRGL			International Tax	7
	Benefits	Pay and Contracts	ELD	HCM Support		HRGL	Taxes		International Tax	7
Time and Leave	Benefits	Pay and Contracts				HRGL	Taxes	Work Life	International Tax	7
	Benefits		ELD	HCM Support	UIS Info	HRGL	Taxes	Work Life		7
Time and Leave	Benefits	Pay and Contracts	ELD	HCM Support	UIS Info		Taxes			7
Time and Leave	Benefits	Pay and Contracts	ELD	HCM Support	UIS Info		Taxes			7
Time and Leave	Benefits	Pay and Contracts			UIS Info	HRGL	Taxes		International Tax	7
Time and Leave	Benefits	Pay and Contracts			HCM Support	UIS Info	HRGL	Taxes		7
Time and Leave	Benefits	Pay and Contracts			HCM Support	UIS Info	HRGL	Taxes		7
Time and Leave	Benefits	Pay and Contracts	ELD				Taxes	Work Life		6
Time and Leave	Benefits	Pay and Contracts	ELD	HCM Support				Work Life		6
Time and Leave	Benefits	Pay and Contracts	ELD				Taxes		International Tax	6
Time and Leave	Benefits	Pay and Contracts	ELD	HCM Support			Taxes			6
Time and Leave	Benefits	Pay and Contracts	ELD	HCM Support					International Tax	6
Time and Leave	Benefits		ELD	HCM Support	UIS Info			Work Life		6
Time and Leave	Benefits		ELD	HCM Support	UIS Info			Work Life		6
Time and Leave	Benefits		ELD	HCM Support	UIS Info					6
Time and Leave		Pay and Contracts	ELD	HCM Support	UIS Info	HRGL				6
		Pay and Contracts	ELD	HCM Support	UIS Info		Taxes		International Tax	6
Time and Leave	Benefits	Pay and Contracts		HCM Support	UIS Info	HRGL				6
Time and Leave	Benefits	Pay and Contracts		HCM Support	UIS Info	HRGL				6
Time and Leave	Benefits	Pay and Contracts	ELD					Work Life		5
Time and Leave	Benefits		ELD				Taxes	Work Life		5
Time and Leave	Benefits	Pay and Contracts	ELD			HRGL				5
Time and Leave		Pay and Contracts	ELD	HCM Support		HRGL				5
Time and Leave	Benefits	Pay and Contracts					Taxes	Work Life		5
Time and Leave	Benefits	Pay and Contracts					Taxes	Work Life		5
Time and Leave	Benefits	Pay and Contracts					Taxes		International Tax	5
Time and Leave	Benefits	Pay and Contracts		HCM Support					International Tax	5
	Benefits	Pay and Contracts	ELD		UIS Info		Taxes			5
		Pay and Contracts	ELD	HCM Support	UIS Info	HRGL				5
	Benefits		ELD	HCM Support	UIS Info				International Tax	5
	Benefits	Pay and Contracts	ELD					Work Life		4
Time and Leave	Benefits		ELD					Work Life		4
Time and Leave	Benefits	Pay and Contracts	ELD							4
Time and Leave		Pay and Contracts	ELD	HCM Support						4
Time and Leave	Benefits		ELD	HCM Support						4
Time and Leave	Benefits		ELD	HCM Support						4
Time and Leave	Benefits		ELD	HCM Support						4
Time and Leave	Benefits	Pay and Contracts						Work Life		4
Time and Leave		Pay and Contracts				HRGL		Work Life		4
Time and Leave		Pay and Contracts		HCM Support		HRGL				4
Time and Leave		Pay and Contracts		HCM Support		HRGL				4
Time and Leave	Benefits	Pay and Contracts			UIS Info					4
Time and Leave	Benefits		ELD							3
Time and Leave	Benefits		ELD							3
Time and Leave		Pay and Contracts						Work Life		3
Time and Leave					UIS Info				International Tax	3
	Benefits		ELD							2
Time and Leave					UIS Info					2
			ELD							1
								Work Life		1
55	**52**	**49**	**46**	**38**	**28**	**29**	**29**	**28**	**19**	

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

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EMPLOYEE SERVICES

Thank you for joining us.

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- Opt. 3: Benefits
- Opt. 4: Spanish/Español
- Opt. 5: CU Careers

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