ES HCM Campus Call

Employee Services  May 5, 2020  3:00PM to 4:00PM

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

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

1st Tuesday:
ES HCM Campus Call

3rd Tuesday:
Deep Dive Webinar
Agenda

Other Topics:
- System UIS Updates
  - UIS Maintenance Matters
  - UIS HCM System Enhancements
  - UIS HCM System Workgroups
- ES Employee Learning & Development (ELD)
- ES Benefits Updates
- ES Work Life
- ES Human Resources
- ES HCM Core & CU Careers
- ES International Tax
- ES Payroll - Taxes
- ES Payroll - Pay & Contracts
- ES Payroll - Time & Leave
- ES Payroll - HR/GL
- ES Payroll - Support Team
  - ES Payroll Calendar
- HCM Data Feature Focus
- Q & A—Current Call
- Q & A—Previous Call
- References
Presenting Today

- Catherine McCoy, Payroll HR/GL Specialist
- Rachelle Beauplan, Payroll Coordinator, Payroll
- Kyle Gibson, Data Analyst, HCM Data Team

Special Guests:
- Josh Navarro, Assistant Director, ES HRIS
- Jenifer Bosma, Systems Analyst
- Justin Loiselle, Functional Analyst - Payroll
- Carolyn Donadio, Payroll Processor, Payroll
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

- 6 a.m. to 10 a.m. May 10: scheduled maintenance for production systems
- 6 a.m. to 6 p.m. May 31: scheduled maintenance for production systems

See All

Non-Production Maintenance

- 6 a.m. to 6 p.m. May 15: scheduled maintenance for non-production systems

See All

HCM Maintenance

- 6 a.m. to 10 a.m. May 10: scheduled maintenance for production systems
- 6 a.m. to 6 p.m. May 15: scheduled maintenance for non-production systems
- 6 a.m. to 6 p.m. May 31: scheduled maintenance for production systems

See All

Campus Solutions Maintenance

- 6 a.m. to 10 a.m. May 10: scheduled maintenance for production systems
- 6 a.m. to 6 p.m. May 15: scheduled maintenance for non-production systems
- 6 a.m. to 6 p.m. May 31: scheduled maintenance for production systems

See All
UIS HCM System Workgroups

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

UIS HCM System Workgroups

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

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

Campus Change Managers

<table>
<thead>
<tr>
<th>Campus</th>
<th>Change Manager</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>CU Denver</td>
<td>Anschutz</td>
<td>Sharon Grant</td>
</tr>
<tr>
<td>CU Boulder</td>
<td>Quiana Martin</td>
<td><a href="mailto:guiana.martin@colorado.edu">guiana.martin@colorado.edu</a></td>
</tr>
<tr>
<td>CU Colorado Spring and System office</td>
<td>Lara Ackerman</td>
<td><a href="mailto:lara.ackerman@cu.edu">lara.ackerman@cu.edu</a></td>
</tr>
</tbody>
</table>
CU - COVID-19

https://www.cu.edu/covid-19

CU COVID-19 Updates

During the COVID-19 crisis, the University of Colorado will continue on our mission to serve our students, state and nation. In a time of uncertainty, CU and its fellow institutions can be a touchstone for where we are going and where we have been.

Help us in our efforts to stop the spread. Become a part of the conversation with #CUAtHome, download our free social graphics, and follow us on social for the most up-to-date information.

University of Colorado System

President Mark Kennedy

University of Colorado

Back to Agenda
CU - COVID-19
https://www.cu.edu/covid-19

OUR APPROACH
Click to expand

HOW WE'RE HELPING
Click to expand

RESOURCES AND GUIDELINES
Click to expand

CDC Resources
Visit the Centers for Disease Control and Prevention (CDC) website for the most up-to-date health advisories and global coronavirus information.

- Steps to prevent illness
- Frequently Asked Questions (FAQs)
- What to do if you are sick
- People at higher risk for illness
- Symptoms
- Preventing COVID-19 spread in various communities

- CU Boulder: https://www.colorado.edu/coronavirus
- CU Colorado Springs: https://www.uccs.edu/recwellness/coronavirus
- CU Denver: https://news.ucdenver.edu/what-you-need-to-know-at-cu-about-coronavirus/
- CU Anschutz Medical Campus: https://www.cuanschutz.edu/coronavirus
- CU System: https://www.cu.edu/coronavirus
Track COVID-19 Administrative Leave

- Employee Services has been partnering closely with each campus to develop processes related to COVID-19 administrative leave
- New codes have been created specifically for leave associated with the [Families First Coronavirus Response Act (FFCRA)](https://www.cu.edu/hcm-community/pay-employees/tracking-covid-19-wages-paid)
- Please contact your campus HR team for specific processes and code use cases
  - [CU Boulder](https://www.cu.edu/hcm-community/pay-employees/tracking-covid-19-wages-paid)
  - [UCCS](https://www.cu.edu/hcm-community/pay-employees/tracking-covid-19-wages-paid)
  - [CU Denver & CU AMC](https://www.cu.edu/hcm-community/pay-employees/tracking-covid-19-wages-paid)
COVID-19 Administrative Leave: 
**FFCRA Codes***


- Employees on leave due to one of the following reasons: FFA 1, FFA 2, or FFA 3
  - FQH (Quarantine Hourly Partial Pay) for biweekly employees
  - FQS (Quarantine Salary Partial Pay) for monthly employees

- Employees on leave due to one of the following reasons: FFA 4, FFA 5, or FFA 6
  - FCH (Care-Related Hourly Partial Pay) for biweekly employees
  - FCS (Care-Related Salary Partial Pay) for monthly employees

*Refer to your campus guidelines on approval and use*
COVID-19 Administrative Leave: General Codes*


- Earnings codes for employees who are unable to work for reasons related to COVID-19:
  - **ACP** (Administrative COVID Pay) for monthly employees
  - **CHP** (Administrative COVID Hourly Pay) for biweekly hourly

- Common use cases*: FFCRA full pay leave or other non-FFCRA covered reasons

*Refer to your campus guidelines on approval and use
COVID-19 Restoration Pay Leave Codes:

- Paying Earnings Codes *only* to be used when FFCRA paid leave caps or prorates employee wages
  - **RPS** - Restoration Pay Sick
  - **RPV** - Restoration Pay Vacation
- Pulls from employee’s existing leave balance
- Optional: At discretion of employee if they wish to use*
- Cannot be entered in Timekeeping. Must be loaded through CU Time as additional hours.
- Example: FCS pay reduces full pay by $500 and employee earns $40.00/hr. Employee could use 12.5 hours RPV to make up the difference.

*Refer to your campus guidelines on approval and use
Regent Policy: Leave Policy

https://www.cu.edu/blog/ope/reorganization-university-staff-and-faculty-leave-policies
https://www.cu.edu/regents/policy/11
https://www.cu.edu/ope/aps/5062

Reorganization of university staff and faculty leave policies becomes effective on April 2, 2020

► **11.E: Leave Policies for University Staff and Twelve-Month Faculty**
  
  ► Moved administrative detail to administrative policy statements

► **APS 5062-Leave**
  
  ► Creates an all-inclusive suite of leave policies provided to university staff and twelve-month faculty.

► For max leave accrual see additional information:
  
  ► *State of Colorado Technical Assistance, Time Off and Leave, November 5, 2019*

  ► “Although leave earnings are pro-rated for part-time, leave maximum accruals are not prorated for part-time.”
ES Employee Learning and Development (ELD)

https://www.cu.edu/hcm-community/hcm-projects/training-webinars
ELD Upcoming Webinars

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

HR/GL Payroll Reporting

Description: The employee data that is entered in HCM is used to calculate employee payroll. Payroll expenses feed to the finance system via journals. Learn how to find and analyze payroll data in HCM, and how to compare it to the payroll journals in FIN.

Date: Tuesday, May 19

Time: 3-4 pm

Register

PETs – Beyond the Step-by-Step Guide

Description:
Payroll Expense Transfers (PETs) update funding for paychecks after payroll processes. During this follow up to the Payroll Expense Transfer webinar, we'll review complex paychecks and best practices to reallocate funding thoughtfully. Paycheck scenarios include multiple earnings periods, multiple funding periods, multiple positions, special pay, docks, check pulls, overpayments, and manual check changes.

Date: Tuesday, June 16

Time: 3-4 pm

Register

Feedback, suggestions?

system.training@cu.edu
New LinkedIn Learning Resource
https://www.cu.edu/docs/deep-links-lil

- You can use LinkedIn Learning to share deep links to collections, playlists, courses, and videos. These resources can be shared on LinkedIn, Facebook, Twitter, and Microsoft Teams. You can also embed videos to websites or learning platforms such as Canvas.

- More resources available: www.cu.edu/linkedin
ES Collaborative HR Services

https://www.cu.edu/employee-services/collaborative-hr-services
The performance cycle classified staff ends **March 31**.

**Mark your calendar for the following deadlines:**

- **April 1:** The performance cycle begins and classified staff must be evaluated before **June 30**.
- **May:** Meet with classified staff to discuss goals for the year.
- **June 1:** Submit a copy of the performance plan’s front page to your campus HR office.
- **July 1:** All evaluations must be turned into your campus human resources (HR) office.

**Procedures differ by campus. Please reach out to:**

- [https://www.colorado.edu/hr/](https://www.colorado.edu/hr/)
- [http://www.ucdenver.edu/about/departments/HR/Pages/default.aspx](http://www.ucdenver.edu/about/departments/HR/Pages/default.aspx)
- [https://www.uccs.edu/hr/](https://www.uccs.edu/hr/)
- [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)
# Classified Staff Performance

**Deadlines**

[https://www.cu.edu/blog/hcm-community/review-classified-staff-performance-evaluations-deadlines-and-resources](https://www.cu.edu/blog/hcm-community/review-classified-staff-performance-evaluations-deadlines-and-resources) posted 3/16/20

<table>
<thead>
<tr>
<th>Resources for employees</th>
<th>Resources for supervisors</th>
</tr>
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<tbody>
<tr>
<td><strong>Courses</strong></td>
<td><strong>Courses</strong></td>
</tr>
<tr>
<td>Defining and Achieving Professional Goals</td>
<td>Performance Management: Setting Goals and Managing Performance</td>
</tr>
<tr>
<td>Giving and Receiving Feedback</td>
<td>Improving Employee Performance</td>
</tr>
<tr>
<td><strong>Learning path</strong></td>
<td><strong>Learning path</strong></td>
</tr>
<tr>
<td>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.</td>
<td>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.</td>
</tr>
</tbody>
</table>
ES Benefits - Open Enrollment

https://www.cu.edu/employee-services/open-enrollment/sessions
Click Submit Enrollment Button
https://www.cu.edu/employee-services/open-enrollment/how-enroll

Open Enrollment ends at 5 p.m. on May 8.
CU Open Enrollment

https://www.cu.edu/employee-services/open-enrollment

Open Enrollment ends at 5 p.m. on May 8.
Open Enrollment Sessions & Fairs
https://www.cu.edu/employee-services/open-enrollment/sessions
Open Enrollment Fair Prizes

https://www.cu.edu/employee-services/forms/open-enrollment-virtual-fair-prizes

Enter to win one of 30 prizes from CU’s plan vendors

Winners will be drawn at random after Open Enrollment ends. Kaiser, Delta Dental, Anthem Blue Cross Blue Shield, ASI Flex or CVS Caremark will give away six prizes each.

The following prizes will be given:

<table>
<thead>
<tr>
<th>Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kaiser</td>
</tr>
<tr>
<td>Anthem</td>
</tr>
<tr>
<td>ASIFlex</td>
</tr>
<tr>
<td>Delta Dental</td>
</tr>
<tr>
<td>CVS Caremark</td>
</tr>
</tbody>
</table>

**REGISTER**

First name *

Last name *

Campus *

-Select-

Phone number *

Email *

Submit
CVS Caremark

https://www.cu.edu/employee-services/open-enrollment/sessions-fairs/cvs-caremark

Pharmacy Change

CVS Caremark will manage pharmacy benefits for select CU Health Plans for the coming plan year, beginning July 1.

Anthem-administered CU Health Plans include Exclusive, Extended, High Deductible and Medicare.

Review the FAQ.

- CVS Caremark transition basics
- CVS Caremark Mobile and Digital Tools
- Savings with generic drugs
- Medication Disposal for Safer Communities

Frequently Asked Questions

- Will prescription prices change?
- Where can I fill prescriptions?
- Will the formulary change?
- How will I know if my medication is still covered under these changes?
- My medication requires prior authorization. What do I need to do?
- I take specialty medication. How do I fill specialty prescriptions?
- How can I manage my CVS Caremark account?
- What do I need to know about medical and pharmacy identification cards?
- When will I receive my identification cards?
- What do I do if I have not received my identification cards?
Prescription prices - Copays and deductibles will not change for any CU Health Plan.

In-network pharmacies -- More than 68,000 locations fall under the CVS network, including CVS, Walgreens, King Soopers and Target pharmacies as well as a large network of local pharmacies. Visit Caremark.com or download the CVS Caremark app to locate a pharmacy within your plan.

Exclusive Plan members - UCHealth pharmacy locations will continue to process prescriptions for specialty prescriptions and mail order.


Check your mailbox - Along with your ID cards, CVS Caremark will send a welcome kit to each plan member. These kits will contain information on formularies, pharmacies, wellness programs and more to help you seamlessly continue your coverage.

Prescription formulary changes -- There will still be 4 tiers for medications, with slight adjustments for covered drugs. Visit the CVS Caremark website to see if your medications are covered.
FSA/HSA New Qualified Items
https://www.cu.edu/blog/work-life/new-items-added-fsa-hsa-qualified-expenses

Coronavirus Aid, Relief, and Economic Security Act (CARES) has expanded the qualified items you can pay for with a Flexible Spending Accounts (FSAs) or Health Savings Accounts (HSAs):

New qualified expenses include:

- Over-the-counter drugs and medicines without a prescription (Tylenol, Advil, Claritin, Tamiflu, etc.)
- Menstrual products (tampons, pads, cups, liners, etc.)
- Changes are retroactive to Jan. 1, 2020. This means you can claim any expenses for qualifying over-the-counter drugs or medicines purchased since Jan. 1, 2020 or later - a prescription from your doctor is no longer required.
ES Benefits

https://www.cu.edu/employee-services/benefits-wellness
Telehealth for CU Health Plan Members

https://www.cu.edu/blog/work-life/telehealth-options-available-cu-health-plan-members
https://livehealthonline.com/
https://healthy.kaiserpermanente.org/get-care?kp_shortcut_referrer=kp.org/getcare

Telehealth for Anthem CU Health Plan Members

► LiveHealth Online: Anthem’s telehealth provider.
► LiveHealth Online is a safe and effective way to see a doctor to receive health guidance related to COVID-19 from their homes via smart phone, tablet or computer-enabled web cam.
► For more info, see Anthem for CU Health Plan or LiveHealthOnline.com.

Telehealth for Kaiser Permanente CU Health Plan Members

► Members can access telehealth services via phone, email, chat and video without an in-person visit.
► For more info, see My.KP.org/UniversityOfColorado or KP.org/GetCare. Members may also call 303-338-4545 (TTY 711) to speak with a licensed care provider or to schedule a telephone or video appointment.
► Additionally, members can chat with a doctor on KP.org or on the KP mobile app.
PERA Contributions

https://peraontheissues.com/pera-in-2020-important-dates-and-changes/
https://www.copera.org/resources/newsletters/topics/october-2019/scheduled-contribution-rate-changes

Effective July 1, 2020

Member and employer contributions are scheduled to increase in addition to further increases included in the Automatic Adjustment Provision. The following contribution rates will be effective July 1, 2020:

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

Increased member contributions to PERA go into effect:
10% for members of the State, School, Judicial, and DPS Divisions
8.5% for members of the Local Government Division
12% for Safety Officers
Annual Increase of 1.25% for eligible retirees
PERA Life Insurance

https://www.copera.org/members/life-insurance
https://www.youtube.com/watch?v=uDKfAiHNVFs&feature=youtu.be

Life insurance provides a financial cushion when the unexpected happens.

Enroll during open enrollment in Colorado PERA’s life insurance program, administered by Unum, and you can get coverage for as little as $7.75 per month.

Open Enrollment Ends May 31, 2020
TIAA Consultations

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

TIAA is taking steps to ensure the safety of CU employees and their associates.

Appointments convert to:
- Phone counseling using confirmed phone number
- Virtual counseling using Adobe Connect

Schedule a counseling session through their [online registration site](https://shared.tiaa.org/public/publictools/events/meetingAndSeminar?employerId=1-5007-4)

What can a financial consultation help you with?
- Organizing and investing for your long-term goals
- Creating an optimal saving plan
- Determining if your retirement strategy is on track
- Exploring your options as you plan your transition into retirement

TIAA consultations are provided to you at no cost, and you don’t need a TIAA account to participate.
ES Work Life

https://www.cu.edu/blog/work-life
Tuition Assistance Benefit

https://www.cu.edu/tab

CU faculty and staff can now apply for the Tuition Assistance Benefit for the summer 2020 semester through the employee portal.

Summer 2020 Tuition Assistance Benefit application deadlines by campus of registration are:

- **CU Boulder: June 1, 2020**
- **CU Denver and CU Anschutz: June 16, 2020**
- **CU Colorado Springs: June 22, 2020**

Please visit cu.edu/tab for more information!
Our Response to COVID-19

We understand that you and your loved ones might be facing risks, fears and challenges. That’s why we’ve updated our immunity boosting recipes and encourage you to order grocery delivery to reduce exposure.

VIEW IMMUNITY BOOSTERS

VIEW GROCERY LIST

Immunity Boosters
Eating healthy is one of the best ways to help boost your immunity. Focus on getting enough vitamin C, zinc and selenium in your diet. Great sources include spinach, citrus fruits and seafood.

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.
Five Foods to Beat Stress

Chocolate
Dark chocolate is packed with antioxidants (called flavonoids) that can help boost your mood. It’s also one of the food sources of serotonin, the feel-good hormone.

Avocado
Avocado is a good source of potassium, which helps keep your blood pressure where it needs to be, and it’s a good source of folate, a vitamin that plays a role in mood function. Folate is necessary for your body to make serotonin.

Granola (and Other Carbs)
Eating something high in carbs will prompt your brain to make serotonin. The key is to pick complex carbs (like whole grains), instead of simple carbs (like soda or white rice). If granola isn’t your thing, try some whole-wheat pasta, bread, farro or quinoa.

Salmon
Salmon is packed with healthy omega-3 fats that can help curb cortisol, a hormone that’s released during stressful moments.

Nuts
Nuts are a good source of magnesium, which is important because high levels of stress can deplete magnesium levels. In turn, low levels of magnesium can cause headaches. Choose nuts like almonds, cashews or hazelnuts for magnesium-rich snacking.

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.
Position - Campus Box Change

New ACTION/ACTION_REASON code

- POS/CBX (Position Change/Campus Box Change) -

This code combination should be used when only the Campus Box for a position is being changed.
ES International Tax

https://www.cu.edu/employee-services/international-employee-0/
Work Performed Outside of US

International employees conducting their work from outside of the U.S. as a result of COVID-19.

- Contact the International Tax Office for non-U.S. citizens employment abroad.
- **Departments** contact the International Tax Office **directly** to initiate discussion about these situations, rather than referring employees to us.
- Once we have **reviewed any concerns** with the department, we will **partner with the hiring department and the employee**, together, to ensure accurate tax withholding and reporting.
- Email us: **IntlTax@CU.edu**.
International Employee

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

International Employee

The International Tax Office provides many resources to assist you in meeting your U.S. tax obligations.

Request an access code for Glacier Tax Prep

To assist with U.S. tax filing obligations, nonresident alien students and employees who are sponsored by CU can use Glacier Tax Prep (GTP) software. This online tool can help you navigate the U.S.’s complex system and helps ensure all tax information and requirements are correct for an accurate tax refund.

Request an access code

Federal tax resources
- Filing income tax forms FAQ
- Form 1042-S
- Form 8233
- Form 8843 resources guide

Colorado tax resources
- Colorado Form 104
- Colorado quick answers – Individual income tax frequently asked questions
- Income &: Part-year resident and nonresidents
- Income 28: Resident and nonresident aliens and Colorado residents living abroad

Contact Payroll

Have a question? We can help. Contact your CU payroll professionals.
- Phone: 303-860-4200, opt. 2
- Toll-free: 1-855-216-7740, opt. 2
- Email: payroll@cu.edu
- Hours: 8 a.m. to 5 p.m., Monday to Friday
- Employee portal

Contact International Tax

For international tax questions, please reach out to a specialist at intltax@cu.edu.

For specific immigration issues, reach out to your campus international student and scholar office:
- CU Boulder
- CU Colorado Springs
- CU Denver and Anschutz Medical Campus

For I-9 information, reach out to your campus human resources office.
New International Employees

https://booknow.appointment-plus.com/43rspqeq/
https://www.cu.edu/docs/international-tax-overview

Guides and resources - Click a tile to get started.

- **TAX REFERENCE** for International Visitors
- **TAX REFERENCE** for International Students
- **INTERNATIONAL TAX** reporting and withholding implementation policy
- **SOCIAL SECURITY NUMBERS**

Schedule an appointment with an International Tax specialist

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

- Book your appointment
- International Tax appointment guide

To prepare for your meeting:

- Bring your passport, I-94 and immigration documents. A Social Security Number (SSN) is not required.
- Plan to review your entire history of presence in the U.S.
ES Payroll - Taxes
IRS Tax Tips

https://www.youtube.com/user/irsvideos
https://www.irs.gov/coronavirus

Refunds Topics
Refund Timing
Refunds Information
Refunds FAQs
Direct Deposit
Amended Returns
ES Payroll - Pay & Contracts

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

https://www.cu.edu/blog/hcm-community/entering-summer-contracts-use-these-resources-get-started posted 3/18/20
https://www.cu.edu/hcm-community/employee-transactions/non-pay-transactions/contract-pay

Entering summer contracts? Use these resources to get started

- If you’ll be entering contracts for the summer term, review these resources.

- The Contract Pay section of the HCM website has guides and instructions, whether you’re setting up a new contract, entering a reappointment or just checking details.

- If you have additional questions, please email hcm_community@cu.edu.
Faculty Contract Elections
https://www.cu.edu/blog/hcm-community/faculty-contract-payment-schedule-selection-begins-may-1s-AY-2021

Contract Elections
CU faculty on a contract >change the AY 20-21 payment schedule May 1 thru July 10:
► Continue previously election if no change
The two schedule types:
► 9-mo to pay over 9 mos
► 9-mo to pay over 12 mos
► ENP = Earnings Not Paid = Deferred Compensation
► Limit <= $19,500

Campus Details
► Faculty 9/9 payments:
  ► For CU Denver, AY salary > pay September 30 to May 31
  ► For UCCS and CU Boulder, AY salary > pay August 31 to May 31
► Faculty 9/12 payments:
  ► For CU Denver, AY salaries > pay September 2020 to August 2021
  ► For UCCS and CU Boulder, AY salaries > pay August 2020 through August 2021
Encourage faculty to access these resources

- Visit the Employee Services contracts page to learn how to choose a contract type.
- The Contract Proration Calculator can help faculty to determine whether combined 9-pay-12 contracts exceed IRS limits and how it will be distributed over a 12-month period.
- IRS deferred compensation guidelines will walk faculty through the tax implications of selecting a 9-pay-12 contract.
- Our Quick Reference Guide will show faculty members how to select their contracts in the employee portal.
9 Pay 12 Termination Payout

https://www.cu.edu/blog/hcm-community/don’t-forget-pay-out-earnings-not-paid-9-pay-12-terminations-may
posted 3/18/20

Don’t forget to pay out Earnings Not Paid for 9-pay-12 terminations this May

▶ The end of the semester is quickly approaching and professors of a 9-pay-12 contract, who terminate in May should have their Earnings Not Paid (ENP) paid out in their May paycheck.

▶ To do this, insert a termination row in the Job Data with a termination date of June 1, 2019 prior to May payroll.

▶ For more contract tips, tricks and information, visit the Contract Pay section of the HCM Community website.
Termination Row in Job Data Before Payroll Processes

In order for the ENP to payout during the last monthly payroll for an instructor, the termination row for the appointment must be in job data at least one day before the system comes down for payroll processing. These deadlines for the summer are:

- May 15
- June 16
- July 17

Employee Services runs a query looking for 9/12 appointments that are terminated and changes the “last payment date” on the contract to ensure that the ENP pays out for their last paycheck.

Termination Row in Job Data After Payroll Processes

- If the termination on job data happens after payroll processing has started, then the department is responsible for adding the ENP owed amount to an off-cycle.
Garnishment for Student Loans

https://studentaid.gov/announcements-events/coronavirus

**US Department of Education**

At the Secretary's direction, the Department has stopped all requests to the U.S. Treasury to withhold money from defaulted borrowers' federal income tax refunds, Social Security payments, and other federal payments. Additionally, private collection agencies have been instructed to halt all proactive collection activities.

- **Please note:** all garnishments/payments submitted on or after 3/13/2020 will be refunded by the US Department of Education to the borrower and you should not reverse/refund the previous payment.

- In order to ensure borrowers receive their funds as quickly as possible, you may want to encourage your employee to ensure we have their current address, which they can do online at myeddebt.ed.gov or by calling us at 800-621-3115.
ES Payroll - Time and Leave
Review My Leave and HCM Leave Balances

https://www.cu.edu/blog/hcm-community/review-leave-balances-making-adjustments
posted 4/23/20

Employee Services recommends HCM users to reconcile leave balances and make adjustments prior to fiscal year end for accuracy. Here are HCM queries to help:

- Leave Accrual Summary (CUES_HCM_LEAVE_ACCRUAL_SUM): This query reflects the Summary tab within the CU Leave Accrual Summary page.

- Leave Accrual Detail (CUES_HCM_LEAVE_ACCRUAL_DTL): This query pulls information from the CU Leave Accrual Summary page’s Detail tab for individual employees.

- Leave Taken (CUES_HCM_LEAVE_TAKEN): This query provides leave hours that have been processed by payroll, for the ability to compare third party/off line timekeeping entries with uploads.

- My Leave Calendar View (CUES_HCM_MY_LEAVECALENDAR): This query returns detailed information about My Leave requests shown on the calendar view, excluding holidays, for the ability to compare that all the calendar events are reflected in the HCM Leave Accrual balance.

- CUES_HCM_TIMESHEET_STATUS - My Leave Timesheet Status

- Leave - Fiscal Year End Review (CUES_HCM_LEAVE_FYE_BALANCES): This query returns sick and vacation balances as of the last day of a fiscal year.
### My Leave and HCM Balances

- **CUES_HCM_MY_LEAVECALENDAR** - My Leave Calendar View
- **CUES_HCM_TIMESHEETSTATUS** - My Leave Timesheet Status
- **CUES_HCM_LEAVEACCRUAL_DTL** - Leave Accrual Detail

**My Leave Calendar View Entries**

<table>
<thead>
<tr>
<th>Year</th>
<th>SCK (Vac)</th>
<th>VAC (Vac)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>16</td>
<td>33.5</td>
</tr>
<tr>
<td>2019</td>
<td>24.25</td>
<td>178.5</td>
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<tr>
<td>2018</td>
<td>53.5</td>
<td>164</td>
</tr>
<tr>
<td>2017</td>
<td>39.5</td>
<td>100.5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>SCK (Vac)</th>
<th>VAC (Vac)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>16</td>
<td>16</td>
</tr>
<tr>
<td>2019</td>
<td>24.25</td>
<td>24.25</td>
</tr>
<tr>
<td>2018</td>
<td>53.5</td>
<td>53.5</td>
</tr>
<tr>
<td>2017</td>
<td>39.5</td>
<td>39.5</td>
</tr>
</tbody>
</table>

### HCM and My Leave Timesheets Entries

**2018 Sick Tot = 53.3 hrs**
- MyL Cal = MyL TS
**2018 Vacation Tot = 164 hrs**
- MyL TS = HCM = OK

### HCM Adjustments to SCK and VAC

- **2019 HCM VAC “Hours taken unprocessed”**
- Adjust missing -52 hrs to reduce VAC bal
- **HCM Adj = -52 hrs = Tot 164 hrs**
ES Payroll - HR/GL

https://www.cu.edu/hcm-community/pay-employees/pay-transactions/funding-entry
https://www.cu.edu/hcm-community/pay-transactions/create-payroll-expense-transfers
Avoid last-minute payroll expense transfers

- To avoid completing last-minute Payroll Expense Transfers (PETs) in June and July,
  - clear suspense SpeedTypes and
  - reviewing payroll budgets for year-end.

- Only sponsored projects require funding end dates.
  - The HCM Funding Distribution query (CUES_HCM_FUNDING_DISTRIBUTION) can help review current funding to identify and remove funding end dates from SpeedTypes not funded by a project.
Apply to Next Fiscal Year

https://www.cu.edu/blog/hcm-community/prepare-payroll-funding-fiscal-year-end

Use the Apply to Next Fiscal Year checkbox when:

- Effective date < July 1st
- Copy to create FY DBT effective 7/1
- Same funding continues past 7/1
- Available: May > July
- Create FY21 DBT before => 7/1 rows

Do NOT use eff dates => July 1 or FY22 DBT created
OUC CPE Courses - Fiscal Year End

https://www.cu.edu/controller/schedule-and-registration

Get ready for one of the biggest tasks of all: closing out the fiscal year!

- **Month-End Financial Close** - What you should be doing every month and how to get help doing it all. Join us Thursday, June 4, 2020, at 10:00 a.m.

- **Gearing Up for Fiscal Year-End** - Why fiscal year-end is so important and what you need to do (and when). Join us Thursday, June 11, 2020, at 10:00 a.m.

- **It’s Accrual World** - What accruals are, how they work, and when you might need them (especially at year-end). Join us Thursday, June 18, 2020, at 10:00 a.m.
ES Payroll - HCM Support Team
hcm_community@cu.edu
Multi-Factor Authentication

https://www.cu.edu/employee-services/it-takes-two-portal-security-strengthened-new-tool

Protect personal information in the portal
It takes two items—your password and your phone—to access sensitive information.

Configure:
➢ Cellular
➢ Campus 1
➢ Campus 2

Need Help?
• Call:
  • 303-860-4200 press 2
Email:
  hcm_community@cu.edu
Employee/Student Addresses in HCM

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

Personal Information

Keep your personal information up to date to ensure your contacts can be reached during an emergency, that important items get to you by mail and more.

Active employees: Learn how to add, update or verify your personal information

(Contact the photo icon to see screenshots.)

- Mailing and home addresses
- Contact details (phone, email)
- Emergency contacts
- Social Security number
- Additional information
- Disability
- Veteran status
- Ethnic groups
- Name change

Contact Payroll

Have a question? We can help. Contact your CU payroll professionals.

- Phone: 303-860-4200, opt. 2
- Toll-free: 1-855-216-7740, opt. 2
- Email: payroll@cu.edu
- Hours: 8 a.m. to 5 p.m. Monday to Friday

Employee portal
Do you have salaried student employees who recently graduated? Don’t forget to terminate their job record prior to payroll processing.

- Until the termination is entered, they will continue receiving paychecks. This will result in an overpayment that they will be required to repay.

Helpful resources

- The [Terminating an Employee guide](https://www.cu.edu/blog/hcm-community/avoid-overpayments-remember-terminate-salaried-student-employees-who-recently) walks you through how to properly enter a separation.
- The [ES Procedure for Overpayment](https://www.cu.edu/blog/hcm-community/avoid-overpayments-remember-terminate-salaried-student-employees-who-recently) describes the procedure to follow when an employee is overpaid.
- Remind student employees to update their mailing addresses in the employee and student portals.
- View [payroll calendars](https://www.cu.edu/blog/hcm-community/avoid-overpayments-remember-terminate-salaried-student-employees-who-recently) to see payroll dates and deadlines.
### Payroll Calendar

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

<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></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2/3</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>1</td>
<td>PPE 05/02/20 Pay Run ID BW050220 Earn dates 04/19-05/02/20</td>
</tr>
<tr>
<td>OC043020 uploads due 5 pm</td>
<td>Processing OC043020</td>
<td>BW uploads due 5 pm</td>
<td>Processing BW PPE 05/02/20 OC043020 PAYDAY</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Run Payroll Register BW PPE 05/02/20</td>
<td>OC050720 uploads due 5 pm</td>
<td>PULL DEADLINE 10 AM BW PPE 05/02/20 Processing OC050720</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MON uploads due 5 pm Pay Run ID MN053120 Processing MON PPE 05/31/20 NO OFF-CYCLE THIS WEEK *</td>
<td>Processing MON PPE 05/31/20 NO OFF-CYCLE THIS WEEK *</td>
<td>Processing MON PPE 05/31/20 NO OFF-CYCLE THIS WEEK *</td>
<td>Run Payroll Register MON PPE 05/31/20 BW uploads due 5 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Memorial Day ALL CAMPUSES CLOSED (Bank holiday)</td>
<td>Run Payroll Register BW PPE 05/16/20 OC052120 uploads due 5 pm</td>
<td>FULL DEADLINE 10 AM MON PPE 05/16/20 BW PPE 05/16/20 Processing OC052120</td>
<td>Processing BW PPE 05/16/20 MON PPE 05/31/20 Pay Run ID MN053120 Earn dates 05/12-05/16/20</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
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<tr>
<td></td>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**University of Colorado**

**Employee Services**

Boulder | Colorado Springs | Denver | Anschutz Medical Campus
HCM Data Feature Focus
My Leave Timesheet and Calendar

- **My Leave Timesheets**
  - CUES_HCM_MY_LEAVE_TMSHTS
  - This query returns submission and approval information regarding My Leave timesheets.

- **My Leave Calendar View**
  - CUES_HCM_MY_LEAVECALENDAR
  - This query returns detailed information about My Leave requests shown on the calendar view, excluding holidays.
### My Leave Timesheet and Calendar

<table>
<thead>
<tr>
<th>No.</th>
<th>Query ID</th>
<th>Query Description</th>
<th>Query Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>My Leave Calendar View</td>
<td>This query returns detailed information about My Leave requests shown on the calendar view, excluding holidays. Please note that your view of the supervisor ID/Name may be limited by role level security.</td>
<td>CUES_HCM_MY_LEAVE_CALENDAR</td>
</tr>
<tr>
<td>51</td>
<td>My Leave Pay Estimates</td>
<td>This query returns My Leave entries and their associated pay estimates based on hours worked, current hourly rate, funding distribution percent, and the earnings code multiplication factor for overtime.</td>
<td>CUES_HCM_MY_LEAVE_PAY_ESTIMATE</td>
</tr>
<tr>
<td>52</td>
<td>My Leave Setup Preferences</td>
<td>REVISED: MyLeave Setup Preferences by employee. Returns the MyLeave set-up values that employees have configured. This query now includes the option to see only those employees with one or more blank Preference fields.</td>
<td>CUES_HCM_MY_LEAVE_PREFERENCES</td>
</tr>
<tr>
<td>53</td>
<td>My Leave Timesheet Detail</td>
<td>This query returns detailed information about My Leave timesheets, including weekly OTM and ATS calculations as well as the override speedtype, if one was entered. 3/19/20: Added employee’s My Leave comments - joined on same start date, same start time, and amount of hours.</td>
<td>CUES_HCM_MY_LEAVE_TMSHT_DTL</td>
</tr>
<tr>
<td>54</td>
<td>My Leave Timesheet Status</td>
<td>Returns details on earnings codes and hours for time, both submitted and not submitted via My Leave.</td>
<td>CUES_HCM_TIMESHEET_STATUS</td>
</tr>
<tr>
<td>55</td>
<td>My Leave Timesheet Summary</td>
<td>This query returns summary information about My Leave timesheets, including OTM and ATS calculations.</td>
<td>CUES_HCM_MY_LEAVE_TMSHT_SUM</td>
</tr>
<tr>
<td>56</td>
<td>My Leave Timesheets</td>
<td>This query returns submission and approval information regarding My Leave timesheets.</td>
<td>CUES_HCM_MY_LEAVE_TMSHTS</td>
</tr>
</tbody>
</table>
My Leave Timesheets

- This returns data that was loaded into CU Time and will be used for payroll.

- Time Begin DT and Time End Dt are lagging one pay period. So this shows time worked in March and submitted for approval in April.
## My Leave Calendar and Timesheet

<table>
<thead>
<tr>
<th>Query Number</th>
<th>Query Description</th>
<th>Query ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>My Leave Calendar View: This query returns detailed information about My Leave requests shown on the calendar view, excluding holidays. Please note that your view of the supervisor ID/name may be limited by row level security.</td>
<td>CUES_HCM_MY_LEAVE_COLUMN</td>
</tr>
<tr>
<td>51</td>
<td>My Leave Pay Estimates: This query returns My Leave entries and their associated pay estimates based on hours worked, current hourly rate, funding distribution percent, and the earnings code multiplication factor for overtime.</td>
<td>CUES_HCM_MY_LEAVE_PAY_ESTIMATE</td>
</tr>
<tr>
<td>52</td>
<td>My Leave Setup Preferences: REVISED: MyLeave Setup Preferences by employee. Returns the MyLeave set-up values that employees have configured. This query now includes the option to see only those employees with one or more blank Preference fields.</td>
<td>CUES_HCM_MY_LEAVE_PREFERENCES</td>
</tr>
<tr>
<td>53</td>
<td>My Leave Timesheet Detail: This query returns detailed information about My Leave timesheets, including weekly OTM and ATS calculations as well as the override speedtype, if one was entered. 3/19/20: Added employee's My Leave comments - joined on same start date, same start time, and amount of hours.</td>
<td>CUES_HCM_MY_LEAVE_TMSHT_DTL</td>
</tr>
<tr>
<td>54</td>
<td>My Leave Timesheet Status: Returns details on earnings codes and hours for time, both submitted and not submitted via My Leave.</td>
<td>CUES_HCM_TIMESHEET_STATUS</td>
</tr>
<tr>
<td>55</td>
<td>My Leave Timesheet Summary: This query returns summary information about My Leave timesheets, including OTM and ATS calculations.</td>
<td>CUES_HCM_MY_LEAVE_TMSHT_SUM</td>
</tr>
<tr>
<td>56</td>
<td>My Leave Timesheets: This query returns submission and approval information regarding My Leave timesheets.</td>
<td>CUES_HCM_MY_LEAVE_TMSHTS</td>
</tr>
</tbody>
</table>
My Leave Calendar

- This returns detailed information about the time that was recorded in MyLeave Calendar.

- No lag time. You would need to run it for March to match the same data as CUES_HCM_MY_LEAVE_TMSHTS

- If it shows up here, it doesn’t mean it’s been through the payroll process.
### CUES_HCM_LEAVE_TAKEN

This query returns information on a variety of leave codes that have been processed through payroll.

<table>
<thead>
<tr>
<th>Row</th>
<th>Dept ID</th>
<th>Name</th>
<th>Empil ID</th>
<th>Job Code</th>
<th>Reports To</th>
<th>Pay Period End</th>
<th>Check Date</th>
<th>Hourly Rate</th>
<th>Leave Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>51000</td>
<td></td>
<td>2200</td>
<td></td>
<td></td>
<td>04/30/2020</td>
<td>04/03/2020</td>
<td>26.66</td>
<td>04/08/2020</td>
<td>15.00</td>
</tr>
<tr>
<td>2</td>
<td>51000</td>
<td></td>
<td>2200</td>
<td></td>
<td></td>
<td>04/30/2020</td>
<td>04/06/2020</td>
<td>23.77</td>
<td>04/08/2020</td>
<td>9.00</td>
</tr>
<tr>
<td>3</td>
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<td></td>
<td>2200</td>
<td></td>
<td></td>
<td>04/30/2020</td>
<td>04/08/2020</td>
<td>25.96</td>
<td>04/08/2020</td>
<td>10.00</td>
</tr>
<tr>
<td>4</td>
<td>51000</td>
<td></td>
<td>2200</td>
<td></td>
<td></td>
<td>04/30/2020</td>
<td>04/08/2020</td>
<td>25.75</td>
<td>04/10/2020</td>
<td>9.00</td>
</tr>
<tr>
<td>5</td>
<td>51000</td>
<td></td>
<td>2200</td>
<td></td>
<td></td>
<td>04/30/2020</td>
<td>04/10/2020</td>
<td>87.60</td>
<td>04/10/2020</td>
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</tr>
<tr>
<td>6</td>
<td>51000</td>
<td></td>
<td>2200</td>
<td></td>
<td></td>
<td>04/30/2020</td>
<td>04/10/2020</td>
<td>68.83</td>
<td>04/10/2020</td>
<td>16.00</td>
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<tr>
<td>7</td>
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<td>2200</td>
<td></td>
<td></td>
<td>04/30/2020</td>
<td>04/10/2020</td>
<td>34.33</td>
<td>04/10/2020</td>
<td>9.00</td>
</tr>
<tr>
<td>8</td>
<td>51000</td>
<td></td>
<td>2200</td>
<td></td>
<td></td>
<td>04/30/2020</td>
<td>04/10/2020</td>
<td>36.00</td>
<td>04/10/2020</td>
<td>22.50</td>
</tr>
<tr>
<td>9</td>
<td>51000</td>
<td></td>
<td>2200</td>
<td></td>
<td></td>
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<td>32.69</td>
<td>04/10/2020</td>
<td>12.00</td>
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<tr>
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<td>04/30/2020</td>
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<td>33.16</td>
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<td>1.00</td>
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<tr>
<td>11</td>
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<td>2200</td>
<td></td>
<td></td>
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<td>04/10/2020</td>
<td>33.16</td>
<td>04/10/2020</td>
<td>8.00</td>
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<tr>
<td>12</td>
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<td>24.94</td>
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<td>04/10/2020</td>
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<td>23.65</td>
<td>04/10/2020</td>
<td>16.00</td>
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<td>36.89</td>
<td>04/10/2020</td>
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<tr>
<td>16</td>
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<td>2200</td>
<td></td>
<td></td>
<td>04/30/2020</td>
<td>04/10/2020</td>
<td>26.52</td>
<td>04/10/2020</td>
<td>15.00</td>
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<tr>
<td>17</td>
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<td>2200</td>
<td></td>
<td></td>
<td>04/30/2020</td>
<td>04/10/2020</td>
<td>26.52</td>
<td>04/10/2020</td>
<td>11.00</td>
</tr>
<tr>
<td>18</td>
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<td></td>
<td>2200</td>
<td></td>
<td></td>
<td>04/30/2020</td>
<td>04/10/2020</td>
<td>26.52</td>
<td>04/10/2020</td>
<td>9.25</td>
</tr>
</tbody>
</table>
Questions

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

Questions from May 5, 2020 Call

Did I hear that if an employee is half-time, then the amount of their leave accrual is pro-rated? So if leave limit is 352 hrs, then for a half-time employee it would be 176 hrs? Thanks

“Although leave earnings are pro-rated for part-time, leave maximum accruals are not prorated for part-time.” (clarified from the state classified technical guidance, Time Off and Leave, November 5, 2019).

Maximum Leave Accrual Details:
Accrual. Full-time university staff and faculty on twelve-month appointments are eligible to receive twenty-two (22) working days (176 hours) of paid vacation annually, earned as 14.67 hours per month. An eligible employee who works part-time or is on unpaid leave earns vacation on a prorated basis. Vacation accrual may not exceed forty-four (44) days on July 1 of every year. (https://www.cu.edu/regents/policy/11, Section 11.E.1 (B) (1))

Classified staff use the following chart:

<table>
<thead>
<tr>
<th>Years (Months) of Service</th>
<th>Hours/Month (prorated for part-time employees)</th>
<th>Maximum Accrual That May Be Compensated Upon Separation or Carried Into New Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st through 5th (60 month)</td>
<td>8 hours (1 day)</td>
<td>192 hours (24 days)</td>
</tr>
<tr>
<td>6th (61st month) through 10th (120th month)</td>
<td>10 hours (1 1/4 days)</td>
<td>240 hours (30 days)</td>
</tr>
<tr>
<td>11th (121st month) through 15th (180th month)</td>
<td>12 hours (1 1/2 days)</td>
<td>288 hours (36 days)</td>
</tr>
<tr>
<td>16th (181st month) on</td>
<td>14 hours (1 3/4 days)</td>
<td>336 hours (42 days)</td>
</tr>
</tbody>
</table>
# Q & A - Current Call

## Questions from May 5, 2020 Call

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>If an employee works part-time and has XRG hours that add to their accrual rate, does the annual maximum accrual rate change?</td>
<td>Although leave earnings are pro-rated for part-time, maximum leave accruals are not prorated for part-time. The max accrual will not change based on part time work hours. (Refer to the first Q/A.)</td>
</tr>
<tr>
<td>Where is the leave sweeps information included on the ES webpage?</td>
<td>The leave sweep information will be included in an HCM Blog post from our ES Communications team. More info to follow.</td>
</tr>
<tr>
<td>Has the leave sweep been extended for excess vacation hours?</td>
<td>The leave sweep information will be included in an HCM Blog post from our ES Communications team. More info to follow.</td>
</tr>
<tr>
<td>Who should I contact if I have timesheet issues in HCM? I’m from CU Boulder. Thanks!</td>
<td>For general and reconciliation questions around My Leave, our HCM Support team can be helpful at <a href="mailto:hcm_community@cu.edu">hcm_community@cu.edu</a>. For campus specific COVID issues and the timesheet, reach out to campus HR-Central office for guidance.</td>
</tr>
<tr>
<td>Regarding the My Leave &amp; HCM Balances slide, can those reports be pulled for an entire department org rather than individual employees?</td>
<td>The HCM leave balance query can only be pulled for one employee at a time. The My Leave Calendar and Timesheet query can be pulled by department.</td>
</tr>
</tbody>
</table>
## Q & A - Current Call

### Questions from May 5, 2020 Call

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<tr>
<td>Hi, I still have some confusion on whether a FTE who is using admin leave and selecting the correct earnings code in MyLeave STILL needs to complete the leave request form. How are the campuses handling COVID pay? (modified question)</td>
<td>Thanks to Kenny Nelson who assisted with the UCB follow-up. Please reach out to your campus HR-Central office for assistance with campus specific business process. Please reach out to your campus HR-Central office to determine how COVID pay will be implemented. Use the system webpages for general overview of system updates. Use the campus HR-Central links to find campus-specific information for your campus. If you still have questions about your campus business process, please reach out to the campus HR-Central team directly.</td>
</tr>
<tr>
<td>Where on the Boulder Campus HR website are the pay codes that we should be using? Thanks.</td>
<td>Use the system webpages for general overview of system updates. Use the campus HR-Central links to find campus-specific information for your campus. If you still have questions about your campus business process, please reach out to the campus HR-Central team directly.</td>
</tr>
<tr>
<td>Is the Admin Leave being extended past May 16th?</td>
<td>Campus specific decisions about the COVID implementation can be addressed by the campus HR-Central offices.</td>
</tr>
<tr>
<td>Will the RPS and RPV code be entered by Central HR or department HR at UCD/AMC?</td>
<td>Thanks to Florie Montoya who assisted with the UCD follow-up: For Denver and Anschutz, our central HR will enter FFCRA actions into HCM once our Employee Relations unit completes the designation. We will work closely with the HR Business Partners on this process.</td>
</tr>
</tbody>
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Questions from May 5, 2020 Call

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<tr>
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<tr>
<td>Are participating doctors/practices changing for the exclusive plan? I</td>
<td>Participating play doctors/practices may change from year to year in general, which is managed by our plan administrators. For up to date doctor/practice information, please visit the plan page and use the search feature.</td>
</tr>
<tr>
<td>was told that they are by a doctor's office this morning. I didn't see</td>
<td></td>
</tr>
<tr>
<td>that mentioned amongst the changes for 20-21.</td>
<td></td>
</tr>
<tr>
<td>How do I find out if my current pharmacy is still available with the</td>
<td>Visit Caremark.com or download the <a href="https://www.cvs.com">CVS Caremark app</a> to locate a pharmacy within your plan.</td>
</tr>
<tr>
<td>new CVS pharmacy plan? (modified question)</td>
<td></td>
</tr>
<tr>
<td>For current FSA plan participants, will there be any spending</td>
<td>You must incur qualifying expenses between July 1, 2019 and Sept. 15, 2020 for reimbursement by Nov. 15, 2020. If you do not use all of your funds within the FSA, the remaining amount will be forfeited. Website: <a href="https://www.cu.edu/employee-services/benefits-wellness/current-employee/hsa-fsa/health-care-fsa">https://www.cu.edu/employee-services/benefits-wellness/current-employee/hsa-fsa/health-care-fsa</a></td>
</tr>
<tr>
<td>extensions past August due to the COVID-19 shutdowns/closures?</td>
<td></td>
</tr>
<tr>
<td>We have noticed that phone number updates are not flowing through to</td>
<td>For best results update DUO phone data by deleting the current phone data and click SAVE. Then reenter the phone data and click SAVE. The update should feed right away, or within a short time. Exit the portal and clear cache before trying the DUO authentication again.</td>
</tr>
<tr>
<td>the authentication process for Benefits Enrollment. Is there a delay</td>
<td></td>
</tr>
<tr>
<td>in getting updates in HCM to flow through?</td>
<td></td>
</tr>
<tr>
<td>With the DUO Multi-factor authentication, which phone number types</td>
<td>We can currently confirm that Cellular, Camus 1, and Campus 2 are available for DUO. Confirming “Home” as an option is in progress, and will report back with updates.</td>
</tr>
</tbody>
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# Questions from the April 7, 2020 call

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<tr>
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<tbody>
<tr>
<td>CVS pharmacy only or can we still go to UC Health pharmacies as well?</td>
<td>Anthem has switched their pharmacy management to CVS only. With the exception of mail order which will continue to be managed through UCH.</td>
</tr>
<tr>
<td>So if we have Anthem and use King Soopers pharmacy, can we still use</td>
<td></td>
</tr>
<tr>
<td>them?</td>
<td>Thank you for your question. This is a question that is beyond the scope of Employee Services, however, I will send the question forward.</td>
</tr>
<tr>
<td>Any chance that they will extend the plan year because elective</td>
<td>The finalized rates will be available soon on the OE website. At this time it appears that the Kaiser rates for the employee have not changed.</td>
</tr>
<tr>
<td>procedures have not been available due to COVID-19?</td>
<td></td>
</tr>
<tr>
<td>Will there be a rate increase to Kaiser plans?</td>
<td>ADM is Administrative Leave which does have uses beyond COVID-19. Refer to your campus guidance for use of leave codes specific to tracking COVID-19.</td>
</tr>
<tr>
<td>When do you use ADM?</td>
<td>Using the code ACP will be included in the leave accrual calculation. So if you pay a monthly employee with ACP they will still receive their full accrual, or partial accrual if less than 1 FTE, just as they would normally receive their accrual.</td>
</tr>
<tr>
<td>Which ones are to be used for University Staff Regular Hours affected</td>
<td></td>
</tr>
<tr>
<td>by COVID-19?</td>
<td></td>
</tr>
</tbody>
</table>
## Q & A - Previous Call

### Questions from the April 7, 2020 call

1. **is CHP strictly for biweekly employees that are sick? or is it also used for work that was not eligible to be performed remotely?**
   - CHP and ACP were released by ES to track time not worked due to COVID-19. Each campus has established specific guidelines for using the codes, and your campus HR the best resource for guidance.

2. **Are these codes used because you HAVE COVID-19 and can’t work, or because you cant get internet connection, etc.? (I’m assuming not being able to work due to lack of offsite work, internet, etc.)**
   - “Soft funds” or non-general funds each have their own parameters for determining the appropriate use for payroll. Grants and contracts may have specific sponsor guidelines. Refer to your campus controller’s office, office of grants and contracts/sponsored programs, or department heads for additional assistance.

3. **If students are gone, we’re not paying them correct?**

### Funding sources

**What about funding sources? Are we not to allow paid admin leave for employees funded by soft funds?**

**I thought the Classified Staff evaluations due date was extended to July 1st?**

**Do international phone numbers work for dual factor authentication?**

**The due date for classified staff performance evaluations for 2019-2020 was moved to July 1.**

**It depends, as some countries numbers may be cost prohibitive. Reach out to hep@cu.edu to find out if a specific international country’s code is supported.**
Q & A - Previous Call

### Questions from the April 7, 2020 call

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<tr>
<td>CHP and ACP does not show in MyLeave code as a code of choice? Does it has to be used manually?</td>
<td>These have “Admin” in front of the codes, and can be found at the top of the list of codes.</td>
</tr>
<tr>
<td>Can the comment section in My.Leave be extracted via a report or is there an ability to pull the comments from My.Leave into HCM without uploading a spreadsheet?</td>
<td>Given the potential for sensitive data in the comments, this access has been restricted to Campus HR Offices.</td>
</tr>
</tbody>
</table>
References

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

Calendars

- https://www.cu.edu/hcm-community/events/hcm-biweekly-call
- https://www.cu.edu/hcm-community/pay-employees/payroll-production-calendars

Blogs

- https://www.cu.edu/uis/maintenance-matters
- https://www.cu.edu/blog/work-life
- https://www.cu.edu/blog/hcm-community/category/hcm-community-news
Thank you for joining us.

Contact Employee Services

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Denver, CO 80203

Interoffice Mail: 400 UCA

Email: EmployeeServices@cu.edu

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

• Opt. 1: Employee Verification
• Opt. 2: Payroll and HCM
• Opt. 3: Benefits
• Opt. 4: Spanish/Español
• Opt. 5: CU Careers

Website: www.cu.edu/es

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

EMLOYEE SERVICES

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