

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

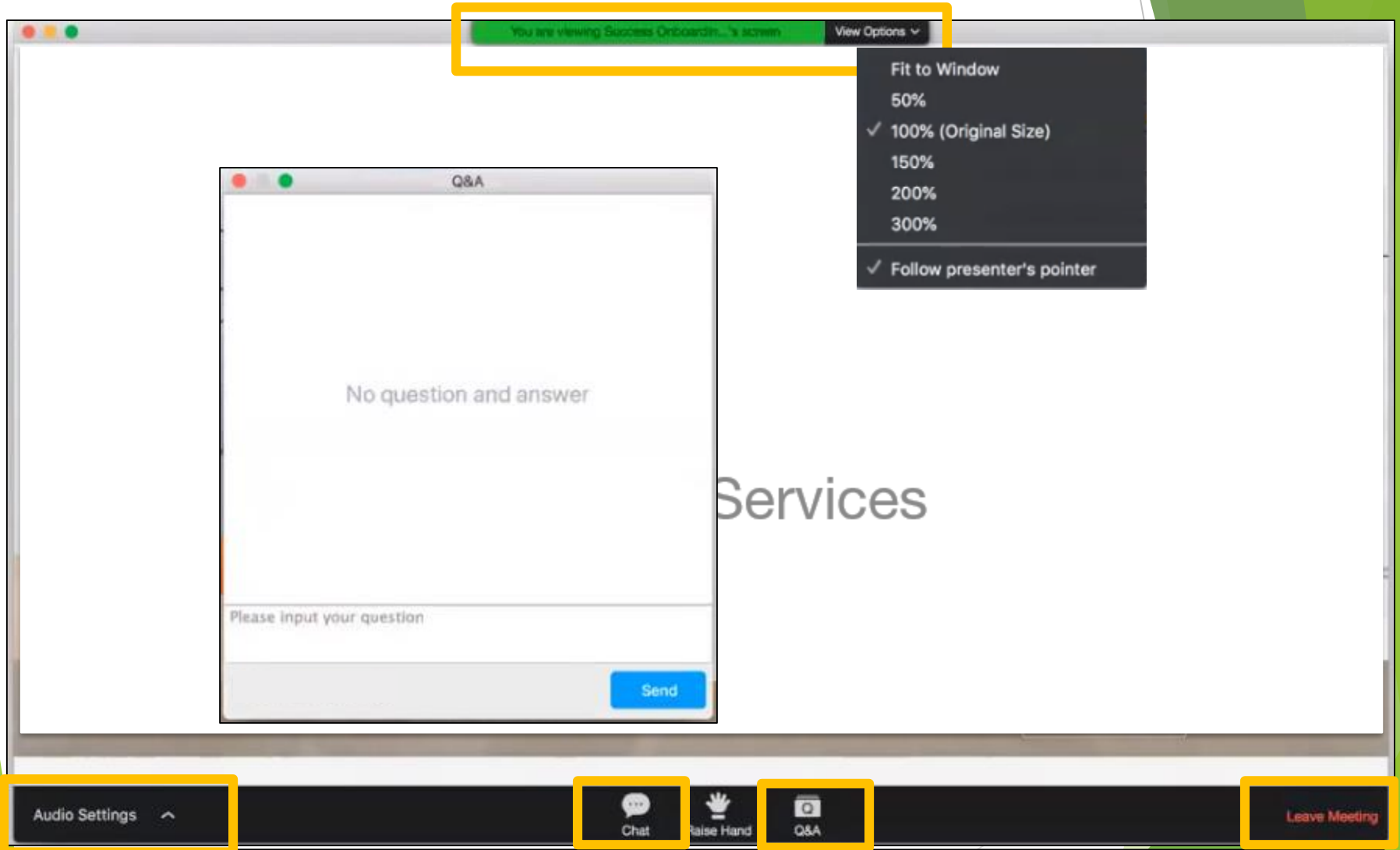


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zoom Controls



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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

Repeats every month on the first Tuesday 12 times .

Tuesday, February 4, 2020 - 3:00pm to 4:00pm

Tuesday, March 3, 2020 - 3:00pm to 4:00pm

Tuesday, April 7, 2020 - 3:00pm to 4:00pm

Tuesday, May 5, 2020 - 3:00pm to 4:00pm

Tuesday, June 2, 2020 - 3:00pm to 4:00pm

Tuesday, July 7, 2020 - 3:00pm to 4:00pm

Tuesday, August 4, 2020 - 3:00pm to 4:00pm

Tuesday, September 1, 2020 - 3:00pm to 4:00pm


Tuesday, October 6, 2020 - 3:00pm to 4:00pm

Tuesday, November 3, 2020 - 3:00pm to 4:00pm

Tuesday, December 1, 2020 - 3:00pm to 4:00pm

Tuesday, January 5, 2021 - 3:00pm to 4:00pm

3rd Tuesday: Deep Dive Webinar



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Webinar Registration

Topic ES HCM Campus Call @ 3:00 pm

Time
May 5, 2020 02:30 PM
Jun 2, 2020 02:30 PM
Jul 7, 2020 02:30 PM
Aug 4, 2020 02:30 PM
Sep 1, 2020 02:30 PM
Oct 6, 2020 02:30 PM
Time shows in Mountain Time (US and Canada)

* Required information

First Name *

Last Name *

Email Address *

Confirm Email Address *

Campus *



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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



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System UIS Updates

[UIS Maintenance Matters](#)

[UIS HCM Systems Enhancements](#)

[UIS HCM Systems Workgroups](#)



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
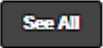








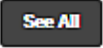

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UIS Maintenance Matters

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

Production Maintenance 	Non-Production 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	
	
HCM Maintenance 	Campus Solutions Maintenance 
 6 a.m. to 10 a.m. May 10: scheduled maintenance for production systems	 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 15: scheduled maintenance for non-production systems
 6 a.m. to 6 p.m. May 31: scheduled maintenance for production systems	 6 a.m. to 6 p.m. May 31: scheduled maintenance for production systems
	



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UIS HCM System Workgroups

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

UIS HCM System Workgroups

MODULE	DAY	TIME	FREQUENCY
Absence Management and Payroll	Friday	3-4 p.m.	Quarterly
Student Processing	Tuesday	1-2 p.m.	Second Tuesday 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

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

Campus Change Managers

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



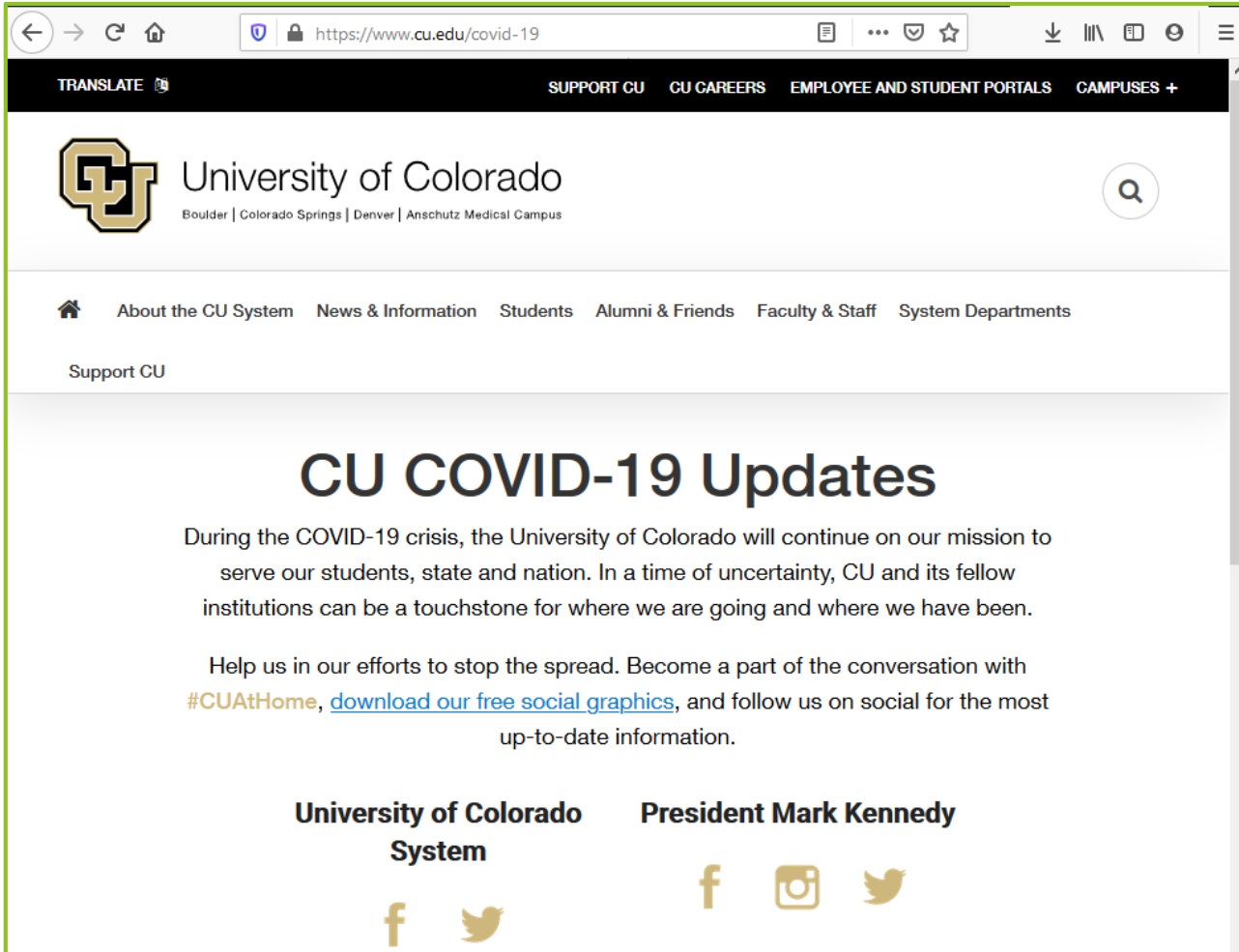
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CU - COVID-19


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



The screenshot shows a web browser displaying the University of Colorado's COVID-19 updates page. The browser's address bar shows the URL <https://www.cu.edu/covid-19>. The page features a navigation bar with links for TRANSLATE, SUPPORT CU, CU CAREERS, EMPLOYEE AND STUDENT PORTALS, and CAMPUSES +. The University of Colorado logo and name are prominently displayed, along with a search icon. Below the navigation, there are links for About the CU System, News & Information, Students, Alumni & Friends, Faculty & Staff, and System Departments. The main content area is titled "CU COVID-19 Updates" and contains a message from the University of Colorado regarding the COVID-19 crisis. The message states: "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." At the bottom of the page, there are social media icons for Facebook, Twitter, and Instagram, along with the text "University of Colorado System" and "President Mark Kennedy".

TRANSLATE

SUPPORT CU CU CAREERS EMPLOYEE AND STUDENT PORTALS CAMPUSES +

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About the CU System News & Information Students Alumni & Friends Faculty & Staff System Departments






Support CU

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.

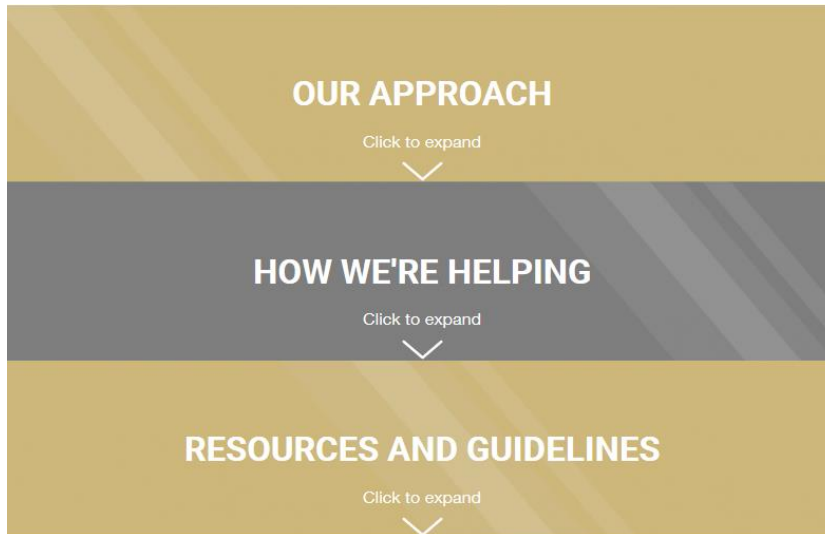
Help us in our efforts to stop the spread. Become a part of the conversation with [#CUAtHome](#), [download our free social graphics](#), and follow us on social for the most up-to-date information.

University of Colorado System President Mark Kennedy

CU - COVID-19

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



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>



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Track COVID-19 Administrative Leave

<https://www.cu.edu/blog/hcm-community/new-pay-codes-released-employee-covid-19-leave>

- ▶ <https://www.cu.edu/hcm-community/pay-employees/tracking-covid-19-wages-paid>
- ▶ 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 \(FFCRA\)](#)
- ▶ Please contact your campus HR team for specific processes and code use cases
 - ▶ [CU Boulder](#)
 - ▶ [UCCS](#)
 - ▶ [CU Denver & CU AMC](#)



COVID-19 Administrative Leave:

FFCRA Codes*

<https://www.cu.edu/blog/hcm-community/new-pay-codes-released-employee-covid-19-leave>

- ▶ Employees on leave due to one of the following reasons: FFA 1, FFA 2, or FFA3
 - ▶ 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*

<https://www.cu.edu/blog/hcm-community/new-pay-codes-released-employee-covid-19-leave>

- ▶ 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*



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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.”**



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ES Employee Learning and Development (ELD)

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



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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](#)



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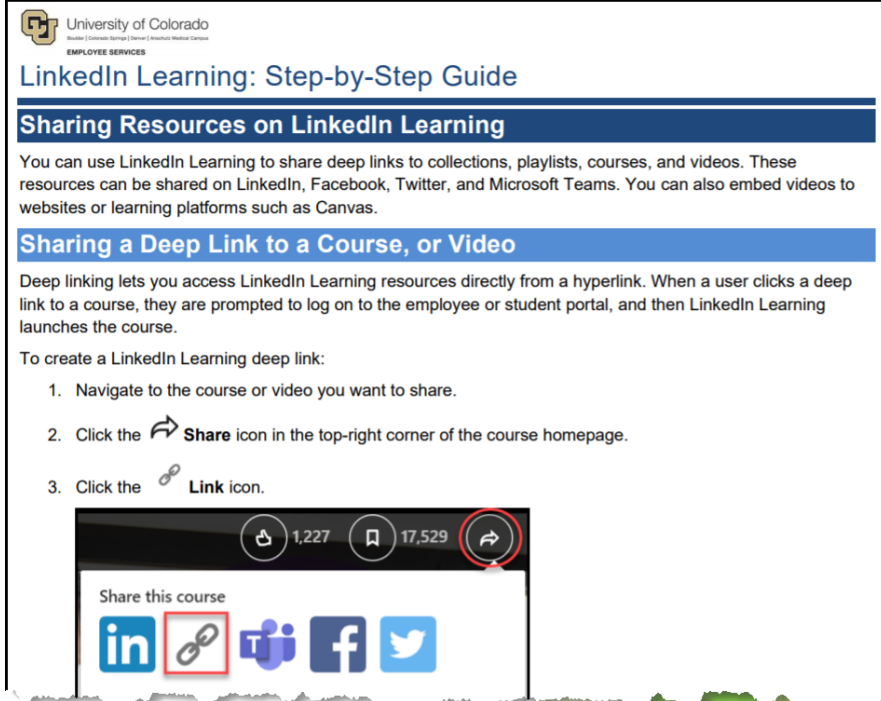
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Feedback, suggestions?
system.training@cu.edu

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



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LinkedIn Learning: Step-by-Step Guide



Sharing Resources on LinkedIn Learning

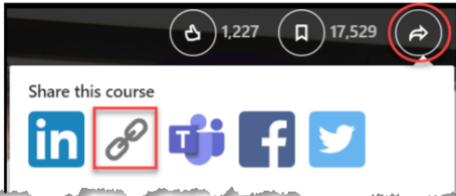
You can use LinkedIn Learning to share deep links to collections, playlists, courses, and videos. These resources can be shared on LinkedIn, Facebook, Twitter, and Microsoft Teams. You can also embed videos to websites or learning platforms such as Canvas.

Sharing a Deep Link to a Course, or Video

Deep linking lets you access LinkedIn Learning resources directly from a hyperlink. When a user clicks a deep link to a course, they are prompted to log on to the employee or student portal, and then LinkedIn Learning launches the course.

To create a LinkedIn Learning deep link:

1. Navigate to the course or video you want to share.
2. Click the  **Share** icon in the top-right corner of the course homepage.
3. Click the  **Link** icon.





ES Collaborative HR Services

<https://www.cu.edu/employee-services/collaborative-hr-services>



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Classified Staff Performance Deadlines

<https://www.cu.edu/blog/hcm-community/review-classified-staff-performance-evaluations-deadlines-and-resources> posted 3/16/20

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/>

<http://www.ucdenver.edu/about/departments/HR/Pages/default.aspx>

<https://www.uccs.edu/hr/>

<https://www.cu.edu/employee-services/collaborative-hr-services/cu-system-administration/employee-resources/system>



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Classified Staff Performance Deadlines

<https://www.cu.edu/blog/hcm-community/review-classified-staff-performance-evaluations-deadlines-and-resources> posted 3/16/20

Resources for employees	Resources for supervisors
<p data-bbox="338 656 444 678">Courses</p> <p data-bbox="150 749 627 778"><u>Defining and Achieving Professional Goals</u></p> <p data-bbox="208 842 569 871"><u>Giving and Receiving Feedback</u></p>	<p data-bbox="1052 656 1159 678">Courses</p> <p data-bbox="705 749 1497 778"><u>Performance Management: Setting Goals and Managing Performance</u></p> <p data-bbox="908 871 1294 899"><u>Improving Employee Performance</u></p>
<p data-bbox="305 1006 473 1028">Learning path</p> <p data-bbox="144 1071 627 1228"><u>Advance Your Skills as an Individual Contributor</u>: Lead as an individual contributor by developing the skills that make you an invaluable asset to your team and organization.</p>	<p data-bbox="1014 1006 1188 1028">Learning path</p> <p data-bbox="714 1071 1487 1228"><u>Become a manager</u>: 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.</p>



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ES Benefits - Open Enrollment

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



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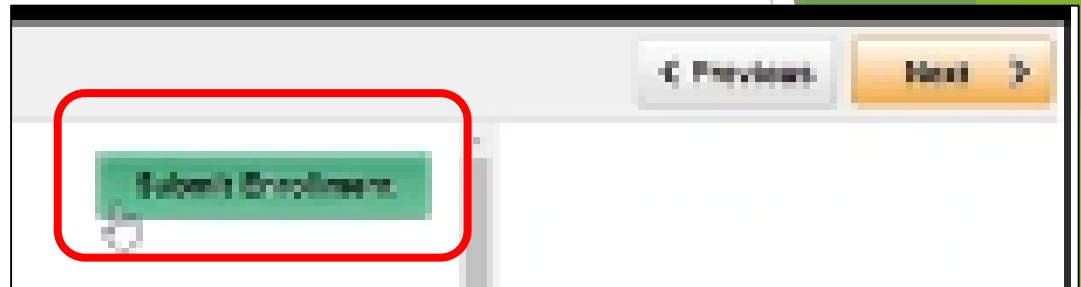
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Click Submit Enrollment Button

<https://www.cu.edu/employee-services/open-enrollment/how-enroll>

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



A screenshot of the 'Task: Benefits Enrollment' page. The page is divided into a left sidebar and a main content area. The sidebar contains several menu items: 'Welcome' (Visited), 'Personal Information' (Not Started), 'Dependent Eligibility Verification' (Not Started), 'Dependents & Beneficiaries' (Visited), 'Benefits Summary' (Visited), 'Acknowledgement' (Complete), 'Benefits Enrollment' (Visited), and 'Open Enrollment Summary' (Not Started). The 'Benefits Enrollment' item is highlighted in green. The main content area is titled 'Task: Benefits Enrollment' and contains an 'Enrollment Summary' section. This section displays 'Your Pay Period Cost: \$21.55' and 'Full Cost: \$21.66', with a status of 'Submitted'. A pie chart shows the cost breakdown, with 'Dental' being the largest portion. Below the summary is a 'Benefit Plans' section with three tabs: 'Medical', 'Dental', and 'Vision'. Each tab shows a 'Current' and 'New' option. The 'Submit Enrollment' button is highlighted with a red rectangular box in the top right corner of the main content area.



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CU Open Enrollment

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

Select a folder to get started




CU EMPLOYEE **RETIREE** **SURVIVING SPOUSE**

What's new?
Understand enhancements and changes to CU Health Plans.
[Learn more](#)

How to enroll
Picked out the plans you want? Now, sign up in the portal.
[Get instructions](#)

Rates
Review and compare monthly plan rates for 2020-21.
[See more](#)

Resources



VIRTUAL SESSIONS & FAIR **PLAN DOCUMENTS** **ENROLLMENT TOOL ACCESS** **DIGITAL DELIVERY**

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



Open Enrollment Sessions & Fairs

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



Contact Benefits

Have a question?

We can help.

- **Phone:** 303-860-4200, option 3
- **Toll-free:** 1-855-216-7740, option 3
- Para Español, escoja 4
- **Open Enrollment Hours:** 8 a.m. to 5 p.m.
- **Email:** benefits@cu.edu



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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:

Kaiser



REGISTER

First name *

Anthem



Last name *

ASIFlex



Campus *

Delta Dental



Phone number *

CVS Caremark



Email *

Submit



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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? +



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CVS Caremark

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

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 - UHealth pharmacy locations will continue to process prescriptions for specialty prescriptions and mail order.

New medical and pharmacy ID cards -- You will receive separate identification cards Anthem and one from CVS Caremark, no later than June 30, 2020. Digital ID cards > CVS Caremark app and the Anthem Sydney App.

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.



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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.



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



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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>



July 1

Increased member contributions to PERA go into effect:

10% for members of the State, School, Judicial, and DPS Divisions

8.5% for members of the Local Government Division

12% for Safety Officers

Annual Increase of 1.25% for eligible retirees

Effective July 1, 2020

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

Division	Member Contribution Rate	Employer Contribution Rate
State (excluding State Troopers)	10%	20.90%
State Troopers	12%	23.60%
School	10%	20.90%
Local Government	8.5%	14.20%
Judicial	10%	22.01%
Denver Public Schools	10%	20.90%



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PERA Life Insurance

<https://www.copera.org/members/life-insurance>

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



Life Insurance

An added benefit for your employees



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



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TIAA Consultations

<https://www.cu.edu/blog/work-life/tiaa-financial-consultations-move-phone-virtual-options>
<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](#)

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>



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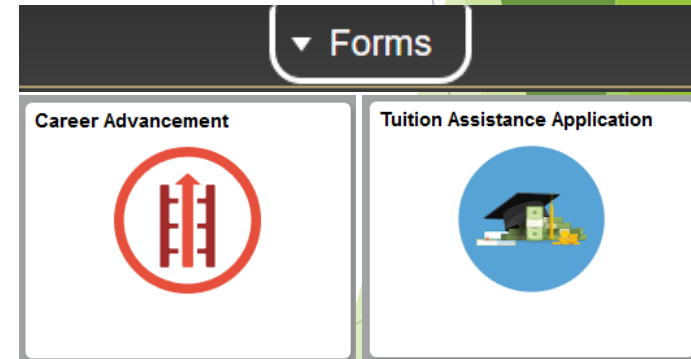
Tuition Assistance Benefit

<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](https://www.cu.edu/tab) for more information!



<https://zipongo.com/home>

<https://zipongo.com/blog/2020/03/19/foodsmart-amidst-coronavirus-resources/>

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.



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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.



ES HCM Core & CU Careers



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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.

The screenshot shows a 'Look Up Reason' dialog box with the following search criteria:

Action	POS
Reason Code begins with	
Description begins with	

Buttons: Look Up, Clear, Cancel, Basic Lookup

Search Results:

Reason Code	Description
ACT	Reactivate Position
APA	Change Appointing Authority
CBX	Campus Box Change
ENV	System Data Conversion





ES International Tax

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



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EMPLOYEE SERVICES

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 6: Part-year resident and nonresidents](#)
- [Income 28: Resident and nonresident aliens and Colorado residents living abroad](#)

Contact Payroll

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

- **Phone:** 303-860-4200, opt. 2
- **Toll-free:** 1-855-216-7740, opt. 2
- **Email:** payroll@cu.edu
- **Hours:** 8 a.m. to 5 p.m. Monday to Friday
- [Employee portal](#)



Contact International Tax

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

For specific immigration issues, reach out to your campus international student and scholar office:

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

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



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New International Employees

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


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

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



Schedule an appointment with an International Tax specialist

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

 [Book your appointment](#)

 [International Tax appointment guide](#)

To prepare for your meeting:

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



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ES Payroll - Taxes



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IRS Tax Tips

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

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



IRS Tax Tips



Refunds Topics
[Refund Timing](#)
[Refunds](#)
[Information](#)
[Refunds FAQs](#)
[Direct Deposit](#)
[Amended Returns](#)



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ES Payroll - Pay & Contracts

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



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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.



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Faculty Contract Elections

[https://www.cu.edu/blog/hcm-community/faculty-contract-payment-schedule-selection-begins-may-1s - AY 2021](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



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Faculty Contract

<https://www.cu.edu/blog/hcm-community/faculty-contract-payment-schedule-selection-begins-may-1s%20%E2%80%93%20AY%202021>

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.



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9 Pay 12 Termination Payout

<https://www.cu.edu/blog/hcm-community/don%E2%80%99t-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](#).



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Termination of 9 Pay 12 Contracts

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://www.ed.gov/news/press-releases/secretary-devos-directs-fsa-stop-wage-garnishment-collections-actions-student-loan-borrowers-will-refund-more-18-billion-students-families>

<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.*



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ES Payroll - Time and Leave



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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_LEAVE_CALENDAR):** 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.



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My Leave and HCM Balances

CUES_HCM_MY_LEAVE
_CALENDAR - My
Leave Calendar View -

VAC/SKS = + hrs = ↓ Bal
 Leave Use = Current Period End
 Leave Post = Next Period End
 Adjustment > Not MyL Calendar (Cal)

CUES_HCM_TIMESHEET
_STATUS - My Leave
Timesheet Status

= VAC/SKS = + hrs = ↓ Bal
 Use = Current Period End Date
 Post = Next Period End
 Not MyL Timesheet (TS)

CUES_HCM_LEAVE_A
CCRUAL_DTL - Leave
Accrual Detail

= VAC/SKS = + hrs = ↓ Bal
 = Accrual Date > Hrs Taken Unprocessed (use current)
 = Accrual Date > Hrs Processed This Mo (use last period)
 = VAA/SCA = - hrs = ↓ Bal = Hours Adjusted Unprocessed

My Leave Calendar View Entries		
Sum of Amo Colum	SCK	VAC
Row Label	SCK	VAC
2020	16	33.5
2019	24.25	178.5
2018	53.5	164
2017	39.5	100.5

HCM and My Leave Timesheets Entries				
Row Labels	SCK		VAC	
	HCM Lv Bal	MyLv Bal	HCM Lv Bal	MyLv Bal
2020	16	16	1.5	17.5
2019	24.25	24.25	178.5	178.5
2018	53.5	53.5	112	164
2017	39.5	39.5	100.5	100.5

HCM Adjustments to SCK and VAC			
Row Labels	SCK		VAC
	HCM Lv Bal	MyLv Bal	HCM Lv Bal
2020	0		0
2019	0		-52
2018	0		0
2017	0		0

2018 Sick Tot = 53.3 hrs
 MyL Cal = MyL TS
 2018 Vacation Tot = 164 hrs

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

2019 HCM VAC "Hours taken unprocessed"
 Adjust missing -52 hrs to reduce VAC bal

MyL Cal = 164 hrs
 MyL TS = 112 hrs

MyL TS = 112
 HCM = Missing 52 hrs

HCM Adj = -52 hrs = Tot 164 hrs



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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>



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Prepare Payroll for Fiscal Year-End

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

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.



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Apply to Next Fiscal Year

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

Clear New Distribution Grid

Apply to Next Fiscal Year

New Distribution Data

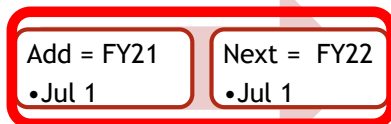
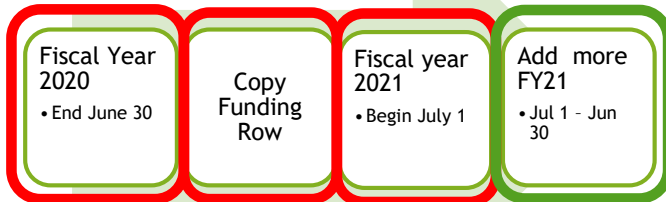
ERNCD

SpeedType Description

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



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OUC CPE Courses - Fiscal Year End

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

HOME | CONTROLLER | CPE FOR CPAS | SCHEDULE & REGISTRATION

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.



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ES Payroll - HCM Support Team

hcm_community@cu.edu



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Multi-Factor Authentication

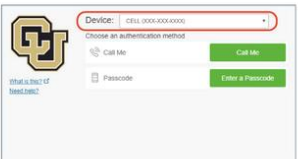
<https://www.cu.edu/employee-services/it-takes-two-portal-security-strengthened-new-tool>

Protect personal information in the [portal](#)

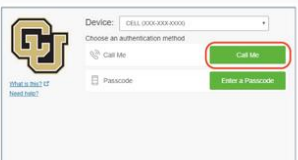
It takes two items—your password and your phone—to access sensitive information.

Option 1: Receive a phone call

From the Device drop-down menu, select the phone number where you wish to be contacted.




Click the **Call Me** button.



Answer the call, then **press any key** on your phone to log in.

The protected page will open.



Answered: Press any key on your phone to log in.

Configure:

- Cellular
- Campus 1
- Campus 2

Need Help?

- Call:
- 303-860-4200 press 2

Email:

hcm_community@cu.edu



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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

(Click the photo icon  to see screenshots.)


Mailing and home addresses 


Disability 

Contact details (phone, email) 


Veteran status 

Emergency contacts 

Ethnic groups 

Social Security number 

Name change 

Additional information 

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](#)



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Terminations for Students

<https://www.cu.edu/blog/hcm-community/avoid-overpayments-remember-terminate-salaried-student-employees-who-recently> posted 5/21/19

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](#) walks you through how to properly enter a separation.
- ▶ The [ES Procedure for Overpayment](#) 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](#) to see payroll dates and deadlines.



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Payroll Calendar

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

PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM						May	2020
Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun		
				1 BW PPE 04/18/20 PAYDAY (Pay Run ID BW041820) OC042320 PAYDAY	2/3 PPE 05/02/20 Pay Run ID BW050220 Earn dates 04/19-05/02/20		
4	5 OC043020 uploads due 5 pm	6 Processing OC043020	7 BW uploads due 5 pm	8 Processing BW PPE 05/02/20 OC043020 PAYDAY	9/10		
11 Run Payroll Register BW PPE 05/02/20	12 OC050720 uploads due 5 pm	13 PULL DEADLINE 10 AM: BW PPE 05/02/20 Processing OC050720	14	15 BW PPE 05/02/20 PAYDAY (Pay Run ID BW050220) OC050720 PAYDAY	16/17 PPE 05/16/20 Pay Run ID BW051620 Earn dates 05/03-05/16/20		
18 MON uploads due 5 pm Pay Run ID MN053120 Processing MON PPE 05/31/20 NO OFF-CYCLE THIS WEEK *	19 Processing MON PPE 05/31/20 NO OFF-CYCLE THIS WEEK *	20 Processing MON PPE 05/31/20	21 Run Payroll Register MON PPE 05/31/20 BW uploads due 5 pm	22 Processing BW PPE 05/16/20 NO OFF-CYCLE THIS WEEK *	23/24		
25 Memorial Day ALL CAMPUSES CLOSED (Bank holiday)	26 Run Payroll Register BW PPE 05/16/20 OC052120 uploads due 5 pm	27 PULL DEADLINE 10 AM: MON PPE 05/31/20 BW PPE 05/16/20 Processing OC052120	28	29 MON PPE 05/31/20 PAYDAY Pay run ID MN053120 BW PPE 05/16/20 PAYDAY (Pay Run ID BW051620) OC052120 PAYDAY	30/31 PPE 05/30/20 Pay Run ID BW053020 Earn dates 05/17-05/30/20		





HCM Data Feature Focus



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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_LEAVE_CALENDAR

- This query returns detailed information about My Leave requests shown on the calendar view, excluding holidays.



My Leave Timesheet and Calendar

CU HCM User WorkCenter

WorkCenter Resources

HCM Queries

Query Manager

- Job List
- Payroll Register Acct Detail
- Funding Distribution
- Payroll Register

Reports/Processes

Workforce Reports

- Employee Turnover Analysis

Organizational Development

- Active Position History

Links

Resource Links

- HCM Community
- Payroll Calendars

50	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.	1374	CUES_HCM_MY_LEAVE_CALENDAR
51	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.	653	CUES_HCM_MY_LEAVE_PAY_ESTIMATE
52	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.	17	CUES_HCM_MY_LEAVE_PREFERENCES
53	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.	1411	CUES_HCM_MY_LEAVE_TMSHT_DTL
54	My Leave Timesheet Status	Returns details on earnings codes and hours for time, both submitted and not submitted via My Leave.	1112	CUES_HCM_TIMESHEET_STATUS
55	My Leave Timesheet Summary	This query returns summary information about My Leave timesheets, including OTM and ATS calculations.	958	CUES_HCM_MY_LEAVE_TMSHT_SUM
56	My Leave Timesheets	This query returns submission and approval information regarding My Leave timesheets.	3524	CUES_HCM_MY_LEAVE_TMSHTS

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.

CUES_HCM_MY_LEAVE_TMSHTS - My Leave Timesheets

First Pay End Date
 Last Pay End Date
 Empl ID (Optional)
 Dept ID (Optional)
 Pay Group
 Exempt? (N, X, Blank for all)
 Node (Optional)
 Appr Status (A,C,D,P,R)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(67 kb\)](#)

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Row	Dept ID	Empl ID	Name	Empl Rcd	Job Code	Pay Group	FLSA Stat	Pay Begin Dt	Pay End Dt	Time Begin Dt	Time End Dt	Approval Status	Submitted Dt/Tm	Approved By	Approver Name	Approved Dt/Tm	Reports To ID	Name	Email	Eff Date
1	51000			0	2582	TMP	Nonexempt	04/05/2020	04/18/2020	04/05/2020	04/18/2020	Posted	04/21/2020 10:50:27			04/21/2020 10:52:42				05/01/2020
2	51000			0	2582	TMP	Nonexempt	03/22/2020	04/04/2020	03/22/2020	04/04/2020	Posted	04/07/2020 10:37:32			04/07/2020 10:39:59				05/01/2020
3	51000			0	2268	USX	Exempt	04/01/2020	04/30/2020	03/01/2020	03/31/2020	Posted	04/15/2020 14:48:28							07/01/2019
4	51000			0	G3A3XX	COT	Nonexempt	04/01/2020	04/30/2020	03/01/2020	03/31/2020	Posted	04/02/2020 08:22:23			04/03/2020 14:47:06				07/01/2019
5	51000			0	2268	UOT	Nonexempt	04/01/2020	04/30/2020	03/01/2020	03/31/2020	Approved	04/02/2020 06:13:47			04/07/2020 09:25:27				
6	51000			0	2448	UOT	Nonexempt	04/01/2020	04/30/2020	03/01/2020	03/31/2020	Posted	04/01/2020 14:19:16			04/01/2020 14:37:55				07/01/2019
7	51000			0	2268	UOT	Nonexempt	04/01/2020	04/30/2020	03/01/2020	03/31/2020	Posted	04/03/2020 11:14:46			04/08/2020 10:39:35				07/01/2019
8	51000			0	2204	USX	Exempt	04/01/2020	04/30/2020	03/01/2020	03/31/2020	Posted	04/15/2020 14:48:28							07/01/2019
9	51000			0	2265	USX	Exempt	04/01/2020	04/30/2020	03/01/2020	03/31/2020	Posted	04/15/2020 14:48:26							07/01/2019
10	51000			0	2267	USX	Exempt	04/01/2020	04/30/2020	03/01/2020	03/31/2020	Posted	04/07/2020 09:24:48			04/17/2020 15:06:27				02/01/2020
11	51000			0	2268	USX	Exempt	04/01/2020	04/30/2020	03/01/2020	03/31/2020	Posted	04/15/2020 14:48:28							07/01/2019
12	51000			0	2448	USX	Exempt	04/01/2020	04/30/2020	03/01/2020	03/31/2020	Posted	04/15/2020 14:48:29							05/01/2019
13	51000			0	2448	UOT	Nonexempt	04/01/2020	04/30/2020	03/01/2020	03/31/2020	Approved	04/02/2020 11:02:33			04/02/2020 11:06:47				07/01/2019
14	51000			0	2268	USX	Exempt	04/01/2020	04/30/2020	03/01/2020	03/31/2020	Posted	04/15/2020 14:48:25							07/01/2019

My Leave Calendar and Timesheet

CU HCM User WorkCenter

WorkCenter Resources

HCM Queries

Query Manager

- Job List
- Payroll Register Acct Detail
- Funding Distribution
- Payroll Register
- Time Entry

Reports/Processes

- Workforce Reports
 - Employee Turnover Analysis
- Organizational Development
 - Active Position History
- Links
- Resource Links
 - HCM Community
 - Payroll Calendars

50	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.	1374	CUES_HCM_MY_LEAVE_CALENDAR
51	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.	653	CUES_HCM_MY_LEAVE_PAY_ESTIMATE
52	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.	17	CUES_HCM_MY_LEAVE_PREFERENCES
53	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.	1411	CUES_HCM_MY_LEAVE_TMSHT_DTL
54	My Leave Timesheet Status	Returns details on earnings codes and hours for time, both submitted and not submitted via My Leave.	1112	CUES_HCM_TIMESHEET_STATUS
55	My Leave Timesheet Summary	This query returns summary information about My Leave timesheets, including OTM and ATS calculations.	958	CUES_HCM_MY_LEAVE_TMSHT_SUM
56	My Leave Timesheets	This query returns submission and approval information regarding My Leave timesheets.	3524	CUES_HCM_MY_LEAVE_TMSHTS

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_MY_LEAVE_CALENDAR - My Leave Calendar View

First Calendar Date
 Last Calendar Date
 Business Unit (Optional)
 Node (Optional)
 Dept ID (Optional)
 Pay Group (Optional)
 Earn Code (Optional)
 Empl ID (Optional)
 Approvr/Proxy ID (Optional)
 Supervisor ID (Optional)
 Status (Optional)

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Row	Name	Empl ID	Empl Rcd	Business Unit	Dept ID	Pay Group	Job Code	Start Datetime	End Datetime	Earn Code	Amount	Approver ID	Approver Name	Status	Created Datetime	Updated Datetime	Plan Type	SpeedType	Include Lunch	Supervisor ID	Supervisor Name
1	Gibson, Kyle Eric		0	USYS	51000	UOT	2268	04/30/2020 1:00:00PM	04/30/2020 4:30:00PM	RGS	3.500			Worked	04/01/2020 7:00:19AM	04/01/2020 7:00:19AM			Y		
2	Gibson, Kyle Eric		0	USYS	51000	UOT	2268	04/30/2020 7:30:00AM	04/30/2020 12:00:00PM	RGS	4.500			Worked	04/01/2020 7:00:19AM	04/01/2020 7:00:19AM			Y		
3	Gibson, Kyle Eric		0	USYS	51000	UOT	2268	04/29/2020 1:00:00PM	04/29/2020 4:30:00PM	RGS	3.500			Worked	04/01/2020 7:00:19AM	04/01/2020 7:00:19AM			Y		
4	Gibson, Kyle Eric		0	USYS	51000	UOT	2268	04/29/2020 7:30:00AM	04/29/2020 12:00:00PM	RGS	4.500			Worked	04/01/2020 7:00:19AM	04/01/2020 7:00:19AM			Y		
5	Gibson, Kyle Eric		0	USYS	51000	UOT	2268	04/28/2020 1:00:00PM	04/28/2020 4:30:00PM	RGS	3.500			Worked	04/01/2020 7:00:19AM	04/01/2020 7:00:19AM			Y		
6	Gibson, Kyle Eric		0	USYS	51000	UOT	2268	04/28/2020 7:30:00AM	04/28/2020 12:00:00PM	RGS	4.500			Worked	04/01/2020 7:00:19AM	04/01/2020 7:00:19AM			Y		
7	Gibson, Kyle Eric		0	USYS	51000	UOT	2268	04/27/2020 1:00:00PM	04/27/2020 4:30:00PM	RGS	3.500			Worked	04/01/2020 7:00:19AM	04/01/2020 7:00:19AM			Y		
8	Gibson, Kyle Eric		0	USYS	51000	UOT	2268	04/27/2020 7:30:00AM	04/27/2020 12:00:00PM	RGS	4.500			Worked	04/01/2020 7:00:19AM	04/01/2020 7:00:19AM			Y		
9	Gibson, Kyle Eric		0	USYS	51000	UOT	2268	04/24/2020 1:00:00PM	04/24/2020 4:30:00PM	RGS	3.500			Worked	04/01/2020 7:00:19AM	04/01/2020 7:00:19AM			Y		
10	Gibson, Kyle Eric		0	USYS	51000	UOT	2268	04/24/2020 7:30:00AM	04/24/2020 12:00:00PM	RGS	4.500			Worked	04/01/2020 7:00:19AM	04/01/2020 7:00:19AM			Y		
11	Gibson, Kyle Eric		0	USYS	51000	UOT	2268	04/23/2020 1:00:00PM	04/23/2020 4:30:00PM	RGS	3.500			Worked	04/01/2020 7:00:19AM	04/01/2020 7:00:19AM			Y		
12	Gibson, Kyle Eric		0	USYS	51000	UOT	2268	04/23/2020 7:30:00AM	04/23/2020 12:00:00PM	RGS	4.500			Worked	04/01/2020 7:00:18AM	04/01/2020 7:00:18AM			Y		
13	Gibson, Kyle Eric		0	USYS	51000	UOT	2268	04/22/2020 1:00:00PM	04/22/2020 4:30:00PM	RGS	3.500			Worked	04/01/2020 7:00:18AM	04/01/2020 7:00:18AM			Y		
14	Gibson, Kyle Eric		0	USYS	51000	UOT	2268	04/22/2020 7:30:00AM	04/22/2020 12:00:00PM	RGS	4.500			Worked	04/01/2020 7:00:18AM	04/01/2020 7:00:18AM			Y		
15	Gibson, Kyle Eric		0	USYS	51000	UOT	2268	04/21/2020 1:00:00PM	04/21/2020 4:30:00PM	RGS	3.500			Worked	04/01/2020 7:00:18AM	04/01/2020 7:00:18AM			Y		
16	Gibson, Kyle Eric		0	USYS	51000	UOT	2268	04/21/2020 7:30:00AM	04/21/2020 12:00:00PM	RGS	4.500			Worked	04/01/2020 7:00:18AM	04/01/2020 7:00:18AM			Y		
17	Gibson, Kyle Eric		0	USYS	51000	UOT	2268	04/20/2020 1:00:00PM	04/20/2020 4:30:00PM	RGS	3.500			Worked	04/01/2020 7:00:18AM	04/01/2020 7:00:18AM			Y		
18	Gibson, Kyle Eric		0	USYS	51000	UOT	2268	04/20/2020 7:30:00AM	04/20/2020 12:00:00PM	RGS	4.500			Worked	04/01/2020 7:00:18AM	04/01/2020 7:00:18AM			Y		
19	Gibson, Kyle Eric		0	USYS	51000	UOT	2268	04/17/2020 1:00:00PM	04/17/2020 4:30:00PM	RGS	3.500			Worked	04/01/2020 7:00:18AM	04/01/2020 7:00:18AM			Y		
20	Gibson, Kyle Eric		0	USYS	51000	UOT	2268	04/17/2020 7:30:00AM	04/17/2020 12:00:00PM	RGS	4.500			Worked	04/01/2020 7:00:18AM	04/01/2020 7:00:18AM			Y		
21	Gibson, Kyle Eric		0	USYS	51000	UOT	2268	04/16/2020 1:00:00PM	04/16/2020 4:30:00PM	RGS	3.500			Worked	04/01/2020 7:00:18AM	04/01/2020 7:00:18AM			Y		
22	Gibson, Kyle Eric		0	USYS	51000	UOT	2268	04/16/2020 7:30:00AM	04/16/2020 12:00:00PM	RGS	4.500			Worked	04/01/2020 7:00:18AM	04/01/2020 7:00:18AM			Y		
23	Gibson, Kyle Eric		0	USYS	51000	UOT	2268	04/15/2020 1:00:00PM	04/15/2020 4:30:00PM	RGS	3.500			Worked	04/01/2020 7:00:18AM	04/01/2020 7:00:18AM			Y		
24	Gibson, Kyle Eric		0	USYS	51000	UOT	2268	04/15/2020 7:30:00AM	04/15/2020 12:00:00PM	RGS	4.500			Worked	04/01/2020 7:00:18AM	04/01/2020 7:00:18AM			Y		
25	Gibson, Kyle Eric		0	USYS	51000	UOT	2268	04/14/2020 1:00:00PM	04/14/2020 4:30:00PM	RGS	3.500			Worked	04/01/2020 7:00:18AM	04/01/2020 7:00:18AM			Y		
26	Gibson, Kyle Eric		0	USYS	51000	UOT	2268	04/14/2020 7:30:00AM	04/14/2020 12:00:00PM	RGS	4.500			Worked	04/01/2020 7:00:18AM	04/01/2020 7:00:18AM			Y		



Leave Taken

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

CUES_HCM_LEAVE_TAKEN - Leave Taken

Department ID (Optional)

First Pay End Date (Optional)

Last Pay End Date (Optional)

Employee ID (Optional)

Reports To Posn (Optional)

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(17 kb\)](#)

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Row	Dept ID	Name	Empl ID	Job Code	Reports To	Pay Period End	Check Date	Hourly Rate	Leave Code	Hours
1	51000			2268		04/30/2020	04/30/2020	26.68	VAC	16.00
2	51000			G3A3XX		04/30/2020	04/30/2020	23.77	VAC	9.00
3	51000			2448		04/30/2020	04/30/2020	25.96	VAC	16.00
4	51000			2268		04/30/2020	04/30/2020	25.75	FSK	9.00
5	51000			2204		04/30/2020	04/30/2020	87.50	SCK	8.00
6	51000			2265		04/30/2020	04/30/2020	48.83	FLV	16.00
7	51000			2267		04/30/2020	04/30/2020	34.33	VAC	40.00
8	51000			2268		04/30/2020	04/30/2020	30.00	VAC	22.50
9	51000			2448		04/30/2020	04/30/2020	32.69	SCK	12.00
10	51000			2268		04/30/2020	04/30/2020	33.16	SCK	1.00
11	51000			2268		04/30/2020	04/30/2020	33.16	VAC	8.00
12	51000			2448		04/30/2020	04/30/2020	24.04	VAC	5.00
13	51000			2448		04/30/2020	04/30/2020	23.65	SCK	16.00
14	51000			2448		04/30/2020	04/30/2020	23.65	VAC	16.00
15	51000			2267		04/30/2020	04/30/2020	35.99	SCK	1.00
16	51000			2448		04/30/2020	04/30/2020	26.52	FNL	16.00
17	51000			2448		04/30/2020	04/30/2020	26.52	VAC	11.00
18	51000			2448		04/30/2020	04/30/2020	26.52	FSK	6.25

Questions

[Q & A - Current Call](#)

[Q& A - Previous Call](#)



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EMPLOYEE SERVICES

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 earn 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:

Years (Months) of Service	Hours/Month (prorated for part-time employees)	Maximum Accrual That May Be Compensated Upon Separation or Carried Into New Fiscal Year
1st through 5th (60 month)	8 hours (1 day)	192 hours (24 days)
6th (61st month) through 10th (120th month)	10 hours (1¼ days)	240 hours (30 days)
11th (121st month) through 15th (180th month)	12 hours (1½ days)	288 hours (36 days)
16th (181st month) on	14 hours (1¾ days)	336 hours (42 days)



Q & A - Current Call

Questions from May 5, 2020 Call

If an employee works part-time and has XRG hours that add to their accrual rate, does the annual maximum accrual rate change?	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.)
Where is the leave sweeps information included on the ES webpage?	The leave sweep information will be included in an HCM Blog post from our ES Communications team. More info to follow.
Has the leave sweep been extended for excess vacation hours?	The leave sweep information will be included in an HCM Blog post from our ES Communications team. More info to follow.
who should I contact if I have timesheet issues in HCM? I'm from CU Boulder. Thanks!	For general and reconciliation questions around My Leave, our HCM Support team can be helpful at hcm_community@cu.edu . For campus specific COVID issues and the timesheet, reach out to campus HR-Central office for guidance.
Regarding the My Leave & HCM Balances slide, can those reports be pulled for an entire department org rather than individual employees?	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.



Q & A - Current Call

Questions from May 5, 2020 Call

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.	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.
How are the campuses handling COVID pay? (modified question)	Please reach out to your campus HR-Central office to determine how COVID pay will be implemented.
Where on the Boulder Campus HR website are the pay codes that we should be using? Thanks.	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.
Is the Admin Leave being extended past May 16th?	Campus specific decisions about the COVID implementation can be addressed by the campus HR-Central offices.
Will the RPS and RPV code be entered by Central HR or department HR at UCD/AMC?	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.



Q & A - Current Call

Questions from May 5, 2020 Call

Are participating doctors/practices changing for the exclusive plan? I was told that they are by a doctor's office this morning. I didn't see that mentioned amongst the changes for 20-21.	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.
How do I find out if my current pharmacy is still available with the new CVS pharmacy plan? (modified question)	Visit Caremark.com or download the CVS Caremark app to locate a pharmacy within your plan.
For current FSA plan participants, will there be any spending extensions past August due to the COVID-19 shutdowns/closures?	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: https://www.cu.edu/employee-services/benefits-wellness/current-employee/hsa-fsa/health-care-fsa
We have noticed that phone number updates are not flowing through to the authentication process for Benefits Enrollment. Is there a delay in getting updates in HCM to flow through?	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.
With the DUO Multi-factor authentication, which phone number types are allowed?	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.



Q & A - Previous Call

Questions from the April 7, 2020 call

CVS pharmacy only or can we still go to UC Health pharmacies as well? So if we have Anthem and use King Soopers pharmacy, can we still use them?	Anthem has switched their pharmacy management to CVS only. With the exception of mail order which will continue to be managed through UCHealth.
Any chance that they will extend the plan year because elective procedures have not been available due to COVID19?	Thank you for your question. This is a question that is beyond the scope of Employee Services, however, I will send the question forward.
Will there be a rate increase to Kaiser plans?	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.
When do you use ADM?	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.
Which ones are to be used for University Staff Regular Hours affected by COVID-19?	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.



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?
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.)
3. If students are gone, we're not paying them correct?

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.

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

“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.

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

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

Do international phone numbers work for dual factor authentication?

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.

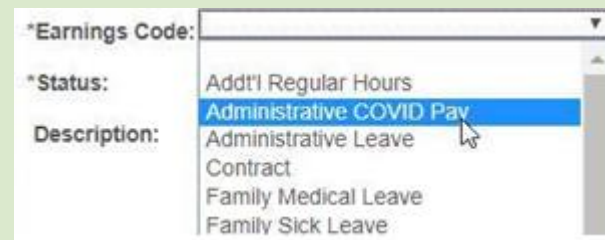


Q & A - Previous Call

Questions from the April 7, 2020 call

CHP and ACP does not show in MyLeave code as a code of choice? Does it has to be used manually?

These have “Admin” in front of the codes, and can be found at the top of the list of codes.



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?

Given the potential for sensitive data in the comments, this access has been restricted to Campus HR Offices.



References

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

Calendars

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

Blogs

- ▶ <https://www.cu.edu/uis/maintenance-matters>
- ▶ <https://www.cu.edu/blog/work-life>
- ▶ <https://www.cu.edu/blog/hcm-community/category/hcm-community-news>



Thank you for joining us.

Contact Employee Services

Mailing Address:

Employee Services
University of Colorado
1800 Grant St., Suite 400
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Interoffice Mail: 400 UCA

Email: EmployeeServices@cu.edu

Main Number:

303-860-4200

1-855-216-7740 (toll-free)

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

Website: www.cu.edu/es



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