ES HCM Campus Call

Employee Services —— January 7, 2020 —— 3:00PM to 4:00PM

Presented on the first Tuesday of the month for the HCM Campus Community
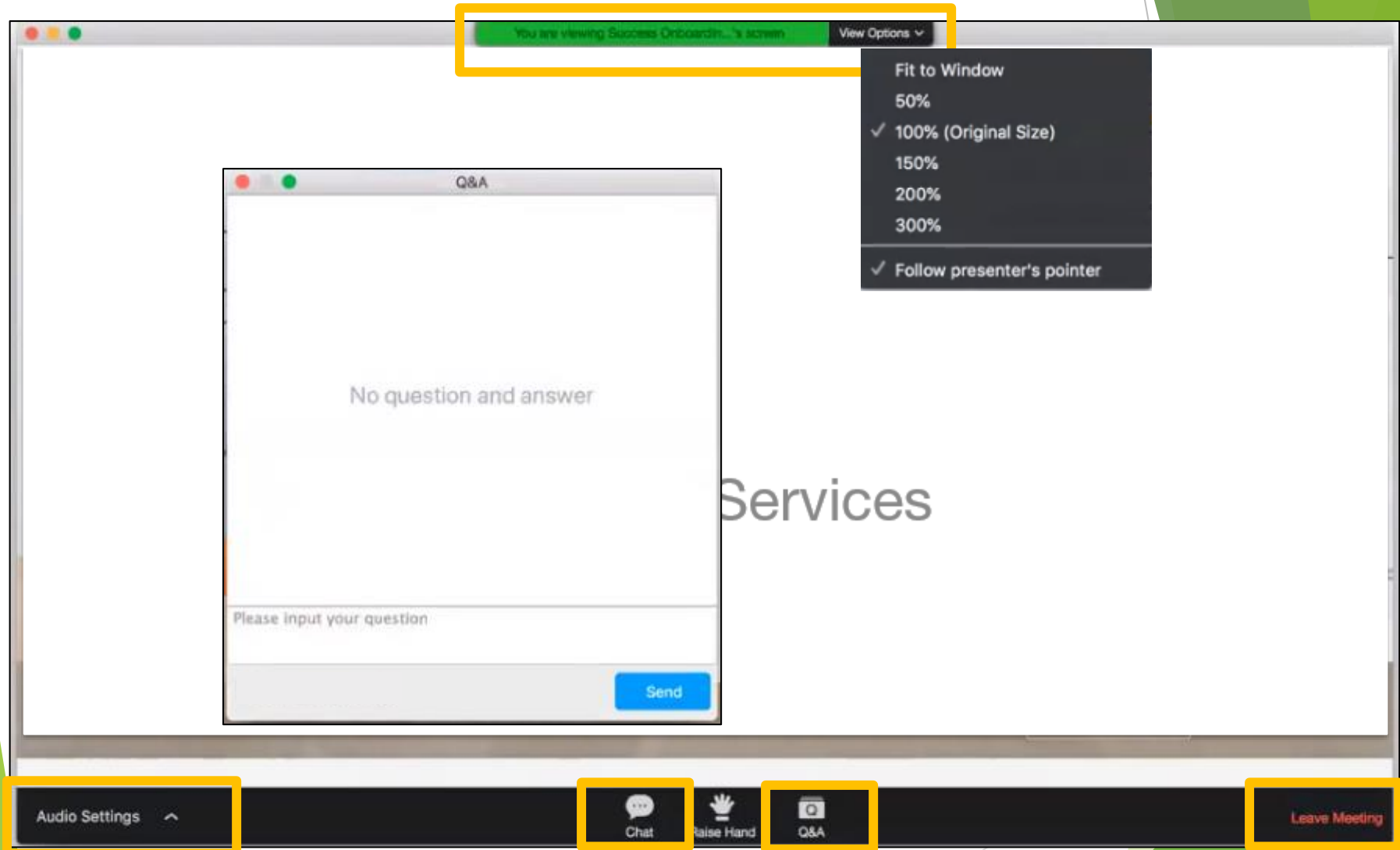
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2020 HCM Outreach Schedule

HCM Newsletter, Campus Call, Deep Dives

HCM Newsletter (Blue)
ES HCM Campus Call (Orange)
ES HCM Deep Dive (Green)

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Agenda

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System UIS Updates

[UIS Maintenance Matters](#)

[UIS HCM Systems Enhancements](#)

[UIS HCM Systems Workgroups](#)

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UIS Maintenance Matters

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

Production Maintenance ⊕

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

[See All]

HCM Maintenance ⊕

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

[See All]

Other Maintenance ⊕

⚠ **Ongoing:** Windows 7 replacement is ongoing. Schedule an upgrade now.

[See All]

Non-Production Maintenance ⊕

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

[See All]

Campus Solutions Maintenance ⊕

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

[See All]

Completed Maintenance ⊕

✓ **Jan. 4** maintenance completed for production systems

✓ **Dec. 14-15** maintenance completed for System Administration

✓ **Dec. 14** maintenance completed for Skillsoft

[See All]

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Back to Agenda

UIS HCM System Workgroups

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

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

The Employee Life Cycle meetings normally held on the 2nd Tuesday of each month have been canceled. We'll send new invitations when this meeting starts up again.

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

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

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UIS HCM System Enhancements

https://www.cu.edu/hcm-community/hcm-projects/hcm-updates-fixes-and-enhancements

▶ **December 2019**

Taleo

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

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ES Employee Learning and Development (ELD)

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HCM Training Schedule

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

See the full schedule of monthly webinars and structured labs.

▶ **Now Available!**

HCM TRAINING SCHEDULE 2020

TRAINING OPPORTUNITY	WEBINARS AND STRUCTURED LABS
DEPARTMENT	PAYROLL

Key: Monthly HCM Campus Call
Payroll Expense Transfer (PET) Labs

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

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE

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ELD Webinars

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

[Register](#)

2020 W-4 & the IRS Tax Estimator

Description: The IRS has issued a newly designed W-4 for 2020 that increases the transparency and accuracy of the withholding system without allowances. Learn how to navigate the new layout.

Date: Tuesday, January 21

Time: 3-4 pm

[Register](#)

Funding Entry and Suspense

Description: Funding distributions align employee effort with funding before payroll processes. Learn how to calculate funding distributions for positions by converting salary amounts to percentages factoring in job-data compensation, frequency, and standard hours. We'll also review why payroll goes to suspense.

Date: Tuesday, February 18

Time: 3-4 pm

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Feedback, suggestions?
system.training@cu.edu

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ELD Work Life

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

Work | Life

▶ Now that the New Year is here, what are your resolutions for 2020? One way to set important goals for the year is to look back on what you have learned and how would like to improve.

▶ LinkedIn looked back on 2019 to discover what people around the world learned using exclusive data based on 93 million people that LinkedIn Learning reached.

▶ Access the full report here: What Your Peers Learned in 2019 - And How It Can Help You Get Ahead in 2020

You can use this link to access LinkedIn Learning.

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What Did Our Peers Learn?

https://www.cu.edu/blog/work-life/what-your-peers-learned-2019
https://learning.linkedin.com/blog/whats-new/year-in-review--what-the-world-learned-in-2019

Gen Z (born 1995 – 2010)	Millennial (born 1981 – 1994)	Gen X (born 1965 – 1980)	Baby Boomers (born 1946 – 1964)
Top courses:	Top courses:	Top courses:	Top courses:
• Logo Design Techniques • Photoshop CC Essential Training • AutoCAD 2019 Essential Training	• Tableau Essential Training • Advanced SQL for Data Scientists • Building a Recommendation System with Python Learning & AI	• Strategic Ability • Developing Your Leadership Philosophy • RPA, AI and Cognitive Tech for Leaders	• Working with Difficult People • Communication with Diplomacy and Tact • Python Essential Training

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ES Work Life Updates
https://www.cu.edu/blog/work-life

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Tuition Assistance Benefit

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

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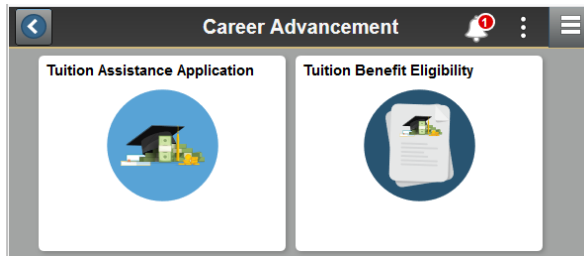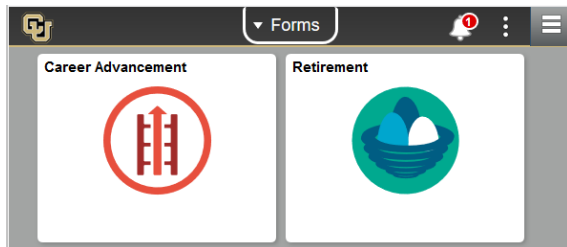
Deadlines

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

Access the application

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

Visit our website for full details.

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Omada

SHOW YOUR BODY A LITTLE TLC WHEN LIFE GETS STRESSFUL
Complete these 5-second moves from Omada to help relieve tension

https://go.omadahealth.com/deployments/cuhealthplan

Release lingering tensions with simple exercises from Omada. Start by taking a few deep breaths, then try these mini-moves:

- **Raise and lower your eyebrows** 2-3 times. "Bouncing" your brows a few times helps relieve that tension.
- **Lower your chin to your chest** and very slowly roll your head from one shoulder to another. This move loosens things up by increasing blood flow to your neck muscles.
- **Inhale and lift your shoulders** up toward your ears, then exhale and draw your shoulder blades down and back toward each other.
- **Open your mouth wide** and stick out your tongue really, really far. Emotions like anger and stress can cause clenching of the jaw and muscles around the mouth. This "Lion's Breath" yoga pose counteracts that clenching.
- **Hold your arms out** to the sides at shoulder height with your palms facing forward, then squeeze your shoulder blades together and draw your arms back to stretch your chest.

Omada, a personalized program. You may be eligible for Omada at no cost to you. If you are at risk for type 2 diabetes or heart disease - or if you have type 2 diabetes - and you're a CU Health Plan member, this may be for you.

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CHANGE HOW YOU EAT,
NOT WHAT YOU EAT
Naturally Slim enrollment
begins today

Naturally Slim

https://www.cu.edu/blog/work-life/naturally-slim-enrollment-open-until-jan-17
https://www.naturallyslim.com/2018_Corporate_Landing?s=CUHealthPlan

- **Enrollment ends Jan. 17, and the program will begin Feb. 3. Space is limited.**
- Naturally Slim is an online wellness program that educates participants on how to improve their eating habits and relationships with food while simultaneously reducing their risk of developing serious health conditions like diabetes and heart disease.
- Weekly lessons introduce new ways to change your relationship with food without counting calories or spending all of your free time meal prepping. Naturally Slim helps you change how you eat, without changing what you eat, so you can still enjoy the foods you love. Participants can track their progress through the app or the computer to share with others on the same journey to better health.

- The Naturally Slim wellness program is available at no cost to CU Health Plan members enrollees, their covered spouses and adult dependents.
- Still on the edge? In the 2018-19 plan year, 735 CU Health Plan members lost on average 5.8 pounds participating in Naturally Slim.

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zipongo

https://zipongo.com/home
https://zipongo.com/recipes/35580246

7 Veggie Loaded Winter Casseroles

Is the chill of winter wearing on you? Cozy up to these delicious casseroles loaded with dark leafy greens, seasonal veggies, and hearty whole grains.

Up Your Veggie Game »

30 Quick 100-Calorie Snacks

Make-your-own healthy, 100-calorie snack packs with these 30 convenient combos.

Snack On »

How to Craft a Resolution You'll Actually Keep

Keeping resolutions is tough. We make it a little easier by breaking down exactly how to create a resolution that you can stick to!

Build Your Resolution »

How Many Eggs Should You Really Eat?

Eggs have long been vilified for their cholesterol content, but new research has shifted that mindset. So should you stick with your egg-white omelette or enjoy those yolks?

Learn More »

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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8 Healthy Tips for 2020

https://www.cu.edu/blog/work-life/stay-healthy-2020-these-helpful-tips

Choosing realistic and easy goals that you can stick to can help you achieve your overall goal to be healthier.

Here are eight things you can start doing today:

- **Eat more produce.** Take a piece of fruit with you to work or add some spinach to your eggs.
- **Pack a lunch** instead of buying food from a restaurant where meals can have additional sodium and calories.
- **Drink more water.**
- **Eat real food** that's made in a kitchen, not in a laboratory.
- **Eat breakfast regularly;** this helps get your metabolism going in the morning. Healthy options include fruit, a cup of yogurt or whole-wheat toast.
- **Listen to your belly** by eating healthy snacks throughout the day to avoid overeating later.
- **Skip sugary drinks.** These can bring empty calories and sugar crashes; try water or unsweetened tea instead.
- Try not to sit at your desk and eat lunch. Sit down to eat so you can pause and savor your meals. You'll feel more satisfied and less likely to overeat.

Download the Zipongo app to get everything you need to eat your best, or visit their website.

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ES Collaborative HR Services

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Performance Reviews

https://www.cu.edu/blog/hcm-community/prepare-reviews-and-evaluations-staff-performance-cycle-ends-jan-31-0

▶ The university staff performance cycle ends on Jan. 31. All university staff should be reviewed in February and evaluations must be submitted to your campus Human Resources department by March 1.

▶ Remember, merit increases still take effect on July 1, despite the earlier review period.

▶ Review procedures differ by campus. so please reach out to the HR offices for questions regarding your campus's performance management process.

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

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Performance Reviews

https://www.cu.edu/blog/hcm-community/prepare-reviews-and-evaluations-staff-performance-cycle-ends-jan-31-0

University Staff

- **March 1:** Your campus human resources office must receive all performance evaluations.

- **March 1-31**: In March, all supervisors should set goals for the next review period with each employee.

Classified Staff

- **April 1:** The performance cycle begins. All classified staff must be evaluated in April.

- **May 1:** All evaluations must be turned in to your campus human resources office.

- **May 1-31:** In May, meet with each classified staff employee to discuss goals for the year.

- **June 1:** Submit a copy of the front page of the performance plan to your campus HR office.

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Performance Reviews

https://www.cu.edu/blog/hcm-community/prepare-reviews-and-evaluations-staff-performance-cycle-ends-jan-31-0

Resources for supervisors	Resources for employees	
Courses	**Courses**	
Reviewing and Rewarding Performance	**Skillsoft**	**LinkedIn Learning**
Performance Appraisal Essentials: Planning for Appraisals	Taking Action for Performing under Pressue	Coaching Skills for Leaders and Managers
		Coaching and Developing Employees
Videos	**Skillsoft Videos**	
Light The Fire: Leveraging Appraisals for Maximum Performance	Light The Fire: Leveraging Appraisal for Maximum Performance	
Managing Performance: Three Areas of Focus		
Skillsoft Books	**Skillsoft Job Aids and SkillBriefs**	
Performance Management	Performance Appraisal Strategies	
A Team of Leaders: Empowering Every Member to Take Ownership, Demonstrate Initiative and Deliver Results	Preparing for a Formal Performance Appraisal	
How to Be Good at Performance Appraisal: Simple, Effective, Done Right	How to Prepare for an Annual Performance Appraisal	

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Scope of Work – Digital Form

https://www.cu.edu/blog/work-life/scope-work-forms-are-now-digital
[cu.edu/SOW](cu.edu/SOW)

The University of Colorado uses the expertise of not only our own workforce, but those of contractors and individuals not employed by CU.

▶ A Scope of Work form must be completed in order to compensate these contractors for the work they perform.

▶ In 2019, 2,051 Scope of Work requests were approved and processed by Employee Services.

▶ Departments submit Scope of Work form.

▶ The form can now be completed, signed and sent for approval as a digital form instead of filling out a PDF and emailing it.

▶ Employee Services review and ensure compliance with related IRS guidelines.

▶ During the approval process, independent contractors and department liaisons will receive automatic emails from OnBase at each step alerting them to complete certain actions. The approval process will be more efficient and allow Employee Services to be more responsive and customer-focused with less focus on form details.

▶ This change is also a step toward becoming more eco-friendly by reducing paper usage, in addition to ensuring sensitive information is routed in a secure manner.

▶ To learn more about the process and complete the upgraded form, visit [cu.edu/SOW](cu.edu/SOW). For additional questions about the approval process, email SOW@cu.edu.

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Scope of Work – Digital

https://www.cu.edu/blog/work-life/scope-work-forms-are-now-digital

Complete the online form on the Employee Services' website.

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Scope of Work (SOW)

This form should take approximately 10–15 minutes to complete and will require you to provide information pertaining to:

Your employment (if you were or are a University of Colorado Employee), benefits, prior contracts, citizenship, proposed work, work classifications, and payment details.

Please have this information readily available when completing the form.

The preferred browsers to complete the form include Internet Explorer and Firefox. If experiencing issues, please attempt to open the form in these browsers.

This form cannot be saved. It will need to be completed in one sitting.

For step–by–step instructions on how to complete this Scope of Work form click HERE.

Are you making amendments or changes to a prior Scope of Work? *
○ Yes ○ No

Purpose:

Used to describe the services and payment of a proposed independent contractor, herinafter referred to as service provider, whether an individual or a sole proprietor operating under a Social Security Number. This form must be completed with all required signatures obtained prior to any work being performed.

For guidance, refer to the ES Procedural Statement Scope of Work (SOW)/Independent Contractor

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ES CU Careers & HCM Core

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Taleo and the NPP

Taleo

▶ A fix was implemented for an issue users were encountering where positions were not feeding to Taleo after an NPP was approved.

▶ Recruiter Assistant is equivalent to HR Consultant on the Non-Person Profile, which was not being populated on the NPP.

▶ For new positions, the Current HR Consultant field was greyed out and the only field that could be edited was New HR Consultant. The Current HR Consultant field was blank, which resulted in an unsuccessful feed to Taleo.

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ePAR Termination to Template

https://www.cu.edu/blog/hcm-community/epar-upgrade-feb-13

- On Feb. 13, the Termination ePAR will transition to the Template Based Transaction (TBT) framework in HCM.

Why is this change coming?

- Transitioning SmartERP transactions to the TBT framework is a high priority
- It helps minimize the effects of vendor updates on systems and operations,
- It keeps CU in compliance with Oracle for support
- It gives users access to functions and features that streamline business processes.

What are the benefits of this upgrade?

- Users will experience the following benefits:
- Faster transaction times.
- Streamlined navigation and data entry for the Termination business process that will make it consistent with the Hire, Rehire, Additional Job and Transfer business processes.

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ePAR Termination to Template

https://www.cu.edu/blog/hcm-community/epar-upgrade-feb-13

Changes

- The ePAR Terminations form will no longer be available.
  Click the Transaction Launch Page
- Users will use the Transaction Launch Page to initiate a Termination transaction.
- They will search for the person being terminated (search criteria remains the same).
- A new value Termination will be available in the required Search Option field. Users will need to select Termination from the dropdown list.
  Once a Termination transaction is entered, it will be routed for approval according to campus-specific policies.

Stays the Same

- Termination business process remains largely unchanged.

- Payroll Personnel Liaisons and Transaction Approvers will not experience changes to their processes.

- Group terminations will remain the same, *i.e., using the ePAR Group Transaction form.*

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ePAR Termination to Template

https://www.cu.edu/blog/hcm-community/epar-upgrade-feb-13

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Minimum Wage Upload

https://www.cu.edu/blog/hcm-community/minimum-wage-uploads-be-completed-jan-9

- On **Jan. 9**, Employee Services will process minimum wage uploads
- Ensure hourly employees meet Colorado's new minimum wage of $12.00 per hour.
- Job Data row effective **12/29/2019**
- Begins with first 2020 biweekly payroll, which includes **01/01/2020** at the new rate (Pay Period Begins 12/29/2019)

Additional adjustments

- Employee Services does not evaluate or adjust the pay of salaried employees whose hourly rates are below minimum wage, but occasionally runs queries to identify hourly employees whose compensation rates fall below it.
- Payroll Personnel Liaisons (PPLs) and Human Resources representatives should ensure the compensation rates with minimum wage rates. In **the state in which they work.**
- For more information about Colorado's minimum wage, visit the Colorado Department of Labor and Employment website.

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ES Payroll & Benefits Topics

https://www.cu.edu/blog/hcm-community/category/hcm-community-news

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ES Benefits & Pay

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CU 403b Roth Option

https://www.cu.edu/employee-services/benefits-wellness/voluntary-retirement-savings/cu-403b

GROW YOUR SAVINGS
See how the CU 403(b)'s new ROTH option can help

CU 403(b) Voluntary Retirement Plan's ROTH option:
- ✓ after-tax contributions
- ✓ automatically deducted from paychecks into retirement savings
  after-tax contributions have the potential to accumulate tax-free
- ✓ withdrawals after age 59½ are tax-free after a five-year holding period

While you can sign up at any time, starting with the new year lets you easily establish a good financial habit.
- ✓ Plus, CU makes it easy. Set your contributions, and we'll deduct them automatically from your paycheck.
- ✓ You can contribute a few dollars a month or as much as $19,500 a year** (**total 403b pre-tax, 403b Roth, and PERA 401K).
- ✓ For those age 50 or older, $6,500 catch-up contributions are available, which allows them to contribute up to $26,000 annually.

Enroll today
You can enroll in the CU 403(b) Plan's pre-tax and after-tax options using a new online form today. (Paper forms are still available, too.) Contributions will begin in January 2020.

- ▶ Log in to the employee portal
- ▶ Go to the **CU Resources** area
- ▶ Open the center dropdown menu and select **Forms**
- ▶ Select the **Retirement** tile, then pick **Enroll in the CU 403(b)** and complete the form

- ▶ If you have additional questions about the CU 403(b) ROTH contribution option, call TIAA at **800-842-2252** from 8 a.m. to 10 p.m. (ET) weekdays and 9 a.m. to 6 p.m. Saturdays, or visit them online.

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2020 Retirement Limits

2020 - Retirement Plan Limit Chart

401(a) and PERA Defined Contribution Plan	PERA 401(k)	403(b) (pre-tax dollars)	403(b) Roth Option (post-tax dollars)	PERA 457	PERA Defined Benefit Plan
2020 Compensation Limit: $285,000.00	2020 Contribution Limit: $19,500.00	2020 Contribution Limit: $19,500.00	2020 Contribution Limit: $19,500.00	2020 Contribution Limit: $19,500.00	2020 Compensation Limit: $285,000.00
2020 Gov't Grandfathered Compensation Limit: $425,000.00	If age 50+, contribution limit: $26,000.00 (age 50 catch-up additional amount: $6,500.00)	If age 50+, contribution limit: $26,000.00 (age 50 catch-up additional amount: $6,500.00)	If age 50+, contribution limit: $26,000.00 (age 50 catch-up additional amount: $6,500.00)	If age 50+, contribution limit: $26,000.00 (age 50 catch-up additional amount: $6,500.00)	*(PERA members with a pre-July 1986 contribution are not impacted by this limit)*
2020 415(c) Contribution Limit: $57,000.00				**Additional Catch-up:** For three consecutive years before Normal Retirement Age and if the participant has under contributed in prior years, the participant may be able to contribute up to twice the available contribution limit ($39,000.00). *There is no aggregation of limits with the 401(a), 401(k), or 403(b).*	

Aggregated 415(c) Contribution Limit (2020): $57,000.00 [excluding the 401(k) catch-up of $6,500.00]

Aggregated Contribution Limit (2020): $19,500.00

Aggregated Contribution Limit with Age 50 Catch-Up (2020): $26,000.00

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Tax & Savings Limits

https://www.cu.edu/blog/hcm-community/tax-season-around-corner-prepare-tax-and-savings-limits-changes-social-security

2020 tax rates and savings limits

Social Security and Medicare	CU 401a Mandatory Retirement Plan
Social Security maximum taxable earnings: $137,700	**Employee contribution:** 5%
Social Security tax rate for employees and employers: 6.2%	**CU's contribution:** 10%
Social Security withholding maximum: $8,537.40	**Maximum contribution:** $57,000
Medicare tax rate for employees and employers: 1.45%	**Salary limit:** $285,000
Additional Medicare Tax on salaries above $200,000 (single) or $250,000 (married filing jointly): 0.9%	

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Tax & Savings Limits

https://www.cu.edu/blog/hcm-community/tax-season-around-corner-prepare-tax-and-savings-limits-changes-social-security

PERA Mandatory Retirement Plans	Voluntary Retirement Plans
Employer: 10.4% (Jan. - June 2020) 10.9% (July – Dec. 2020) **Employee:** 8.7% (Jan. – June 2020) 10% (July – Dec. 2020)	**CU 403(b), PERA 457 and PERA 401k maximum contribution:** $19,500 **CU 403(b), PERA 457 and PERA 401k catch up contribution for employees over 50:** $6,500
Health Savings Account Limits	**Dependent Care Flexible Spending Account Limit**
Single coverage: $3,550 **Family coverage:** $7,100 **Catch up contributions (age 55+):** $1,000	$5,000
Health Care Flexible Spending Account Limit	
$2,750	

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ES Payroll – Pay & Contracts

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2020 Month Pay Proration

Use the number of working days in paid status to determine partial monthly salary. Note: Funding dates reflect number of days in month (not number of working days).

Example:
Term date = Jan 18
Paid Status = 13 wk days
Pay Ratio = 13/23 days

Fund Eff date = Jan 1
Fund Ratio = 17/31
Fund Eff Date = Jan 18
Fund Ratio = 14/31 days

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ES Payroll – Taxes

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IRS Tax Tips

https://www.youtube.com/user/irsvideos
https://www.youtube.com/watch?v=xkFPSk8qAc8

Interactive Tax Assistant Irs.gov/ita

File for Free from IRS www.irs.gov/freefile

Check your IRS refund www.irs.gov/refund

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Social Security Administration

https://blog.ssa.gov/this-new-year-see-what-you-can-do-online-at-socialsecurity-gov/#more-4493

We recently made several enhancements and introduced new features to _my_ Social Security. With your personal _my_ Social Security account, you can also:

▶ Estimate future benefits with a Retirement Calculator that allows you to compare different retirement dates and include future earnings estimates (NEW)

▶ Request a replacement Social Security card

▶ Check the status of your Social Security application

If you already receive benefits, you can:

▶ Get a benefit verification or proof of income letter

▶ Set up or change direct deposit

▶ Change your address

▶ Request a replacement Social Security or Medicare card

▶ Get a Social Security 1099 form (SSA-1099)

▶ Opt out of certain mailed notices (NEW)

The Message Center is a secure, convenient portal where you can receive secure, sensitive communications. The Message Center now allows you to opt out of receiving some mailed notices. You can now choose to receive the annual cost-of-living adjustments and the income-related monthly adjustment amount online. Unless you opt out of receiving notices by mail that are available online, you will receive both mailed and online notices.

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Employee Tax Forms

- **W-2** Reports employee annual wages, taxes and other reportable deductions.
    - Available in the Portal by January 31st.

- **1095-C** Provides information about health coverage provided by CU as required by the Affordable Care Act (ACA). You do not need this form to file your taxes, but you should save it with your tax return
    - Available in the Portal in March.

- **1099-MISC** Indicates cash paid to contractors, attorneys, "income other than wages."
    - Inquire with FINPROHELP.

- **1099-R** Used when employees have distributions from Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts.

- **1042-S** (Non-U.S. citizens form) - ES will mail all 1042-S forms to non-U.S. citizens who had one or more of the following in 2019:
    - tax treaty-exempt income; non-qualified scholarship payments; taxable compensation
    - Inquire with IntlTax@cu.edu

- **1098-T** – Campus Bursar's office sends this Tax form. It reports payments received for tuition, scholarships, and grants.
    - Inquire with campus Bursar's Office.

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ES International Tax

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

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International Employee

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

International Employees

International Tax Appointments

Social Security Number Use

Foreign National Tax Resource license request and user guide

1042-S Tax Form

8233 Tax Form

Tax Reference for International Visitors

Tax Reporting and Withholding Implementation Policy

Form 8843 Resource Guide

International Employee

Tax resources

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

Foreign National Tax Resource

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

✓ Request an FNTR license

More tax resources

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

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Nonresident Tax Issues

https://www.cu.edu/blog/hcm-community/prepare-nra-tax-filing-software-changes-ensure-international-hires-meet

- Resources available to nonresidents tax filers have changed this year. Learn more about the changes, and make sure your new international hires are aware of their tax obligations by reminding them to schedule their required new employee tax appointment with a professional.

FNTR Discontinuation

- On **Dec. 31, 2019**, Thomson Reuters discontinued its Foreign National Tax Resource (FNTR) tax preparation software. For tax year 2019, the International Tax Office expects to offer access, instead, to Glacier Tax Prep software.

- Updates on how nonresident alien employees can access a free software license will be emailed directly to eligible employees by the end of February. Updates will also be available at the Employee Services International Tax website.

- If you have questions or concerns, please email intltax@cu.edu.

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Nonresident Tax Issues

https://www.cu.edu/blog/hcm-community/prepare-nra-tax-filing-software-changes-ensure-international-hires-meet

Why do new international hires need to meet with an international tax specialist?

▶ Form W-4 is used to calculate the amount of income tax CU needs to withhold from an employee's pay. Because restrictions may apply to international employees, they should complete this form **only after consulting with an international tax specialist**. As with all new employees, until a valid W-4 has been submitted, international employees will be treated as a single filer with no withholding adjustments.

▶ During their required meeting, a specialist will work with international employees to identify their U.S. tax residency status, facilitate any available tax treaty benefits and clarify their personal tax filing requirements. It is ideal for employees to complete their consultations before they receive their first pay. However, delayed appointment availability will not affect their ability to begin working or negatively affect their pay.

▶ Please note that international stipend recipients are also subject to special withholding rules and required to meet with the International Tax Office.

▶ Appointment availability can be two to four weeks out on the calendar, so please direct your new international employees to schedule an appointment with the International Tax Office as soon as possible.

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Nonresident Tax Issues

https://www.cu.edu/blog/hcm-community/prepare-nra-tax-filing-software-changes-ensure-international-hires-meet

To prepare for their appointment, employees should:

▶ Bring their passport, I-94 and immigration documents. A Social Security Number is not required for the appointment but if one has been issued it should also be brought to the appointment.

▶ Plan to review their entire history of presence in the United States, including previous visits in different immigration statuses.

Learn more

▶ For questions regarding international employees' employment eligibility arise, please contact your campus I-9 office.

▶ For more information and to schedule an appointment, visit the Employee Services' international employee webpage.

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New International Employees

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

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

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International AP Payments

https://www.cu.edu/docs/international-ap-payments

International AP Payments

ℹ Purpose

This document will help you identify the types of payments that can be made to international visitors in various immigration statuses and the required documentation in each case.

Select the necessary payment type and expected immigration status to determine what's permissible. Please contact an international tax specialist by alpha-range, per the last name of your guest, in advance of the visit to discuss any questions you may have.

A-L:
Kendra.Zafiratos@cu.edu
303-735-5534

M-Z:
Alicia.Dandeneau@cu.edu
303-735-0816

📅 Last updated: 5/2/2019

⬇ Download this form below

🔗 ATTACHMENTS

📄 **International Accounts Payable (A/P) Payment Matrix**

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ES Payroll – Time and Leave

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Timesheets for Exempt>Non-Exempt

December Timesheet = Exempt (Report Exception Time Only)
November = leave time only reported in December

My Leave Time sheet - November

- ➢ RGS posts from Job Data
- ➢ VAC uploads to CU Time

Totals

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

Payroll Register - December

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

Speed Types

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

CU Time example of exception time

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

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Timesheets for Exempt>Non-Exempt

January Timesheet = Non-Exempt (Report all Time Worked)
December = leave time only reported in January
DK1 = 60 hrs worked not reported as expected with January exempt status

My Leave Timesheet - December

- ➤ Reporting previous December exempt status with exception time only
- ➤ Uses current January non-exempt status to expect work time
- ➤ Dock created for "missing" work time
- ➤ Do not send to CU Time or
- ➤ CU Time = Deny DK1
- ➤ CU Time = Add VAC manually

Totals

Send To HRMS	Earn Code	Description	Hours	Rate	Total
Y	DK1	Unpaid Other Current Month	60	-1	-60.000
Y	VAC	Vacation Leave	12	1	12.000
N	HOL	Holiday	8	1	8.000
Y	ADM	Administrative Leave	5	1	5.000
		TOTAL:	85		25.000

Speed Types

Speed Type	Send To HRMS	Earn Code	Description	Hours	Rate	Total
	Y	DK1	Unpaid Other Current Month	60	-1	-60.000
	Y	VAC	Vacation Leave	12	1	12.000
	Y	ADM	Administrative Leave	5	1	5.000

CU Time example of denied row

Entry Type	Status	Approver Name	Approval Date	Date Time Modified	Date Time Created	Earnings Code	Reported Hours
My Leave	Sent to Payroll		09/03/2019	09/18/2019 05:41:26 PM	09/16/2019 04:02:23 PM	VAC	2.00
My Leave	Denied		09/03/2019	09/17/2019 03:07:49 PM	09/16/2019 04:02:23 PM	DK1	-2.00

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ES Payroll – HR/GL

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Additional Pay & Deductions

Deductions NOT Distributed

Row Labels	E - OASDI/Disabil	Q - FICA Med Ho	-	00 - General	10 - Medical	11 - Dental	20 - EE Bas Lif	30 - STD	31 - LTD	4Y - 401(a) ORP	70 - PERA	71 - PERA AED	72 - PERA SAED	7T - FICA Accr	7U - 401a Accr
Additional Pay Form	5	5		62	62	62	62	62	57	12	12	10	10	2	2
ADP - One Time Pay - Res and Student				2	2	2	2	2	2						
APF - Additional Pay Flat				2	2	2	2	2	2					2	2
AWR - Awards - Taxable				5	5	5	5	5	5						
BON - Bonus				5	5	5	5	5	5						
CRI - Cash Payment Ret Inc Program				2	2	2	2	2	2						
DPD - Discretionary Pay Differential				2	2	2	2	2	2						
HN1 - Honorarium - One Time Pymt				2	2	2	2	2	2						
INC - Incentive Pay				2	2	2	2	2	2						
LEG - Med - Legal				5	5	5	5	5	5						
LSA - Legal Settlement-No Retirement				5	5	5	5	5	5						
MVA - Moving Expenses - Acard															
MVT - Moving Expense - Taxable				5	5	5	5	5	5	5	5	5	5		
PPO - NonBase Building COLA/Merit				2	2	2	2	2	2						
REC - Recruitment Incentive Pay				2	2	2	2	2	2	2	2				
REF - Referral Award				2	2	2	2	2	2						
SEV - Severance				2	2	2	2	2	2						
SP1 - Stipend-Students except JC32xx	5	5		5	5	5	5	5	5	5	5	5	5		
TPD - Temporary Pay Differential				2	2	2	2	2	2						
UOC - UPI On Call Incentive Pay				5	5	5	5	5	5						
UPI - University Physicians Inc				5	5	5	5	5							

▶ When the post payroll process runs, a special job determines how to post deductions.

▶ If the earn code is in the chart, and there is a number under the deduction type, the deduction will NOT post to the earn code SpeedType override.

▶ The listed deduction will follow position funding, i.e., only taxes will post to the SpeedType override.

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Additional Pay & Deductions

- Here is an example of a UPI payment.
- The UPI = 18.549% of the paycheck, but It is funded at 100% by the override SpeedType.
- The UPPI retirement and FICA portion posted to the UPI ST, and the deductions followed position funding.

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Missing Encumbrance

	F	G	H	I	J	K	N	S	T	U
1	Program Code	Project	Sub Class	Funding End Date	Project End Date	Project Budget Period End Date	Anticipated	Acutal	Allocated	
2	54836			6/30/2020			$ 4,999.33	$ 4,999.33	4,999.33	
3	49179			6/30/2020			$ 38,393.02	In deficit	Add to Last	
4		25M7745		1/31/2020	1/31/2020	1/31/2020	$ 1,602.53	$ 1,602.53	1,602.53	
5		2333031		2/28/2020	12/31/2028	12/31/2028	$ 948.18	$ 948.18	$ 948.18	
6		2333060		6/30/2020	12/31/2028	11/30/2019	$ 14,025.43	Not Posted	$ 14,025.43	
7	61039			6/30/2020			$ 64,316.69	$ 64,316.69	$ 64,316.69	
8	18976			6/30/2020			$ 3,756.39	$ 3,756.39	$ 42,149.41	= $38,393.02+$3,756.39
9							$ 128,041.57	$ 75,623.12	$ 128,041.57	

- **Line 2: In deficit: Encumbrance = $0**

- Line 6: Project End Date = 12/31/28

  - **Project Budget Period End Date = 11/30/2019**

  - Encumbrance = $0

- Line 8: Encumbrance total = Line 8 + Line 2

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ES Payroll – HCM Support Team

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Employee End of Year Tasks

DON'T DROP THE BALL THIS TAX SEASON
Complete these tasks to ensure your tax forms are error-free and on time

▶ Set yourself up for a successful tax season in the New Year by completing the tasks below. Doing so helps ensure you receive your W-2 and other tax forms error-free and on time.

Finish these tasks in your employee portal before the year ends:

▶ Review important dates and deadlines

▶ Learn more about the 2020 Form W-4

▶ Review and/or update your addresses

▶ Verify your Social Security Number

▶ Review your paychecks

▶ Validate your W-4 tax withholdings using the IRS Withholding Calculator

▶ Register for digital delivery of important forms and notices

▶ International employees: If you have not done so, *meet with a tax specialist* prior to Dec. 31

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Payroll Year End Tasks - January

Employees

- Social Security wage base deductions resume (2020 limit = $137,700)
- Retirement contribution limits change
- **Update Address in portal**
- **Verify Social Security Number**
- Use IRS 2020 Tax Estimator
- Update W-4 (not required)
- W-2s mailed/employee portal
- Retirees use W-2 paper form (combined CU/CUR)
- 2020 W-4 exempt status due (or revert to highest withholding amount)
- Treaty eligible international employees return their treaty renewal forms
- International new hires and stipend recipients should meet with an international tax specialist

PPLs

	Entry Due	Payroll Register	Pull Due	Pay Day
OC	NO @ 12/31			
BW	1/3 @ 5 p	1/7	1/8 @ 10 a	1/10
OC	1/7 @ 5 p			1/10

- **No OC the first week of Jan**
- **2020 Pay Calendars available**
- 1/1 – Minimum wage rates change
- 1/1 – DOL White Collar exempt change
- 1/6 – Overpayment partial returns post to Dec GL
- 1/6 – FIN Close (complete PETs post to Dec GL)
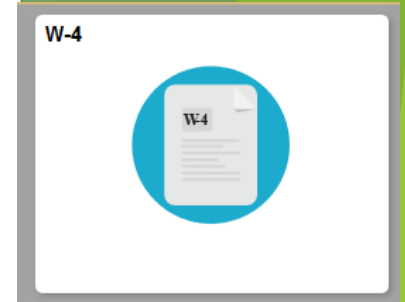- 1/9 – Minimum wage rates posted by ES upload for BW begin 12/29/19 (pays 1/24/2020)

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HCM Portal W-4

https://www.cu.edu/blog/hcm-community/2020-form-w-4-now-available-employee-portal
https://www.irs.gov/newsroom/faqs-on-the-draft-2020-form-w-4
https://www.irs.gov/individuals/tax-withholding-estimator

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

▶ The new form is now in my.cu.edu. Only current employees who would like to change their W-4 withholdings, those who filed as tax-exempt in 2019 and new hires will need to submit a new form.

▶ Learn more about the 2020 Form W-4 and utilize the IRS Tax Estimator to help determine your 2020 withholdings.

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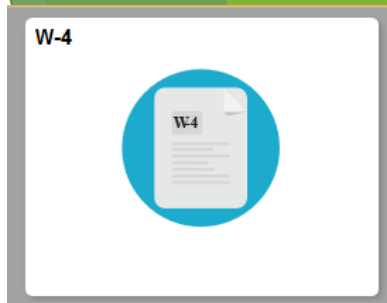Boulder | Colorado Springs | Denver | Anschutz Medical Campus

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HCM Portal W-4

W-4

My Info and Pay	Payroll	🏠 🔍 🔔 ⋮ ☰

New Window | Help | Personalize Page ⌃

- 🔍 Paychecks
- 💳 Direct Deposit
- 🎯 **W-4 Tax Information**
- W2 View W-2/W-2c Forms

W-4 Withholding Certificate

Social Security Number

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Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
Your withholding is subject to review by the IRS www.irs.gov.

Step 1: Personal Information

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.

Address

4230 W 82nd Ave
Westminster CO 80031

Filing Status

◉ **Single or Married filing separately**

○ **Married filing jointly (or Qualifying widow(er))**

○ **Head of Household** (Check only if you are unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual).

Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or you have concerns about your privacy, see instructions for Form W-4 on the IRS website.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all these jobs.
ℹ View Instructions

☐ **Multiple Jobs or Spouse Works**

Complete Steps 3 through 4(b) on Form W-4 for only one of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3 through 4(b) on the Form W-4 for the highest paying job.)

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HCM Portal W-4

Step 3: Claim Dependents

ℹ️ View Instructions

If your income will be $200,000 or less ($400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by $2,000 [   ]

Multiply the number of other dependents by $500 [   ]

Other tax credits [   ]

Total

Step 4: Other Adjustments

ℹ️ View Instructions

(a) Other Income [   ]

(b) Deductions [   ]

(c) Extra Withholding [   ]

Claim Exemption from Withholding

I claim exemption from withholding for the year [2020] and I certify that I meet
BOTH of the following conditions for exemption from withholding:

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

☐ Check this box if you meet both conditions to claim exemption from tax withholding

Under penalties of perjury, I declare that I have examined this certificate and to the best of
my knowledge and belief, it is true, correct, and complete.
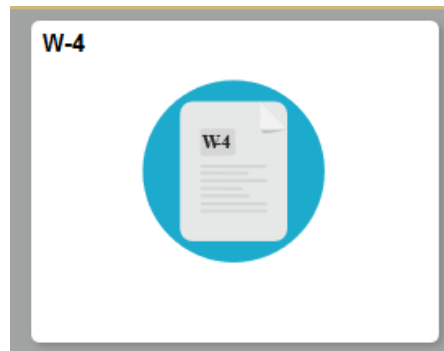
[Submit]

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2019 W-4 Exemptions Expire

- ▶ 2019 W-4 "exempt" from federal withholding tax
- ▶ Exemption expires Feb. 17, 2020.
- ▶ Update their W-4 form by Friday, Feb. 14, 2020.
- ▶ Otherwise, the tax status will revert to "single with 0 exemptions"—the highest withholding status.

W-4

Claim Exemption from Withholding

I claim exemption from withholding for the year [2020] and I certify that I meet BOTH of the following conditions for exemption from withholding:

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

☐ Check this box if you meet both conditions to claim exemption from tax withholding

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Submit

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

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HCM Portal Tax Forms

https://www.cu.edu/blog/hcm-community/w-2s-will-be-mailed-jan-31form-1095-c-releases-march-2-form-1042-s-sent-march-15

W-2s will be mailed by Jan. 31,Form 1095-C releases by March 2, Form 1042-S sent before March 15, December 17, 2019 by Employee Services

▶ All 2019 W-2s will be sent to the mailing addresses in the employee portal **January 31**

▶ The 2019 1095-C will be mailed by **March 2** to health benefit eligible employees

Both forms will be available in the portal shortly after they are released.

Note: If an employee didn't receive their W-2 in the mail, please direct them to the Employee Services website to see what to do.

International employees: Non-resident alien taxpayers whose wages or non-qualified scholarship payments are eligible for a tax treaty exemption will be issued a 1042-S form.

- ▶ mailed no later than March
- ▶ tax treaty exempt income or with taxable scholarship should wait to receive the 1042-S form before filing personal income tax returns.
- ▶ sometimes, non-resident employees may also receive Form W-2

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https://www.cu.edu/blog/hcm-community/w-2s-will-be-mailed-jan-31form-1095-c-releases-march-2-form-1042-s-sent-march-15
https://www.cu.edu/employee-services/payroll/self-service/w-2

Helpful resources are available

W-2 resources	1095-C resources
If employees have general questions regarding their W-2s, information can be found here.	If employees have questions about this form, a qualified tax advisor should be consulted.
For additional assistance, please instruct them to contact an Employee Services payroll professional at **303-860-4200, option 2**.	For additional questions, call a Benefits Professional at **303-860-4200, option 3**, or email benefits@cu.edu.

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Accessing the W-2 electronically

▶ Log into the employee portal.

▶ Select the **CU Resources tab**. (CU System employees can skip this step.)

▶ Open the **CU Resources Home** dropdown menu at the top, center of the page and select **My Info and Pay**.

▶ Choose the **W-2** tile. Employees will be prompted to verify their identity before they can access this information.

Note for employees who access their W-2 through ADP: You must enter the zip code you lived in as of **Jan.6**.

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

▶ If employees see two W-2s (CU and CUR), we recommend they submit the ADP W-2 with their tax filing. This W-2 is a combination of CU and CUR wage and tax information.

▶ Submitting multiple W-2s from the same company or with the same EIN may cause confusion with the IRS and states. This may cause a delay in processing their tax return.

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https://www.cu.edu/blog/hcm-community/w-2s-will-be-mailed-jan-31form-1095-c-releases-march-2-form-1042-s-sent-march-15

About Form 1095-C

▶ Form 1095-C is sent annually, providing employees the months of employer-provided health insurance coverage for the employee and their eligible dependents.

▶ Employees Indicate on the federal tax return whether they had qualifying health coverage for all of 2019 or whether they qualified for a health coverage exemption.

▶ Per the IRS, employees are not required to submit this form with their 2019 tax filing. However, they should keep this form with tax records. If questions arise, employees should consult a qualified tax advisor.

Accessing Form 1095-C electronically

▶ Log into the employee portal.

▶ Open the **CU Resources Home** dropdown menu at the top, center of the page.

▶ Click the **Benefits and Wellness** tile.

▶ Choose the **Benefits Tools** tile and click the **View Form 1095-C** tile.

▶ You'll be prompted to verify your identity before you can access your forms. Once authorized, click on the Tax Form you'd like to view and download your form. If a form has not been issued to you, a message will populate stating that no form is available.

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HCM Portal Directory

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Payroll Tasks

https://www.cu.edu/hcm-community/run-reports
https://www.cu.edu/hcm-community/correct-pay
https://www.cu.edu/docs/sbs-entering-separations

Payroll tasks

Step 1: Avoid overpayments: Review the CUES_HCM_PERSONNEL_ROSTER and CUES_HCM_PAYROLL_REGISTER queries and term employees by **Jan. 10**.

Helpful resources:

- How to run reports
- Learn how to correct pay
- View step-by-step guides for entering the terminations

Step 2: Stay up-to-date: View 2020 off-cycle, biweekly and monthly payroll deadlines with payroll calendars

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EMPLOYEE SERVICES

Payroll Calendar

PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM   **January**   **2020**

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
		New Year holiday 1 ALL CAMPUSES CLOSED (Bank holiday)	2	3 BW uploads due 5 pm NO OFF-CYCLE THIS WEEK *	4/5
6 Processing BW122819	7 Run Payroll Register BW122819 OC010220 uploads due 5 pm	8 Processing OC010220 PULL DEADLINE 10 AM: BW PPE 122819	9	10 BW122819 PAYDAY OC010220 PAYDAY	11/12 BW011120 - PPE 01/11/20 Earn dates 12/29/19 - 01/11/20
13	14 OC010920uploads due 5 pm	15 Processing OC010920	16 BW uploads due 5 pm	17 Processing BW011120 OC010920 PAYDAY	18/19
MLK Day 20 UCB, SYS, UCCS, Anschutz closed; UCD open (Bank holiday)	21 Run Payroll Register PPE 01/11/20 MON uploads due 5 pm Processing MN013120 NO OFF-CYCLE THIS WEEK *	22 PULL DEADLINE 10 AM: BW PPE 011120 Processing MN013120 NO OFF-CYCLE THIS WEEK *	23 Processing MON PPE 01/31/20	24 BW011120 PAYDAY Run Payroll Register MON PPE 01/31/20 NO OFF-CYCLE THIS WEEK *	25/26 BW012520 - PPE 01/25/20 Earn dates 01/12/20 - 01/25/20
27	28 OC012320 uploads due 5 pm	29 Processing OC012320 PULL DEADLINE 10 AM: BW PPE 013120	30 BW uploads due 5 pm	31 Processing BW012520 OC012320 PAYDAY MN013120 PAYDAY	

* No off-cycle payroll

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HCM Data Feature Focus

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Verify Employee Mailing Addresses

Important tax documents will be mailing soon! Run the **Employee Address/Phone List** query now to prevent problems and delays later.

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CUES_HCM_EMPLOYEE_ADDR - Employee Address/Phone List

Dept ID 51000 🔍
Job Code (Optional) 🔍
Address Type HOME 🔍
Phone Type HOME 🔍

Active Employees ONLY ☑
Student Employees Only ☐

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (78 kb)

View All

Row	Dept ID	Dept Name	Name	Empl ID	Empl Record	Eff Date	Pay Status	Pay Group	Position Nbr	Business Title	Job Code	Job Title	Address Type	Status	Address 1	Address 2	City	Postal	Country	Official Email	Type	Phone Nbr	Ext	Preferred
1	51000	Employee Services			0	11/01/2019	A	USX	00		2448	HR Professional	HOME	A	W		Centennial	80111	USA		HOME	7		Y
2	51000	Employee Services			0	01/01/2020	A	TMP	00		2582	Temporary (University Staff)	HOME	A	A		Thornton	80229	USA	@cu.edu	HOME	3		Y
3	51000	Employee Services			0	08/14/2019	A	USX	00		2268	Business Services Professional	HOME	A	3	et	Boulder	80304	USA	u	HOME	7		Y
4	51000	Employee Services			0	07/01/2019	A	COT	00		G3A3XX	Admin Assistant	HOME	A	D		Westminster	80234	USA					
5	51000	Employee Services			0	01/06/2020	A	UOT	00	rst	2268	Business Services Professional	HOME	A	6 S		Towson	21204	USA	edu	HOME	7		N
6	51000	Employee Services			0	02/01/2019	A	UOT	00		2448	HR Professional	HOME	A	W		Lone Tree	80124	USA	u				
7	51000	Employee Services			0	07/01/2019	A	UOT	00		2268	Business Services Professional	HOME	A	6 A		Wheat Ridge	80033	USA		HOME	3		Y
8	51000	Employee Services			0	07/01/2019	A	USX	00		2204	Asst Vice President	HOME	A	P		Brighton	80602	USA		HOME	3		N
9	51000	Employee Services			0	11/01/2019	A	USX	00		2265	Business Services Program Mgr	HOME	A	1		Boulder	80304	USA					
10	51000	Employee Services			0	07/18/2018	A	USX	00		2265	Business Services Program Mgr	HOME	A	5 P		Boulder	80303	USA		HOME	3		N
11	51000	Employee Services			0	07/01/2019	A	USX	00		2267	Business Services Senior Prof	HOME	A	U	a	Denver	80247	USA					
12	51000	Employee Services			0	07/01/2019	A	USX	00	uc	2268	Business Services Professional	HOME	A	H		Parker	80134	USA		HOME	3		N
13	51000	Employee Services			0	01/06/2020	A	USX	00		2448	HR Professional	HOME	A	8 A		Reno	89503	USA		HOME	7		N
14	51000	Employee Services			0	09/01/2019	A	UOT	00		2448	HR Professional	HOME	A	6 R		Arvada	80004	USA		HOME	7		Y
15	51000	Employee Services			0	07/01/2019	A	USX	00		2268	Business Services Professional	HOME	A	D		Longmont	80501	USA					
16	51000	Employee Services			0	12/02/2019	A	UOT	00	al	2448	HR Professional	HOME	A	5 S		Denver	80203	USA		HOME	5		N
17	51000	Employee Services			0	07/01/2019	A	UOT	00	al	2448	HR Professional	HOME	A	T		Aurora	80015	USA		HOME	7		N
18	51000	Employee Services			0	07/01/2019	A	USX	00		2267	Business Services Senior Prof	HOME	A	4		Jamestown	80455	USA		HOME	3		N
19	51000	Employee Services			0	07/01/2019	A	UOT	00		2448	HR Professional	HOME	A	7 C		Arvada	80003	USA		HOME	3		N
20	51000	Employee Services			0	11/01/2019	A	USX	00	al	2265	Business Services Program Mgr	HOME	A	7 D	a	Lakewood	80232	USA					

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Verify New Minimum Wage Rates

New State minimum wage rates have been loaded to HCM. Run the **Jobs Under Minimum Wage** query to verify that ALL of your employees were updated correctly.

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CUES_HCM_JOB_UNDER_MIN_WAGE- Jobs Under Minimum Wage

Download results in : Excel SpreadSheet   CSV Text File   XML File   (2883 kb)

View All

Row	Name	Empl ID	Empl Record	Eff Date	Eff Seq	Pay Status	Dept ID	Dept Name	Job Code	Job Title	Action	Reason	Reason Descr	Location	Location Descr	Reg/Temp	Full/Part	Empl Type	Empl Class	Comp Freq	Comp Rate	Hrly Rate	State	Min Hourly	Tax Loc	Tax Loc State
1			1	06/21/2019	2	A			4101	Student Asst I	POS	RPT	New Supervisor/Manager			T	P	H	S	H	11.100000	11.100000	CO	12.000000	N LOCAL	CO
2			0	08/11/2019	0	A			4101	Student Asst I	REH	REH	Rehire			T	P	H	S	H	11.100000	11.100000	CO	12.000000	N LOCAL	CO
3			0	08/11/2019	0	A			4101	Student Asst I	PAY	BIP	Base Pay - Increase in Pay			T	P	H	S	H	11.350000	11.350000	CO	12.000000	N LOCAL	CO
4			0	08/11/2019	0	A			4101	Student Asst I	REH	REH	Rehire			T	F	H	S	H	11.100000	11.100000	CO	12.000000	N LOCAL	CO
5			0	07/22/2019	0	A			1508	Undergrad Teaching Assistant	DTA	APT	Change Appointment End Date			T	P	H	S	H	11.100000	11.100000	CO	12.000000	DENVER	CO
6			0	10/24/2019	0	A			1508	Undergrad Teaching Assistant	REH	REH	Rehire			T	P	H	S	H	11.100000	11.100000	CO	12.000000	DENVER	CO
7			0	05/05/2019	1	A			4106	Student Asst VI	POS	RPT	New Supervisor/Manager			T	P	H	S	H	11.500000	11.500000	CO	12.000000	N LOCAL	CO
8			2	12/30/2018	0	A			4106	Student Asst VI	PAY	MIN	Minimum Wage Adj - ES Only			T	P	H	S	H	11.100000	11.100000	CO	12.000000	N LOCAL	CO
9			0	10/06/2019	0	A			4101	Student Asst I	POS	RPT	New Supervisor/Manager			T	P	H	S	H	11.100000	11.100000	CO	12.000000	N LOCAL	CO
10			0	08/11/2019	0	A			4101	Student Asst I	HIR	HIR	New Hire			T	P	H	S	H	11.100000	11.100000	CO	12.000000	N LOCAL	CO
11			0	01/14/2019	0	A			4101	Student Asst I	HIR	HIR	New Hire			T	P	H	S	H	11.100000	11.100000	CO	12.000000	AURORA	CO
12			0	12/30/2018	0	A			4101	Student Asst I	PAY	MIN	Minimum Wage Adj - ES Only			T	P	H	S	H	11.100000	11.100000	CO	12.000000	N LOCAL	CO
13			0	08/25/2019	0	A			4101	Student Asst I	REH	REH	Rehire			T	P	H	S	H	11.100000	11.100000	CO	12.000000	N LOCAL	CO
14			0	08/25/2019	0	A			4101	Student Asst I	HIR	HIR	New Hire			T	P	H	S	H	11.100000	11.100000	CO	12.000000	N LOCAL	CO

Please note: while CU did not adopt the City of Denver local minimum wage rate, other local rates may apply to employees working in other states or municipalities. This query will only return the State minimum wage rate.

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Run the **Minimum Wage By State** query for a complete list of current State minimum wage rates.

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CUES_HCM_MINIMUM_WAGE_STATE- Minimum Wage by State

Download results in : Excel SpreadSheet CSV Text File XML File (7 kb)

View All

Row	Country	State Code	State Descr	Eff Date	Min Hourly
1	USA	AL	Alabama	01/01/2019	7.25
2	USA	AK	Alaska	01/01/2020	10.19
3	USA	AZ	Arizona	01/01/2020	12.00
4	USA	AR	Arkansas	01/01/2020	10.00
5	USA	CA	California	01/02/2020	13.00
6	USA	CO	Colorado	01/02/2020	12.00
7	USA	CT	Connecticut	10/01/2019	11.00
8	USA	DE	Delaware	10/01/2019	9.25
9	USA	DC	District of Columbia	07/01/2019	14.00
10	USA	FL	Florida	01/01/2020	8.56
11	USA	GA	Georgia	01/01/2019	7.25
12	USA	HI	Hawaii	01/01/2020	10.10
13	USA	ID	Idaho	06/27/2019	7.25
14	USA	IL	Illinois	01/01/2020	9.25
15	USA	IN	Indiana	01/01/2017	7.25
16	USA	IA	Iowa	01/01/2020	7.25
17	USA	KS	Kansas	01/01/2017	7.25
18	USA	KY	Kentucky	01/01/2020	7.25
19	USA	LA	Louisiana	02/16/2018	7.25
20	USA	ME	Maine	01/01/2020	12.00
21	USA	MD	Maryland	01/01/2020	11.00
22	USA	MA	Massachusetts	01/01/2020	12.75

Unfortunately, we cannot provide a list of local minimum wage rates that apply. HCM does not store information at that level. If you suspect that a local rate may exceed the State rate for a given employee, please contact Payroll Services for assistance.

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Questions

[Q & A – Current Call](#)

[Q& A – Previous Call](#)

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Q & A – Current Call

Questions from today's call

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

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

POLL

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

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

Q & A – Previous Call

Questions from Previous Call

Does the employer match a portion of an employees contribution to a PERA 401A retirement plan? Can an employee put more than the 5% into the 401a?	PERA and the 401(a) are the mandatory retirement plans. CU does provide an employer portion to each plan. Employees may not contribute voluntary additional amounts to these two required plans. Employees may only contribute to voluntary plans.
If an employee is in a FSHA now through 6/30/20, can they enroll in an HSA effective 7/1/20? That is referring to a Healthcare Flexible Spending Account for FY20.	If an employee changes to the CU Medical High Deductible plan during Spring open enrollment they would become eligible to participate in an HSA in the new plan year beginning July 2020. The full calendar year limits apply ($3550/$7100 in 2020) for the duration of the partial rest of the year.
Does CU put anything into the HSA?	CU does not contribute to employee HSA plans.
So, maximum contribution amounts are per month, not annual?	The annual contribution amount is used to calculate partial year contributions by month, and then divided by 12, thus prorating the monthly amounts over the year when mid year changes occur.
Related to employee tuition benefits, what is the amount of FEES that employees	Tuition related fees are determined by campus, and can generally be found in the student services are of the campus websites.
Just pulled the MyLeave preference query, is there an issue with regular monthly employees having Monday as their Week Begin Day?	It will adversely affect their pay. Work Week Begin day should always be Sunday unless you are on a Flex Schedule, in which case you should your flex day.

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Q & A – Previous Call

Questions from today's call	
Will there be an automatic upload increasing employees below the minimum wage effective 1/1 or do the department PPL's need to run reports and manually enter the compensation change?	Employee Services will complete the annual upload for minimum wage for the first biweekly payroll period including January 1, 2020 (BW Pay period begins December 29, 2019).
Is CU Boulder Campus open till 2:00 or closed on Dec. 31st?	UCB does close on December 31, 2019 at 2:00 p. https://www.colorado.edu/hr/2019/10/31/additional-holiday-leave-instructions
UCCS is NOT on Holiday on the 23rd.	Thank you, Shelly, for the clarification. The calendar page has been updated. https://communique.uccs.edu/?p=116625
Is it ok to extract individual pages from the HCM call PDF that's sent after the call and give to other employees?	Please share the notes with your colleagues as helpful. Each page also includes links to the original documentation for additional reference.

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Q & A – Previous Call

Questions from today's call

What is your opinion of the proposed enhancement to the Payroll Register report?	Count
No opinion	17
Yes, this would be useful. Please add a column for EmplRcd	26
Grand Total	**43**

How do you use the information from the campus calls?	Count
I don't use or share the information with anyone.	1
I find the informaiton helps me with my job or as an employee.	12
I find the informaiton helps me with my job or as an employee.;I don't use or share the information with anyone.	1
I find the informaiton helps me with my job or as an employee.;I share the information with my colleagues.	6
I find the informaiton helps me with my job or as an employee.;I use the resources when assisting my colleagues.	3
I find the informaiton helps me with my job or as an employee.;I use the resources when assisting my colleagues.;I share the information with my colle	12
I share the information with my colleagues.	2
Grand Total	**37**

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References

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

Calendars

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

Blogs

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

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Thank you for joining us.

Contact Employee Services

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1800 Grant St., Suite 400
Denver, CO 80203

Interoffice Mail: 400 UCA

Email: EmployeeServices@cu.edu

Main Number:
303-860-4200
1-855-216-7740 (toll-free)
- Opt. 1: Employee Verification
- Opt. 2: Payroll and HCM
- Opt. 3: Benefits
- Opt. 4: Spanish/Español
- Opt. 5: CU Careers

Website: www.cu.edu/es

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