ES HCM Campus Call

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

Presented on the first Tuesday of the month for the HCM Campus Community
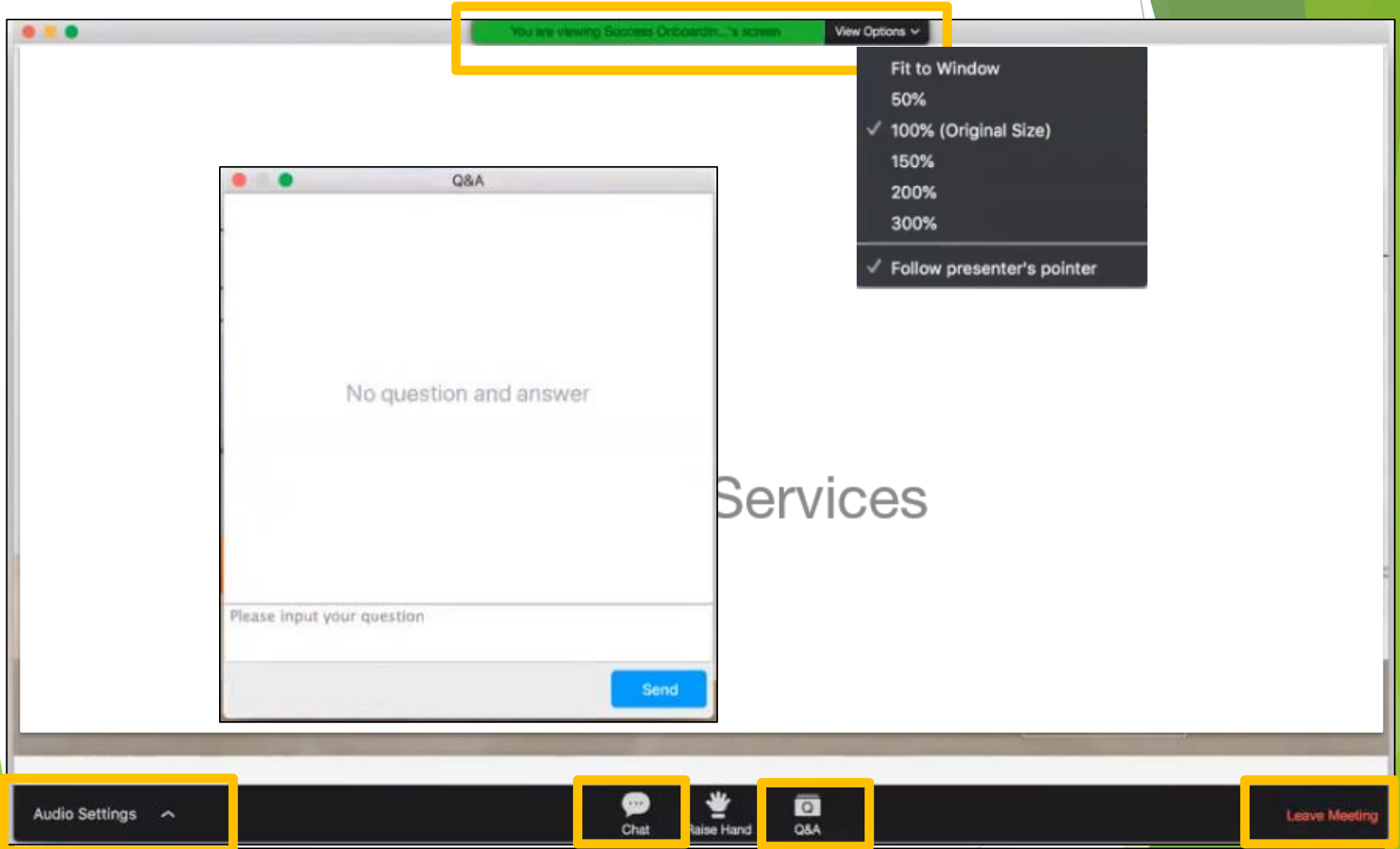
University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

EMPLOYEE SERVICES

zoom Controls

You are viewing Success Onboardin...'s screen | View Options ∨

Fit to Window
50%
✓ 100% (Original Size)
150%
200%
300%

✓ Follow presenter's pointer

Q&A

No question and answer

Please input your question

Send

Services

Audio Settings ^ | Chat | Raise Hand | Q&A | Leave Meeting

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

EMPLOYEE SERVICES

Agenda

Highlights Today:

- ES Benefits – Open Enrollment
- ES Payroll – New Pay Codes

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 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

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

EMPLOYEE SERVICES

Find this presentation in the separate slide deck.

ES Benefits – Open Enrollment

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

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

EMPLOYEE SERVICES

ES Payroll – Tracking COVID-19 Wages Paid

https://www.cu.edu/hcm-community/pay-employees/tracking-covid-19-wages-paid

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

EMPLOYEE SERVICES

Tracking COVID-19 Wages Paid

https://www.cu.edu/hcm-community/pay-employees/tracking-covid-19-wages-paid
https://www.colorado.edu/hr/covid19/hr-processes
https://www.uccs.edu/hr/covid-19-hr-guidance
http://www.ucdenver.edu/about/departments/HR/Documents/COVID-19%20Admin%20Pay%20Codes%20Guidance.pdf

Tracking COVID-19 Wages Paid

Employee Services recommends using these methods to **track administrative leave** related to COVID-19 stay-at-home orders.

ⓘ HCM users: Please refer to campus guidance prior to using these codes.

ⓘ Employees: If you need assistance coding administrative leave (not remote work time), ask your department HR or payroll liason or campus HR for guidance.

Campus instructions

- CU Boulder
- UCCS
- CU Denver and CU Anschutz

When should the new administrative leave codes be used?

These codes are to be used for employees who are unable to work due to COVID-19. Employees who are still able to work (either remotely or onsite) should enter their time worked as normal, and should not use these leave codes. For COVID-19 pay for students on **Work Study**, please consult your campus HR or Student Employment Office Guidelines.

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

EMPLOYEE SERVICES

Tracking COVID-19 Wages:
Why separate COVID-19 Codes?

▶ Employee Services was asked to create new codes to track pay related to COVID-19

▶ Two earnings codes (CHP/ACP) have been tested and are ready to use for monthly employees 4/30 and bi-weekly PPED 4/4

Refer to your campus instructions

▶ **Campus instructions:**

▶ **CU Boulder**

▶ **UCCS**

▶ **CU Denver and CU Anschutz**

CHP -- Track BW Employees NOT working due to COVID -19

* Refer to your campus guidelines on approval and use

Biweekly Hourly

▶ CHP (Administrative COVID Hourly Pay) will <u>pay</u> employees (no ADM or ACP match needed)

▶ Available in CU Time, My Leave and other timekeeping systems for BW employees for PPED 4/4/20

▶ If an employee already submitted COVID-19 time with STH/REG with PPED 4/4 reach out to you Campus HR for instructions.

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

EMPLOYEE SERVICES

ACP -- Track Monthly Employees NOT working due to COVID -19

Refer to your campus guidelines on approval and use

Monthly Salary

▶ ACP (Non-paying code) Administrative COVID Pay is available in CU Time, My Leave and other time keeping systems

▶ Use for PPED 4/30/20

Monthly Hourly

▶ CHP is not recommended for monthly hourly because although it pays, it doesn't accrue leave.

▶ EE submits time as regular earnings as usual.

▶ EE enters comments on REG hours as "COVID-19" or otherwise notifies HR according to campus instructions on how many hours should be matched with ACP.

▶ HR matches REG hours with ACP as needed

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

EMPLOYEE SERVICES

Work study –COVID-19

Currently, only STH splits Work Study.   CHP does not.
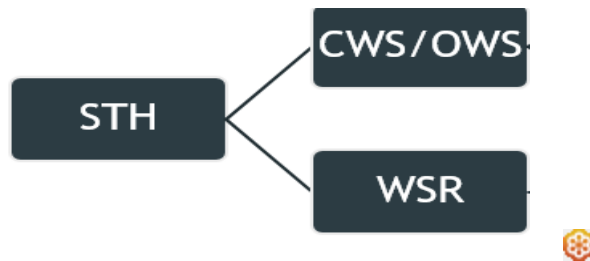
Refer to your campus

instructions for how to enter time to pay Work Study COVID-19.

UCCS

UCB

UCD/Anschutz

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

EMPLOYEE SERVICES

System UIS Updates

UIS Maintenance Matters

UIS HCM Systems Enhancements

UIS HCM Systems Workgroups

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

EMPLOYEE SERVICES

UIS Maintenance Matters

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

Production Maintenance ⊕

🔧 **6 a.m. to 6 p.m. April 19** scheduled maintenance for production systems

See All

HCM Maintenance ⊕

🔧 **6 a.m. to 6 p.m. April 19** scheduled maintenance for production systems

See All

Other Maintenance ⊕

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

See All

Non-Production Maintenance ⊕

See All

Campus Solutions Maintenance ⊕

🔧 **6 a.m. to 6 p.m. April 19** scheduled maintenance for production systems

See All

Completed Maintenance ⊕

✓ **April 3** maintenance completed for non-production systems

✓ **March 22** maintenance completed for production systems

See All

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

EMPLOYEE SERVICES

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	quiana.martin@colorado.edu
CU Colorado Spring and System office	Lara Ackerman	lara.ackerman@cu.edu

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

EMPLOYEE SERVICES

CU – Coronavirus Information Pages

https://www.cu.edu/coronavirus
https://www.cu.edu/office-president/statements-president-kennedy
https://www.cu.edu/doc/colorado-higher-ed-lettermarch20pdf

HOME | EMPLOYEE SERVICES | COVID-19

Coronavirus

The University of Colorado system office is taking preventive measures against the coronavirus (COVID-19) to ensure the health and safety of our community.

See President Mark Kennedy's statement on steps to ensure the health and safety of our CU community.

Letter to Colorado's Congressional delegation from President Mark Kennedy and other Colorado higher education presidents and chancellors

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

EMPLOYEE SERVICES

Campus Coronavirus Websites

https://www.cu.edu/coronavirus

CU Coronavirus Webpages

- CU Boulder
- CU Colorado Springs
- CU Denver
- CU Anschutz Medical Campus

The University of Colorado is regularly updating the following campus-specific webpages for coronavirus information:

▶ 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

UIS Notes: Avoid Zoom Bombing

https://www.cu.edu/coronavirus

How do I prevent Zoom bombing?

UIS adjusted CU System Administration's default Zoom settings on April 2, based on best practices to mitigate risk and ensure meeting security. While Zoom encrypts meetings by default to provide authentication, privacy and data integrity, these changes are intended to prevent "Zoom-bombing" – where uninvited guests intrude on Zoom meetings, often by simply typing in random Meeting IDs.

System Administration settings changes

- Meeting ID set to generate automatically
- Only the host can share their screen or transfer screen sharing control to others
- Host can start sharing when someone else is sharing
- Disable file transfer
- Disable remote control
- Disable desktop/screen share for users

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

EMPLOYEE SERVICES

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.

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

EMPLOYEE SERVICES

ES Employee Learning and Development (ELD)

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

EMPLOYEE SERVICES

ELD Upcoming Webinars

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

Payroll Expense Transfers

Description: Payroll Expense Transfers (PETs) are used to realign funding with effort after payroll has processed. This session is for newer and infrequent users who want to learn the basics of PETs. We will walk through the basic features of the PET panels by searching for paychecks, practicing both manual and funding templates for copy update features, and review the PET summary page.

Date: Tuesday, April 21

Time: 3-4 pm

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   Register

Update: In-person PET labs are tentatively scheduled for June.

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

Feedback, suggestions?
system.training@cu.edu

ELD Recorded Webinars

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

View Webinar

Feedback, suggestions?
system.training@cu.edu

22

Back to Agenda

ELD Work Life

https://www.cu.edu/employee-services/professional-growth-training/learning-link-ups-linkedin-learning

Join us for a Learning Link-up online webinar from April 6-8. This 60-minute workshop will help you harness the full potential of LinkedIn Learning to keep your skills fresh and relevant. **Sessions will be held via Zoom.**
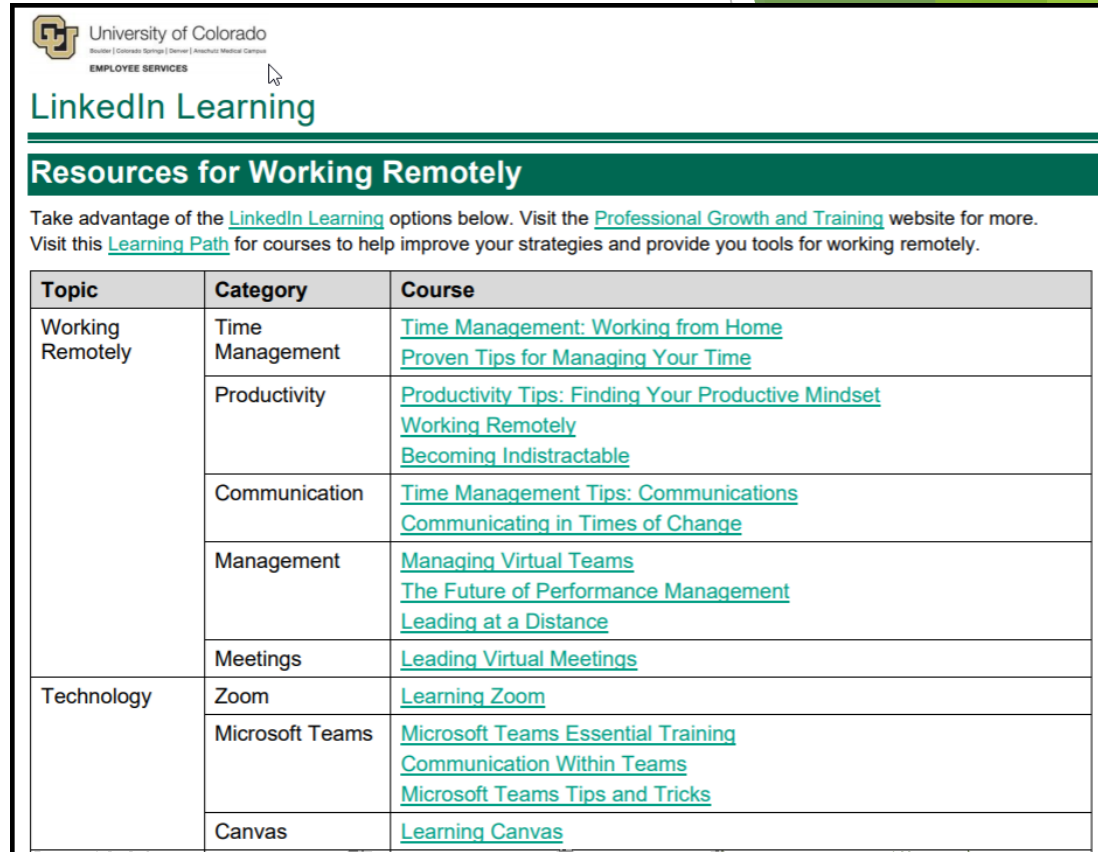
▶ Led by Devin Avilla, LinkedIn Senior Enterprise Manager.

  ▶ Will share tips on the full creative potential of a LinkedIn profile.

  ▶ Identify resources on LinkedIn Learning to create LinkedIn profiles.

  ▶ Resources will be provided.

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

EMPLOYEE SERVICES

New LinkedIn Learning Resource

https://www.cu.edu/docs/working-remotely

▶ This resource guide will show you how to take advantage of LinkedIn Learning while working from home.

▶ More resources available: www.cu.edu/linkedin

New LinkedIn Learning Resource

https://www.cu.edu/docs/career-ready

▶ This resource guide will show you how to take advantage of LinkedIn Learning while preparing for your career.

▶ More resources available: www.cu.edu/linkedin

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

LinkedIn Learning

Resources for Preparing for your Career

Take advantage of the LinkedIn Learning options below to prepare for your career. Visit the Profes

Topic	Learning Path	Courses
Career Planning		Creating a Career Plan How to Develop Your Career Plan Taking Charge of Your Career Insights from a College Career Coach
Job Searching	Become a Successful Job Hunter	Turning an Internship into a Job Job Hunting for College Grads Job Search Strategies Finding a Job
Application Process		Writing a Great Resume Resume Makeover Designing a Resume
Interviewing		Mastering Common Interview Questions Acing Your Interview Interview Master Class The Elevator Career Pitch
Getting Started	Advance Your Skills as an Individual Contributor	Succeeding in a New Job Negotiating Your Job Offer Building Your Professional Network Developing Your Professional Image

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

EMPLOYEE SERVICES

HCM Fundamentals Course

[Click to access course](#)

▶ This is an all new course that not only contains conceptual information about what HCM is and who uses it, but also provides hands-on exercises so learners can experience what it is like to be in the system and look for or update information.

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

EMPLOYEE SERVICES

ES Collaborative HR Services

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

EMPLOYEE SERVICES

Classified Staff Performance Deadlines

https://www.cu.edu/blog/hcm-community/review-classified-staff-performance-evaluations-deadlines-and-resources

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

SOW & Independent Contractor

The University of Colorado Services uses the scope of work form to determine if someone can be classified as an independent contractor. This determination is based on the nature of the relationship between the service provider and the university.

❶ A Scope of Work form must be filled out and approved by Employee Services before ANY work takes place.

When do I have to submit a Scope of Work form? ⊕

Costs to include ⊕

Background checks ⊕

Hiring PERA retirees ⊕

Scope of Work form steps:

Scope of Work

Step 1:
CU Department contact completes the Scope of Work form and submits it.

The form is then sent to the contractor.

→

Step 2:
The contractor has 60 days to complete their section of the form.

Please note: If the form is not submitted by the contractor within 60 days, the form will be canceled.

→

Step 3:
Employee Services reviews the form.

If the contractor is a foreign national in or outside the U.S., the SOW will be reviewed by an international tax specialist.

→

Step 4:
Employee Services determines if the contractor should be paid as a contractor or as an employee.

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

EMPLOYEE SERVICES

ES Benefits Updates

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

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

EMPLOYEE SERVICES

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.

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

EMPLOYEE SERVICES

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%

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

EMPLOYEE SERVICES

PERA Life Insurance

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

COLORADO PERA.

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

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

EMPLOYEE SERVICES

TIAA Consultations

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.

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

EMPLOYEE SERVICES

ES HCM Core & CU Careers

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

EMPLOYEE SERVICES

ES International Tax

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

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

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.

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

EMPLOYEE SERVICES

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 intltax@cu.edu.

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

- CU Boulder
- CU Colorado Springs
- CU Denver and Anschutz Medical Campus

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

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

EMPLOYEE SERVICES

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.*

TAX REFERENCE for International Visitors

TAX REFERENCE for International Students

INTERNATIONAL TAX reporting and withholding implementation policy

SOCIAL SECURITY NUMBERS xxx-xx-xxxx

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.

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

EMPLOYEE SERVICES

ES Payroll – Taxes

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

EMPLOYEE SERVICES

IRS Tax Tips

https://www.youtube.com/user/irsvideos
https://www.irs.gov/coronavirus
https://www.irs.gov/newsroom/economic-impact-payments-what-you-need-to-know

IRS

IRS Tax Tips

⚠️ **Economic Impact Payment: What you need to know.**

Do not call. Check back for updates.

⚠️ **Tax Deadline Changed**

The deadlines to FILE and PAY federal income taxes are extended to July 15, 2020.

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

EMPLOYEE SERVICES

43

ES Payroll – Pay & Contracts

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

EMPLOYEE SERVICES

Summer Contracts

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.

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

EMPLOYEE SERVICES

9 Pay 12 Termination Payout

https://www.cu.edu/hcm-community/employee-transactions/non-pay-transactions/contract-pay

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.

Faculty Contracts – AY 2021

Contract Elections

- Elect 9-month contract to pay over 12 months
- Salary Limits
  - ENP = Deferred Compensation
  - Limit <= $19,500

Updates Coming

- Collect Campus Academic Year Schedules
- Update Contract Calculator
- Update Faculty Forms
- Employee Portal: Change Elections – Coming Soon

ES Payroll – Time and Leave

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

EMPLOYEE SERVICES

ES Payroll – HR/GL

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

EMPLOYEE SERVICES

Funding Best Practices

https://www.cu.edu/blog/hcm-community/review-fiscal-year-funding-best-practices-reminders-and-resources-prepare-fiscal

Ongoing monthly funding

Update funding and job data for monthly payroll by the 10th of each month to ensure accuracy, including this year's April payroll funding.

Review important reminders to ensure successful payrolls:

▶ Projects in pre-spending and open status may be used for new funding entries, but projects in ended and reporting status are not available. Projects in reporting status during a pay period will go to suspense.

▶ Projects in pre-spending, open and ended statuses are available for Payroll Expense Transfers (PETs). Projects in reporting status are not allowed.

▶ Only projects require end dates. As the fiscal year rollover nears, consider removing end dates from non-sponsored funding before the fiscal year.

ES Payroll – HCM Support Team

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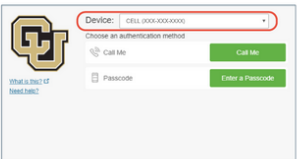
EMPLOYEE SERVICES

Multi-Factor Authentication

https://www.cu.edu/employee-services/it-takes-two-portal-security-strengthened-new-tool
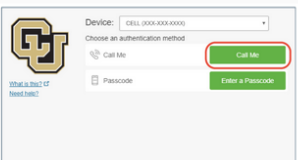
Protect personal information in the portal
It takes two items—your password and your phone—to access sensitive information.
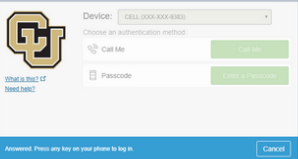
Configure:
➤ Cellular
➤ Campus 1
➤ Campus 2

Need Help?
• Call:
• 303-860-4200 press 2
  Email:
hcm_community@cu.edu

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

EMPLOYEE SERVICES

Overpayments

1. Correct HCM Data
2. Complete one form for each overpayment
3. Email each form individually to: HCM_Community@cu.edu

Recouping money that was overpaid ⊖

If you overpay an employee, you must recoup the wages for the university, per 📄 CU policy and State Fiscal Rules.

1. Correct any errors within HCM that caused the problem.

2. Notify the employee of the overpayment and make appropriate adjustments to his/her record.

3. Complete and submit the 📄 Notice of Overpayment Adjustment Form.
   Send the original form to Employee Services, send a copy to the employee, and save a copy for your department's records.

4. Employee Services will handle the overpayment management process, including working with the employee to create a repayment schedule via personal check or payroll deduction. **Note: All payments must be made to Employee Services and NOT the employee's department.**

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

EMPLOYEE SERVICES

Payroll Calendar

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

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
		1 PULL DEADLINE 10 AM: BW PPE 03/21/20 Processing OC032620	2	3 BW PPE 03/21/20 PAYDAY (Pay Run ID BW032120) OC032620 PAYDAY	4/5 PPE 04/04/20 Pay Run ID BW040420 Earn dates 03/22-04/04/20
6	7 OC040220 uploads due 5 pm	8 Processing OC040220	9 BW uploads due 5 pm	10 Processing BW PPE 04/04/20 OC040220 PAYDAY	11/12
13 Run Payroll Register BW PPE 04/04/20	14 OC040920 uploads due 5 pm	15 PULL DEADLINE 10 AM: BW PPE 04/04/20 Processing OC040920	16	17 BW PPE 04/04/20 PAYDAY (Pay Run ID BW040420) OC040920 PAYDAY	18/19 PPE 04/18/20 Pay Run ID BW041820 Earn dates 04/05-04/18/20
20 MON uploads due 5 pm Pay Run ID MN043020 Processing MON PPE 04/30/20	21 Processing MON PPE 04/30/20 NO OFF-CYCLE THIS WEEK *	22 Processing MON PPE 04/30/20 NO OFF-CYCLE THIS WEEK *	23 BW uploads due 5 pm Run Payroll Register MON PPE 04/30/20	24 Processing BW PPE 04/18/20 NO OFF-CYCLE THIS WEEK *	25/26
27 Run Payroll Register BW PPE 04/18/20	28 PULL DEADLINE 10 AM: MON PPE 04/30/20 OC042320 uploads due 5 pm	29 PULL DEADLINE 10 AM: BW PPE 04/18/20 Processing OC042320	30 MON PPE 04/30/20 PAYDAY Pay run ID MN043020		

* No off-cycle payroll

Last updated 11/1/19

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

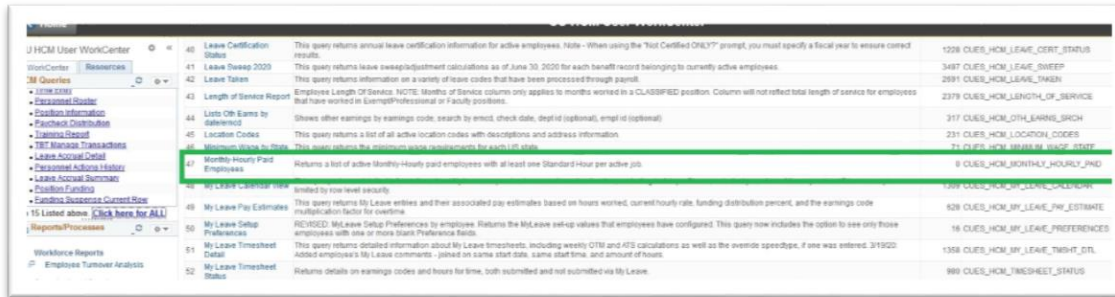**EMPLOYEE SERVICES**

54

HCM Data Feature Focus

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

EMPLOYEE SERVICES

Monthly Hourly Query

The new query CUES_HCM_MONTHLY_HOURLY_PAID shows all employees with active jobs that are paid monthly at an hourly rate, and that have at least one (1) standard hour. The results show a separate row for each active job. The query is available in the HCM Query List on the WorkCenter.

Questions

Q & A – Current Call

Q& A – Previous Call

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

EMPLOYEE SERVICES

Q & A – Current Call

Questions from today's 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.

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

EMPLOYEE SERVICES

Q & A – Current Call

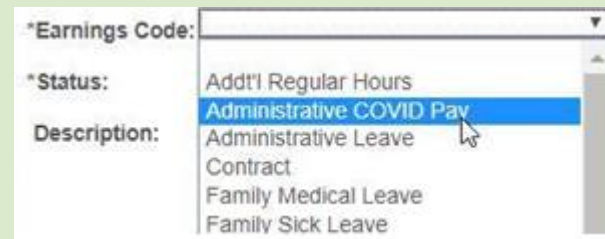| Questions from today's call	
1. is CHP strictly for biweekly employees that are sick? or is it also used for work that was not eligible to be performed remotely? 2. Are these codes used because you HAVE COVID-19 and can't work, or because you cant get internet connection, etc.? (I'm assuming not being 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.

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

EMPLOYEE SERVICES

Q & A – Current Call

Questions from today's call

	These have "Admin" in front of the codes, and can be found at the top of the list of codes.
CHP and ACP does not show in MyLeave code as a code of choice? Does it has to be used manually?	
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.

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

EMPLOYEE SERVICES

Q & A – Previous Call

Questions from Previous Call

Who do we contact about questions about the Landed program and eligibility?	**To learn more visit Landed's website, https://www.landed.com/**
UPDATE: These have been cancelled. The e-mail earlier this week did not have the System date listed as an option in the registration for the Open Enrollment workshops.	~~The blog post included the "hold the date" list: Sessions and Fair dates~~ • ~~CU Denver: April 20~~ • ~~CU Boulder: April 21~~ • ~~CU Systems: April 27~~ • ~~CU Anschutz: April 29~~ • ~~CU Colorado Springs: April 30~~

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

EMPLOYEE SERVICES

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

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

Thank you for joining us.

Contact Employee Services

Mailing Address:
Employee Services
University of Colorado
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

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

EMPLOYEE SERVICES

ES.Campus-Outreach@cu.edu

HCM_Community@cu.edu

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

EMPLOYEE SERVICES