ES HCM Campus Call

Employee Services       July 7, 2020       3:00PM to 4:00PM

Presented on the first Tuesday of the month for the HCM Campus Community
Controls

You are viewing [User's Name]'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

Audio Settings  Chat  Raise Hand  Q&A  Leave Meeting
Presenting Today

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

Additional Contributions:
- Josh Navarro, Asst Director, ES HRIS
- Justin Loiselle, Function Analyst
- Deborah Lowe, Benefits Team
- Scot Frey, HCM Data Team
Agenda

- **CU System Updates**
  - UIS Maintenance Matters
  - Policy Updates
- **ES HCM - Operations**
  - ES - CU Careers
  - ES - Benefits Core
  - ES - HCM Core
  - ES - Payroll - Core
  - ES - HR/GL
  - ES - Time & Leave
- **ES HCM Support**
- **ES Payroll Calendar**
- **ES International Tax**
- **ES Benefits Updates**
- **ES Employee Learning & Development (ELD)**
- **ES HR Collaborative Services**
- **HCM Data Feature Focus**
- **Q & A—Current Call**
- **Q & A—Previous Call**
- **References**
CU System Updates
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<tr>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Production Maintenance</strong></td>
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<tr>
<td><strong>Upcoming System Maintenance:</strong></td>
<td>The System Portal will be unavailable from 6:00 AM to 2:00 PM on Sunday, July 12th. We apologize for any inconvenience.</td>
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<tr>
<td><strong>HCM Maintenance</strong></td>
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<tr>
<td><strong>Other Maintenance</strong></td>
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<td><strong>Completed Maintenance</strong></td>
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<tr>
<td>- June 5</td>
<td>Maintenance completed for non-production services</td>
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<tr>
<td>- May 31</td>
<td>Maintenance completed for production services</td>
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<tr>
<td><strong>Nonproduction Maintenance</strong></td>
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<tr>
<td>- 8 a.m. to 6 p.m. July 10</td>
<td>Maintenance for nonproductive systems</td>
</tr>
<tr>
<td><strong>Campus Solutions Maintenance</strong></td>
<td>8 a.m. to 2 p.m. July 12 maintenance for Campus Solutions productive systems</td>
</tr>
</tbody>
</table>

[Link to UIS Maintenance Matters](https://www.cu.edu/uis/maintenance-matters)
The following new, revised, restructured and rescinded regent laws, regent policies and associated administrative policy statements relating to faculty are effective, as of July 1, 2020:

<table>
<thead>
<tr>
<th>Regent Laws</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>Article 5: Faculty</td>
<td>Revisions</td>
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<tr>
<td>Article 9: Designations</td>
<td>Rescission</td>
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</tbody>
</table>

<table>
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<tr>
<th>Regent Policies</th>
<th>Action</th>
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<tr>
<td>Policy 5: Faculty</td>
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<tr>
<td>Policy 5.A: Faculty Governance</td>
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<td>Policy 5.B: Academic Freedom</td>
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<tr>
<td>Policy 5.C: Faculty Appointments</td>
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<tr>
<td>Policy 5.D: Reappointment (to a tenure-track position), Tenure, and Promotion</td>
<td>Revisions and Restructured</td>
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<tr>
<td>Policy 5.E: Tenured and Tenure-Track Faculty Dismissal for Cause</td>
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<tr>
<td>Policy 5.F: Termination of Faculty Appointments Following Program Discontinuance</td>
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<tr>
<td>Policy 5.G: Faculty Grievance</td>
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</tr>
<tr>
<td>Appendix 4.1: Dismissal of Faculty as a Result of Academic Unit or Degree Program Discontinuance</td>
<td>Rescission</td>
</tr>
</tbody>
</table>
Consolidation of conduct policies becomes effective on June 18, 2020

- The Board of Regents officially approved the new Article 8: Conduct of Members of the University Community and Policy 8: Conduct of Members of the University Community.
  - Includes nondiscrimination, ethical and professional employee conduct - previously located in Articles 1.D, 3.E, 10 and 11.D.
  - Principles of ethical behavior and professional conduct for university staff, including conflict of interest, outside consulting and service on external boards.


- Article 2.B: Meetings
ES HCM Operations

ES - CU Careers
ES - Benefits Core
ES - HCM Core
ES - Payroll
ES - HR/GL
ES - Time & Leave
ES - HCM Core
## Fall Contract Deadlines

[https://www.cu.edu/blog/hcm-community/get-ready-fall-contract-renewals-these-deadlines-and-tips](https://www.cu.edu/blog/hcm-community/get-ready-fall-contract-renewals-these-deadlines-and-tips)


### Get ready for fall contract renewals with these deadlines and tips

July 1, 2020 by [Employee Services](https://www.cu.edu/)

Contract deadlines to keep an eye on as the fall semester approaches. If you’d like a refresher, check out the [Working With Contracts Guide](https://www.cu.edu/hcm-community/step-step-working-contracts).

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td><strong>07/10/20</strong></td>
<td>Last day for faculty to change their elections.</td>
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<tr>
<td><strong>07/14/20</strong></td>
<td>ES sends lists of faculty who are set to be renewed to HR departments to check for accuracy.</td>
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<tr>
<td><strong>7/14/20</strong></td>
<td>ES sends list of faculty to return from leave in HCM by the first day of the new academic year prior to the renewal process.</td>
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<tr>
<td><strong>7/24/20</strong></td>
<td>Last day for HR departments to send any renewal list revisions to ES.</td>
</tr>
<tr>
<td><strong>08/03/20</strong></td>
<td>ES runs the Contract Renewal Process.</td>
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<tr>
<td><strong>08/05/20</strong></td>
<td>ES sends the renewed faculty list to HR departments.</td>
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</tbody>
</table>
Colorado Tax Table updates


- Updates to HCM’s tax tables and changes to the 2020 Colorado wage withholding went into effect July 1
- Faculty, staff, and students are encouraged to review their state tax deductions
Changes to Colorado tax tables


Three changes may affect paycheck withholdings:

- The 2020 federal tax reform changed the way that federal taxable income is calculated. This resulted in higher federal taxable income.

- This also affected the Colorado tax calculations, as Colorado uses the federal taxable income base to calculate tax withholding. The result: A higher Colorado taxable income.

- Allowances or dependents no longer affect the calculation of federal or Colorado taxable wages or tax withholding. Now, only your tax status (married or single) affects your Colorado state tax calculation.
Individuals may be able to apply income tax credits as it could reduce their Colorado income tax when filing a 2020 Colorado tax return.

Complete the Additional/Cancel State-Withholding Request form if you believe you should have more CO state taxes withheld.

Email: HCM_Community@cu.edu
Parking fees - Pre-tax is back

https://www.cu.edu/blog/hcm-community/parking-fees-can-now-be-deducted-pre-tax-your-paycheck

Parking fees can now be deducted pre-tax from your paycheck  July 1, 2020 by Employee Services

- Parking fees can now be deducted pre-tax as of 7/1/2020.
- Opt out if you do not want pretax deductions for your July paycheck
- Campus’ parking offices coordinate campus-specific parking processes.
Four steps for payroll funding FY20 close  
July 1, 2020 by Employee Services

1. Identify payroll in FY20 in suspense.  
   - Filter the Payroll Register with Accounting Detail
2. Identify FY20 payroll effort changes.
3. Reallocate FY20 payroll funding with a PET.  
   - PETs approved by 6 p.m. July 13 will post in FY20.
   - PETs approved after 6 p.m. July 13 will post in FY21.
4. Complete PETs before employees certify in the Personnel Effort Reporting system (ePERs).  
   - Or new certification by the employee is required
Department Budget Table (DBT) roll forward complete  June 29, 2020 by Employee Services

The Department Budget Table (DBT) Roll Forward was processed on June 29.

- created a new DBT funding row
- effective July 1, 2020
- for each active position in its active department
- unless a July 1 row already existed.

Remember:

- Funding continues when a DBT exists in the new fiscal year.
- Positions without funding or with expired funding cause payroll suspense.
- A NEW position and NEW DBT effective date must be the same date.
- ePAR transactions require a DBT in the same fiscal year.
Ensure FY21 funding does not go into suspense  July 1, 2020 by Employee Services

1. Confirm new funding rows.
   - Use the CU Position Funding History or the HCM Funding Distribution query

2. Check for expired July funding from the DBT Roll Forward.
   - The Funding Suspense Current Row query (CUES_HCM_FUNDING_SUSPENSE)
     - Current funding rows with expired funding from the past or up to 45 days in the future.
   - The Funding Suspense Max Row query (CUES_HCM_FUNDING_SUSPENSE_MAX)
     - Current funding rows with expired funding from the past or up to 45 days in the future including future effective dated funding rows.
Complete a **CU Funding Entry** to update funding.

- Update July expired funding.
- BW PPE 7/11/20 funding update:
  - Create an entry effective June 28, 2020.
  - Use the Apply to Next Fiscal Year to copy the new FY21 row effective July 1, 2020.
- Confirm each CU Funding Entry is in **Completed** status.
- Funding does not post in Approved status.
Apply to Next Fiscal Year

https://www.cu.edu/blog/hcm-community/cu-funding-entry-page-apply-next-fiscal-year-will-be-disabled-july-17

CU Funding Entry page 'Apply to Next Fiscal Year' will be disabled July 17

June 29, 2020 by Employee Services

A new Department Budget Table (DBT) is required
   ▶ for every new position,
   ▶ each time a position changes departments
   ▶ and when the fiscal year changes.

The Apply to Next Fiscal Year feature in the CU Funding Entry
   ▶ copies the new funding row effective before July 1
   ▶ to a new row effective July 1
   ▶ so that the same funding continues into the new fiscal year.

Do not use the Apply to Next Fiscal Year feature with funding updates effective July 1, 2020 or later.
Biweekly Pay Period Cross Over

FY20

Biweekly Begins June 28
Update Biweekly Funding
• Effective 6/28/20
Create CU Funding Entry
• Create 6/28 row

FY21

Biweekly Ends July 11
Update Biweekly Funding
• Effective 7/1/20
Apply to Next Fiscal Year
• Copy to 7/1 row

Last day to Apply: July 16th (@ BW upload deadline)
Apply to Next Fiscal Year

https://www.cu.edu/blog/hcm-community/cu-funding-entry-page-apply-next-fiscal-year-will-be-disabled-july-17

The **Apply to Next Fiscal Year** feature is **disabled** on July 17, after the last fiscal year pay period.

Manually enter funding across fiscal years. Here’s how:

- **Existing Position in FY20/FY21:** Create two CU Funding Entries
  - one for the former fiscal year,
  - and a separate one effective 7/1 for the new fiscal year.

- **New Position effective in FY20 (created after FY20)**
  - Use the **HRGL Request** on the NEW row effective in FY20.
  - Create a separate CU Funding Entry effective 7/1.
Use LTS for all hourly student employees’ late pay

Use the earnings code LTS (Late Pay for Students) rather than STH (Student Hourly) in CU Time
- Late STH earnings may be deducted from the wrong year’s work-study award.

For late pay for hourly student employee (after the pay period processed) in job codes 41XX:

- Contact campus Student Employment Offices to determine if Payroll Expense Transfers (PETs) can be used and ensure the earnings are applied to the correct award year.

- CU Boulder: Late Pay/Hourly to Work-study Transfer Request
- CU Denver | Anschutz Medical Campus: Email studentemployment@ucdenver.edu
- CU Colorado Springs: Use the Student Employment Cherwell portal to submit a Late Pay Request Sheet
# Payroll Calendar

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

<table>
<thead>
<tr>
<th>PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM</th>
<th>July 2020</th>
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<tbody>
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<td>Monday</td>
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<td>Processing BW PPE 06/27/20</td>
<td>Run Payroll Register</td>
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<td>BW PPE 06/27/20</td>
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* No off-cycle payroll

Last updated 6/1/20

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

EMPLOYEE SERVICES

Back to Agenda
ES International Tax
https://www.cu.edu/employee-services/international-employee-0/
International Tax Appointments

https://www.cu.edu/blog/hcm-community/hiring-international-employees-fall-review-reminders-direct-them-cu%E2%80%99s-0

New CU international employees must schedule an appointment to document their U.S. tax status.

June 29, 2020 by UIS Communications

- International employees should not complete a W-4 on their own.

- Schedule a virtual international tax appointment as soon as possible, ideally before receiving their first paycheck.

- Employee Services can retroactively adjust W-4 withholdings, if an appointment is delayed.
What to bring to a tax appointment?

https://www.cu.edu/blog/hcm-community/hiring-international-employees-fall-review-reminders-direct-them-cu%E2%80%99s-0

International employees should bring:

- *Bring passport, I-94 and immigration document*
- *Employees should be prepared to review their history presence in the United States and previous immigration statuses.*

International employees’ employment eligibility must be verified by hiring managers through [Form I-9 processing](https://www.cu.edu/blog/hcm-community/hiring-international-employees-fall-review-reminders-direct-them-cu%E2%80%99s-0).

For more information, visit the [Employee Services international employee webpage](https://www.cu.edu/blog/hcm-community/hiring-international-employees-fall-review-reminders-direct-them-cu%E2%80%99s-0).
International Student taxes

https://www.cu.edu/blog/hcm-community/international-students-scholarships-stipends-may-be-subject-tax-withholding-0

Scholarships and stipends for international students may be subject to tax withholding

June 29, 2020 by UIS Communications

- CU is required to deduct 14% tax for pre-payment of the students’ tax year liability with the IRS.
- Gross payments and withheld taxes can be found on non-resident FORM 1042-S after the tax year closes.
Tax on stipends and scholarships

https://www.cu.edu/blog/hcm-community/international-students-scholarships-stipends-may-be-subject-tax-withholding-0

Stipends:
- Stipends paid through HCM will have tax withheld when the International Tax Office is informed by the student or department in advance of the first payment.
  - All international student stipend recipients hired with the 3200 job code series should be referred to the International Tax Office.

Scholarships:
- Taxable scholarships are identified by the International Tax Office during student bursar account reviews and the required tax is charged to their bursar accounts.
  - Contact your campus Bursar Office for any questions related to payment deadlines.
Campus Bursar Office Contacts

https://www.cu.edu/blog/hcm-community/international-students-scholarships-stipends-may-be-subject-tax-withholding-0

- **CU Boulder**
  - https://www.colorado.edu/bursar/

- **CU Denver**
  - http://www.ucdenver.edu/student-services/resources/CostsAndFinancing/StudentBilling/contact/Pages/default.aspx

- **CU Anschutz Medical Campus**
  - http://www.ucdenver.edu/anschutz/studentresources/StudentBilling/contact/Pages/default.aspx

- **CU Colorado Springs**
  - https://www.uccs.edu/bursar/

Email:

- **International Tax Office** - IntlTax@CU.edu
International Employee

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

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
New International Employees

https://www.cu.edu/blog/work-life/new-international-employees-schedule-your-required-appointment-international-tax
https://booknow.appointment-plus.com/43rspgeq/

Welcome to the International Tax Office’s online appointment system!

Please select your campus location and the type of appointment to begin.

International employees who have never met with the International Tax Office should schedule a "new employee" appointment.

*ATTENTION INDIAN STUDENTS*
Group appointments will be offered to new Indian student employees who are present in the U.S. for the first time. To enroll in a group session on the Boulder campus, please view the event details under, 'Select Event.'

If you are a new Indian student employee and are unable to attend a group session, or if you are from another country and in need of any other type of appointment, please schedule an individual appointment under, 'Select Appointment Type.'
International AP Payments

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

Purpose

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

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

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

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

Last updated: 5/2/2019

Download this form below

ATTACHMENTS

International Accounts Payable (A/P) Payment Matrix
ES Benefits Updates

https://www.cu.edu/blog/work-life
Benefits Confirmation New Plan Year


The benefits plan year begins **July 1**.

- **Check your enrollment**
  - within the employee portal.

- **Watch your mailbox -- ID Cards**
  - For Anthem-administered CU Health Plan, new ID cards from Anthem and CVS Caremark are coming. New plan? You’ll get a new ID card.

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**CVS Caremark Welcome Kits**

- Beginning July 1, CVS Caremark will manage pharmacy benefits for Anthem-administered CU Health Plans (Exclusive, Extended, High Deductible and Medicare). You can find more details on our [CVS Caremark FAQ page](#).

- The welcome kit from CVS Caremark contains your Member ID card, benefits overview, details on filling prescriptions and registering for online account access. No Card yet? Call CVS Caremark’s dedicated CU Health Plan number at 1-888-964-0121.
Leaving CU

https://www.cu.edu/node/153112

Resources to support your campus as you work with Faculty and Staff that are departing from the university.

**Leaving CU website**

Electronic employee guide with links to valuable resources: [Leaving CU](https://www.cu.edu/node/153112)
Retirement Ready website

- Electronic employee guides to prepare for retirement meetings with a benefit professional:
  - Retirement Ready 401(a) Participants,
  - Retirement Ready PERA Participants

- These user-friendly tools will help the employee navigate things like: final pay, W2s, benefits, COBRA and prepare them for their retirement meeting with a benefits professional.
We have launched the new Payroll and Benefit New Hire Digital Orientation on the website.
Payroll and Benefit Orientations

https://www.cu.edu/employee-services/benefits-wellness/new-employee/payroll-and-benefits-orientations

New guides available in English and Spanish.

Guides
• New Hire Fact Sheet
• Benefits Package Guide for Faculty & University Staff
• Benefits Package Guide for Classified Staff
• Guía Completa de Beneficios - Facultad y Personal de la Universidad
• Guía Completa de Beneficios - Personal Clasificado
PERA Contributions

Short-term disability changes


Short-term disability benefits for Classified Staff will change July 1

July 1, 2020 by Employee and Information Services

Short-term disability benefits for CU Classified Staff went into effect on July 1, spurred by similar changes by the State of Colorado.

About the benefit

- Eligible Classified Staff automatically enrolled on the first day of their benefits eligibility.
- Premiums are paid by CU.
- This benefit pays 60% of the first $3,850 of an employee’s weekly pre-disability earnings, up to a maximum weekly benefit of $2,310.
- Income is taxable when employees file a claim.
- Benefits last 180 days, minus a 30-day waiting period.
What’s changing?

- During the 30-day waiting period before benefits begin, employees are required to use accrued leave, including accrued annual (vacation) leave if accrued sick leave has been exhausted.

- Employees no longer need to exhaust their sick leave to begin receiving the short-term disability benefit.

- When an employee is receiving disability payments, they may choose to augment the short-term disability benefit payment with accrued sick leave first, then annual (vacation) leave to make themselves whole, earning 100% of their pre-disability earnings.

Details: Disability webpage for Classified Staff
Tuition Assistance Benefit

https://www.cu.edu/tab

The Tuition Assistance Benefit application will open for the fall 2020 semester in early August. Employees will receive an email notification at that time.

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

- **CU Denver and CU Anschutz: September 2, 2020**
- **CU Colorado Springs: September 10, 2020**
- **CU Boulder: September 11, 2020**

Please visit [cu.edu/tab](http://www.cu.edu/tab) for more information!
ES Employee Learning and Development (ELD)
## HCM Upcoming Webinars

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

### Faculty Contracts

**Description:** Get a handle on setting up faculty contracts. In this session, we’ll review contract set-up fields and the effect of contract-related begin and end dates. You will get to look at pay rate changes and the renewal process as well as how contract pay (CRG) and earnings not paid (ENP) are calculated. Also, see how contract details information effects budgeting and funding setup. And finally, see how the accrual process posts to the general ledger (GL).

**Date:** Tuesday, July 21

**Time:** 3-4 pm

### Calculating a Paycheck

**Description:** Let’s take a look at what affects pay, including job data compensation, pay entries, holidays, and additional pay. This webinar also reviews entering and uploading time through CU Time, ePER transactions, and Create Additional Pay. Learn how taxes and deductions are calculated, and how post-processing distributes funding across the entire paycheck.

**Date:** Tuesday, August 18

**Time:** 3-4 pm

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**Register**

**Register**

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Feedback, suggestions?

system.training@cu.edu
HCM Recorded Webinars

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

Recorded Webinars

**PETs - Beyond the Step-by-Step Guide**

**Information**

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

**Date recorded:** June 16, 2020

**Duration:** 1 hour

**Webinar Resources**

- [PDF: Payroll Expense Transfers](#)

Feedback, suggestions? system.training@cu.edu
Rock Your Profile

Spotlight your skills with a stand-out LinkedIn profile

- Whether you’ve never used LinkedIn before or want to get more out of it, you’ll learn ways to successfully put your skills and expertise in the spotlight. You’ll receive a setlist of best practices, tips and insights to help build an all-star LinkedIn profile.

- Access the recording [here](#).

- More resources and registration available: [www.cu.edu/linkedin](http://www.cu.edu/linkedin)
HCM Data Feature Focus
# Year End Leave Queries

Reports for leave summaries and sweep

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<tr>
<td><strong>Leave - Fiscal Year End Review</strong></td>
<td>Returns Sick and Vacation balances as of the last day of a specified fiscal year. For purposes of reviewing leave balances to be certified.</td>
</tr>
<tr>
<td><strong>Leave Accrual Detail</strong></td>
<td>This query returns leave information that corresponds with the CU Leave Accruals Summary page, Detail tab. Results are limited to one employee at a time.</td>
</tr>
<tr>
<td><strong>Leave Accrual Summary</strong></td>
<td>This query returns leave information that corresponds with the CU Leave Accruals Summary page, Summary tab. The classified job flag and classified staff length of service (LOS) will always show the most current information available.</td>
</tr>
<tr>
<td><strong>Leave Adjustments Confirmed</strong></td>
<td>Finds adjustments in Sick and Vacation time.</td>
</tr>
<tr>
<td><strong>Leave Certification Status</strong></td>
<td>This query returns annual leave certification information for active employees. Note - When using the &quot;Not Certified ONLY?&quot; prompt, you must specify a fiscal year to ensure correct results.</td>
</tr>
<tr>
<td><strong>Leave Sweep 2020</strong></td>
<td>This query returns leave sweep/adjustment calculations as of June 30, 2020 for each benefit record belonging to currently active employees.</td>
</tr>
<tr>
<td><strong>Leave Taken</strong></td>
<td>This query returns information on a variety of leave codes that have been processed through payroll.</td>
</tr>
</tbody>
</table>

---

Back to Agenda
Notes on Leave Queries

The balance of the tables only update once per pay cycle.

The balances lag one month behind when the leave was accrued or taken.
Leave Sweep

- CUES_HCM_LEAVE_SWEEP has been updated for 2020
- June leave will first be deducted and people still above the maximum will have their extra leave removed.
- There is a tool in the works to calculate people who may get swept in the future.
Leave Accrual Summary

- Provides a summary of accrued vacation and sick leave
- You can click the detail link and it will run CUES_HCM_LEAVE_ACCRUAL_DTL
CUES_HCM_LEAVE_ACCRUAL_DTL will show a line of data for each accrued or taken leave.

<table>
<thead>
<tr>
<th>Row</th>
<th>Emp ID</th>
<th>First Name</th>
<th>Last Name</th>
<th>Ben Rod</th>
<th>Plan Type</th>
<th>Plan Description</th>
<th>Leave Accrual</th>
<th>Hours Pre HRMS</th>
<th>Cumulative Hours Earned</th>
<th>Hours Earned This Month</th>
<th>Cumulative Hours Adjust</th>
<th>Cumulative Hours Taken</th>
<th>Hours Processed This Month</th>
<th>Hours Taken Unprocessed</th>
<th>Hours Adjusted Unprocessed</th>
<th>Balance</th>
</tr>
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</table>
CU Reported Time

- CUES_HCM_REPORTED_TIME
- This query will return a sum of reported time and approval information.
- One of the methods being used to load furlough data.
- Employees making $60,000 or more will have a negative DK3 earnings code which will deduct 4.6% of their salary over the course of 12 months.
- Expires on June 30th 2021.
# CU Reported Time

## CUES_HR_REPORTED_TIME - Time Entry - HR

| View | First Eams End Dt (Optional) | Last Eams End Dt (Optional) | Empl ID (Optional) | Dept ID (Optional) | Pay Group (Optional) | Company (Optional) | Earn Code (Optional) | Pay Run ID (Optional) | Batch Run ID (Optional) | Campus (Optional) | Off Cycle ONLY | Needs Approval ONLY | Note (Optional) | Status (Optional) | Pay Freq (BW, MON) (Optional) | Entry Type (Optional) |
|------|-----------------------------|-----------------------------|-------------------|-------------------|---------------------|---------------------|-------------------|-------------------|-------------------|-------------------|----------------|-----------------|------------------|----------------|----------------|----------------------|------------------|
| View Results | [Image] | [Image] | [Image] | [Image] | [Image] | [Image] | [Image] | [Image] | [Image] | [Image] | [Image] | [Image] | [Image] | [Image] | [Image] | [Image] |

### Download results in: Excel Spreadsheet CSV Text File XML File (22 kb)

**View All**

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</table>
Additional Pay

- CUES_PAY_ADDITIONAL_PAY
- Returns a list of employees with additional pay entries within a specified date range
- The other methods being used to load furlough information
- Employees making $60,000 or more will have a negative RPF earnings code which will deduct 4.6% of their salary over the course of 12 months
- Expires on June 30th 2021.
# Additional Pay

## CUES_PAY_ADDITIONAL_PAY - Additional Pay

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Furlough Return From Leave

- There is another report called CUES_HCM_FURLOUGH_RETURN_FL
  - Show employees who went on full Furlough but are returning
  - Looks for employees that had LOA action (Leave of Absense) with VFA reason code who now have an RFL (return from leave) code.
Process Scheduler

The Process Scheduler tool in HCM allows large reports to be scheduled and run by system hardware as system resources allow, rather than immediately on demand. This allows much larger reports to be run successfully without "timing out".

Step-by-Step:

1. In HCM, use the following Navigation: Main Menu>Reporting Tools>Query>Query Manager
2. In the blank "begins with" box, enter the name of the query to be run. This will always be the technical name of the query, and will always start with "CUES_".
3. Click on the SEARCH button.
4. Find the query, as well as several options for running the query. Click on the word "Schedule" in the Schedule column. The Scheduled Query page should appear.
5. On the Scheduled Query page, you will see three boxes.
   - "Private Query" should already be "N".
   - "Query Name" should already be the name of the query you want to run.
   - "Run Control ID" should be blank.
6. Enter a run control ID in the blank box. If you already have one, use it. If not, we recommend using your last name. Then click the ADD button.
Process Scheduler

- If a pop-up window appears, complete any report prompts just as you would if you were running the report from the HCM WorkCenter. (These prompts are part of the query and control the actual data that will appear in your report.) Then click on OK in the pop-up window. This should close the pop-up.
- On the Schedule Query page, enter a description of the query you are scheduling in the blank "*Description" box. We recommend using the common name of the query (ex. Dept. Personnel & Org Report) to avoid any confusion later.
- Now click on the OK button. The Process Scheduler Request window will pop up. Do not change any settings. Just click on the OK button in the pop-up window.
- Your report has been scheduled to run. At this point, our system hardware will take over and will process your report as system resources allow. This process can take a few seconds for small reports, or over an hour for very large reports.
- Now go to the Report Manager page in HCM using the following navigation: Main Menu>Reporting Tools>Report Manager. Click on "My Reports". A list of completed reports will be displayed. If your report is displayed, click on it. A pop-up window will appear, giving you the option to open the report with Excel, or to save the report.
If you do not see your report, it has not finished processing yet. In that case, click on "Process Monitor". You should see your query listed here. Please note the "Run Status" column. Completed reports will say "Success". Incomplete reports will say "Processing".

Click on the REFRESH button. If the Run Status changes from "Processing" to "Success", proceed to the next step. If not, go get a cup of coffee. Processing may take a while. Click on the REFRESH button again. Still not done? Go watch a cat video on Youtube. Keep clicking the REFRESH button until the Run Status is "Success".

Once your report appears, you will see it listed by name, as well as the details of the run. The Completion Date/Time should be today’s date.

Now click on the name of the query. The page should refresh and you should now see two files in the File List box. One is a .log file. It only contains the technical details of the processing run. The other file should correspond to the name of the query you ran and should have the file extension .CSV. Click on it.

Click on Open to open the file in Excel. If a yellow warning box appears, click on its ALLOW button.

Once the file is open in Excel, you should see the results of your report. The Excel file can then be edited and/or saved using normal Excel procedures.
## Q & A - Previous Call

### Questions from the June 2, 2020 call

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
</table>
| Can you please provide the link to registering for future campus calls? Thank you. | [https://www.cu.edu/hcm-community/events/hcm-campus-call](https://www.cu.edu/hcm-community/events/hcm-campus-call)  
  [https://cusystem.zoom.us/webinar/register/WN_P5tR9NkKRTCkXEXBiK_GpQ](https://cusystem.zoom.us/webinar/register/WN_P5tR9NkKRTCkXEXBiK_GpQ) |
| Furloughs-Holidays are still given based on FTE in job data, correct?   | Holidays are based upon standard hours.  
  Furloughs are managed by campus leadership.                               |
| Will these slides be shared after the meeting, and/or where can these examples be found on the ES website? | ES does email the slides after each presentation to each person who has registered.                                                    |
| When will payroll cutoff calendars be posted on website for August-December? | They are in process to be posted soon.                                                                                                 |
| Is there a report that will give us length of service in a department? What about for effective date an employee became active in a new department number? | Unfortunately, due to the technical limitations of our software, it is not possible to create a reliable Length of Service report at this time. While there are fields in HCM which may appear useful for this purpose, all will produce significant errors when used for Length of Service reporting. If it becomes possible to create a reliable Length of Service report at some point in the future, it will be our first priority. Thank you for your patience and understanding. |
## Questions from the July 7, 2020 call

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can we get a copy of the slides?</td>
<td>We will certainly send the slides to the email for each registered participant after each call with the questions and answers.</td>
</tr>
<tr>
<td>I saw the new Payroll &amp; Benefit New Hire Digital Orientation on the website with English and Spanish. Shout out to Deborah &amp; co. I appreciate you!</td>
<td>Thank you for the kind words!</td>
</tr>
<tr>
<td>FACTULTY CONTRACTS</td>
<td>I confirmed with Carolyn Donadio in Payroll that an email was NOT sent by ES to faculty this year. The departments will communicate directly with their faculty.</td>
</tr>
<tr>
<td>FISCAL YEAR END BW PAYROLL</td>
<td>The BW PPE 6/27/20 will be accrued to FY20 and posted to FY20. Stay tuned.</td>
</tr>
<tr>
<td>I contacted payroll services to ask if the biweekly pay for the 06/14/20-06/27/20 pay period would pull from FY 2020 funds and was told that it should. However, I pulled a CU Data report and saw that that pay is showing on FY 2021. -- Will you confirm that I should request a PET for this?</td>
<td></td>
</tr>
<tr>
<td>HCM DATA</td>
<td>This is a Data Team housekeeping issue. This query is in a folder that can only be accessed by the Payroll Team. We will review the query and try to move out to the WorkCenter if possible. Stay tuned!</td>
</tr>
</tbody>
</table>
### Questions from the July 7, 2020 call

<table>
<thead>
<tr>
<th>Furlough</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>If the furlough leave does not go to CU Time, how do we make sure no one is overusing their 12 days?</td>
<td>The campus HR offices are your best contact for furlough business process.</td>
</tr>
<tr>
<td>Some of our continuous furloughed employees report that they are not accruing the full amount of vacation or sick leave as they should be.</td>
<td>The campus HR offices are your best contact for furlough business process.</td>
</tr>
<tr>
<td>An employee on continuous furlough should leave their timesheet blank correct? Thank you!</td>
<td>The campus HR offices are your best contact for furlough business process.</td>
</tr>
<tr>
<td>Our unit was instructed that the furlough day does need to be listed as ‘furlough leave’ in My Leave in all hourly, OT eligible employee timesheets specifically. Is this correct?</td>
<td>The Denver campus there will be a payroll upload for the flat dock rate each month and HR is collecting the furlough concurrence forms with days off for their record. There is not to be a My Leave entry for a furlough day. (Susan Malone) For Denver and Anschutz there are not furlough entries into my leave. All are handled in CU Time. Reg hours should be entered for overtime eligible employees. (Florie Montoya) Please contact Dan Nunez or Loan La if you have questions regarding Denver/Anschutz furlough entries. (Florie Montoya)</td>
</tr>
</tbody>
</table>
Q & A - Current Call

### Questions from the July 7, 2020 call

<table>
<thead>
<tr>
<th>In general, paychecks and leave accruals are based on paid status and standard hours. In general, if an employee has a row in job data for a leave of absence - without pay (whatever the reason) for an entire pay period, neither a paycheck nor leave accruals will be generated. In general, an overtime eligible employee must account for their full standard hours each week. Missing hours will create a regular dock in pay (DK1).</th>
<th>In terms of furlough tracking, each campus has determined its own solution for furlough entries and time off tracking (both for exempt and overtime eligible). Contact your campus HR office to determine the process for your campus.</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEAVE SWEEP</td>
<td></td>
</tr>
<tr>
<td>(UCB) My question is about Leave Sweeps. I know eligible personnel have up to 80 hours in excess of vacation leave, however it appears that the HCM system swept anyone OVER the OLD vacation max's hours. I have been in contact with our HRSC but have not heard back.</td>
<td><a href="https://www.cu.edu/blog/ope/interim-changes-regent-policy-11e1-regarding-vacation-leave-accruals">https://www.cu.edu/blog/ope/interim-changes-regent-policy-11e1-regarding-vacation-leave-accruals</a>. The decision to accrue and carry forward more than forty-four (44) days of vacation leave - as of July 1, 2020 will be approved by their respective executive leadership (president/ chancellor/designated delegates). Contact your campus HR to determine their campus specific decision and process.</td>
</tr>
<tr>
<td>(UCD/AMC) I received notice that the SOM was not approving exceptions to the leave sweep. Any clarifying information would be great.</td>
<td>Since the decision and process is a campus specific process, your campus HR will be able to provide the most information.</td>
</tr>
<tr>
<td>Are these leave reports with the new temporary max carryover amounts?</td>
<td>The leave reports reflect the actual accruals and default max balances in HCM (i.e., 44 days for faculty and university staff; classified max accrual/balance).</td>
</tr>
</tbody>
</table>
References

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

Calendars

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

Blogs

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

Contact Employee Services

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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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