ES HCM Campus Call

Employee Services —————— August 4, 2020 —————— 3:00PM to 4:00PM

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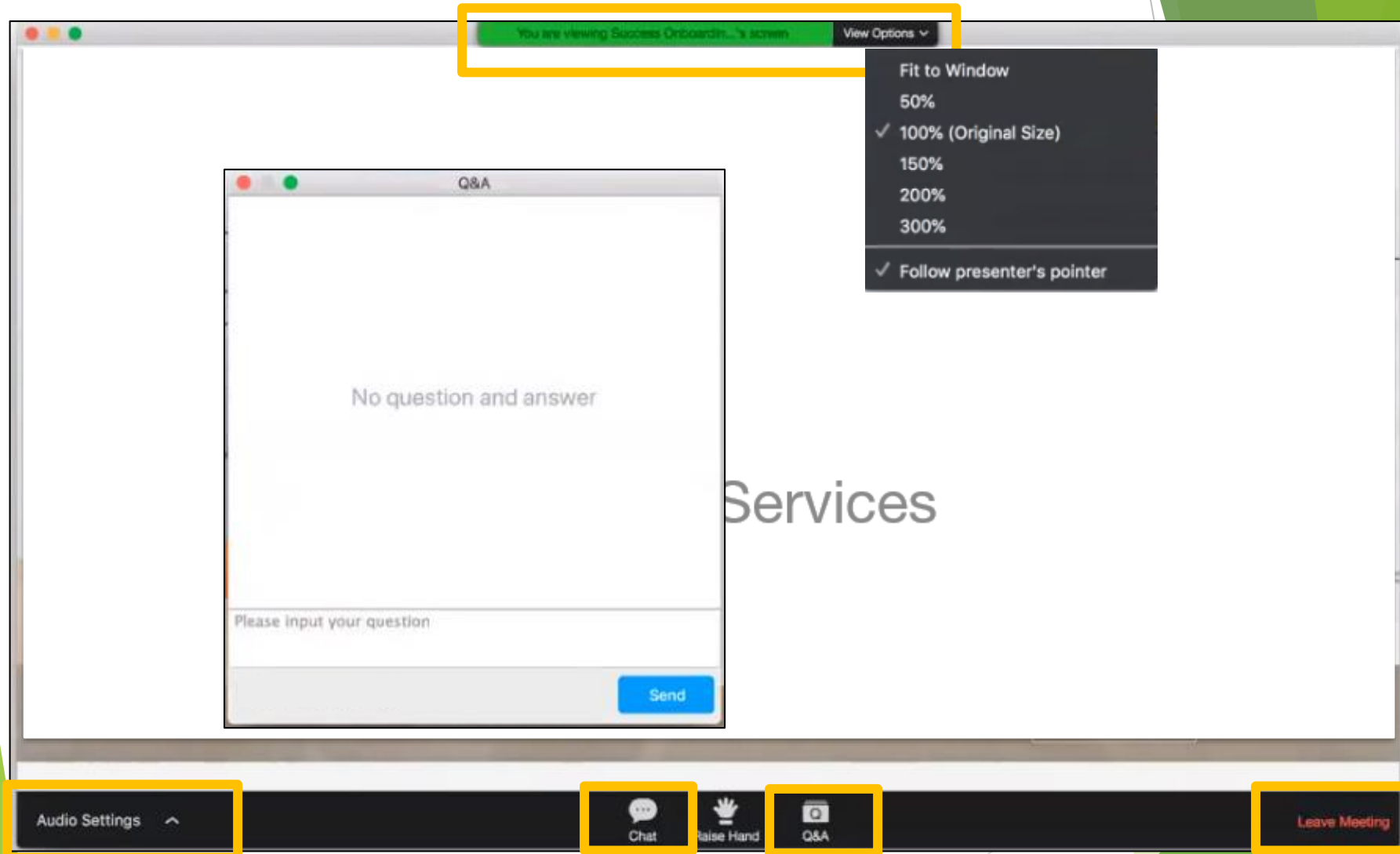
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Agenda

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CU System Updates

UIS Maintenance Matters

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

Production Maintenance ⊕

🔧 **6 a.m. Sept. 13 to 12 a.m. Sept. 14** maintenance for production systems

See All

Campus Solutions Maintenance ⊕

See All

Completed Maintenance ⊕

✅ **July 26** maintenance completed for production services

✅ **July 12** maintenance completed for Campus Solutions production services

Nonproduction Maintenance ⊕

🔧 **6 a.m. to 6 p.m. August 28** maintenance for nonproduction systems

See All

Other Maintenance ⊕

🔧 **9 a.m. to 3 p.m. July 31** EUE unavailable

See All

Environment Activity ⊕

Do you use our different development environments for testing? Check to see the schedule of current and upcoming environment activities.

See All

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ES HCM Operations

ES - CU Careers
ES - Benefits Core
ES - HCM Core
ES - Payroll
ES - HR/GL
ES - Time & Leave

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ES - CU Careers

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Recruiting Platform Upgrade

The university is upgrading its recruitment platform [from Taleo Recruiting to Fluid](#):

▶ **Guides and interactive training will be available starting on the go-live date for the new system: Tuesday, August 25**

▶ **The new system (Fluid) will be functionally very similar to the outgoing platform (Taleo), with the same core processes and configurations, but with a more modern and user-friendly visual interface.**

▶ **This change comes in response to Adobe's decision to discontinue updates and support for Adobe Flash, which the current platform is based on.**

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ES - HR/GL

Review best practices for preparing positions

▶ *Query Position Funding and Funding Distribution*

NEW Position

NEW effective date < RE/HIRE effective date

If NEW FY20 row + create new CU Funding Entry effective 7/1/2020

Current Position

VACANT position funding effective before CURRENT

Always confirm current funding

PETs changes funding after payroll

Change Dept

HRGL request = Dept Change effective date

Match former department funding? Make a change by adding a funding end date

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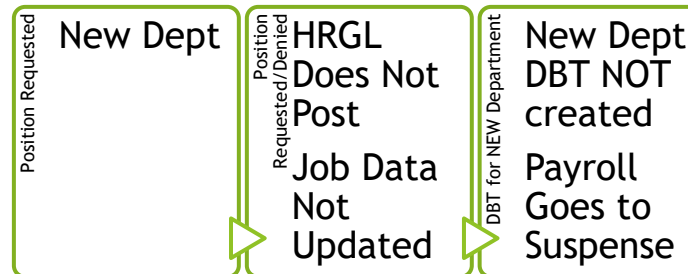
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Position & Position HRGL Request

- Position data = APPROVED

  - Posts to job data if an incumbent exists

  - Posts to the DBT for department change

- Position data = REQUESTED

  - If department change, DBT uses new department

  - Funding not approved and not posted

  - Job data out of sync

  - Payroll goes to SUSPENSE

Position Requested	Position Approved	DBT for NEW Department
New Dept	HRGL Posts Job Data Updated	New Dept DBT created Payroll Posts from New Dept Funding

Position Requested	Position Requested/Denied	DBT for NEW Department
New Dept	HRGL Does Not Post Job Data Not Updated	New Dept DBT NOT created Payroll Goes to Suspense

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ES International Tax

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International Tax Office

A Few Reminders...

▶ New international employees and stipend recipients need to touch base with our office.

　　▶ International employees living and working within the U.S. should schedule their required appointment online, https://booknow.appointment-plus.com/43rspqeq/10. All appointments are being conducted virtually.

　　▶ We ask that you do not direct those living and working **from abroad** to schedule an appointment through this website. Instead, please notify us of foreign work arrangements as soon as possible by sending an email to IntlTax@CU.edu, with a 'cc' to the employee and their direct supervisor.

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International Tax Office

A Few Reminders…

▶ New international employees should not make any changes to their W-4 in the MyCUInfo portal, without guidance from our office.

▶ New employees aren't required to have an SSN prior to meeting with us.

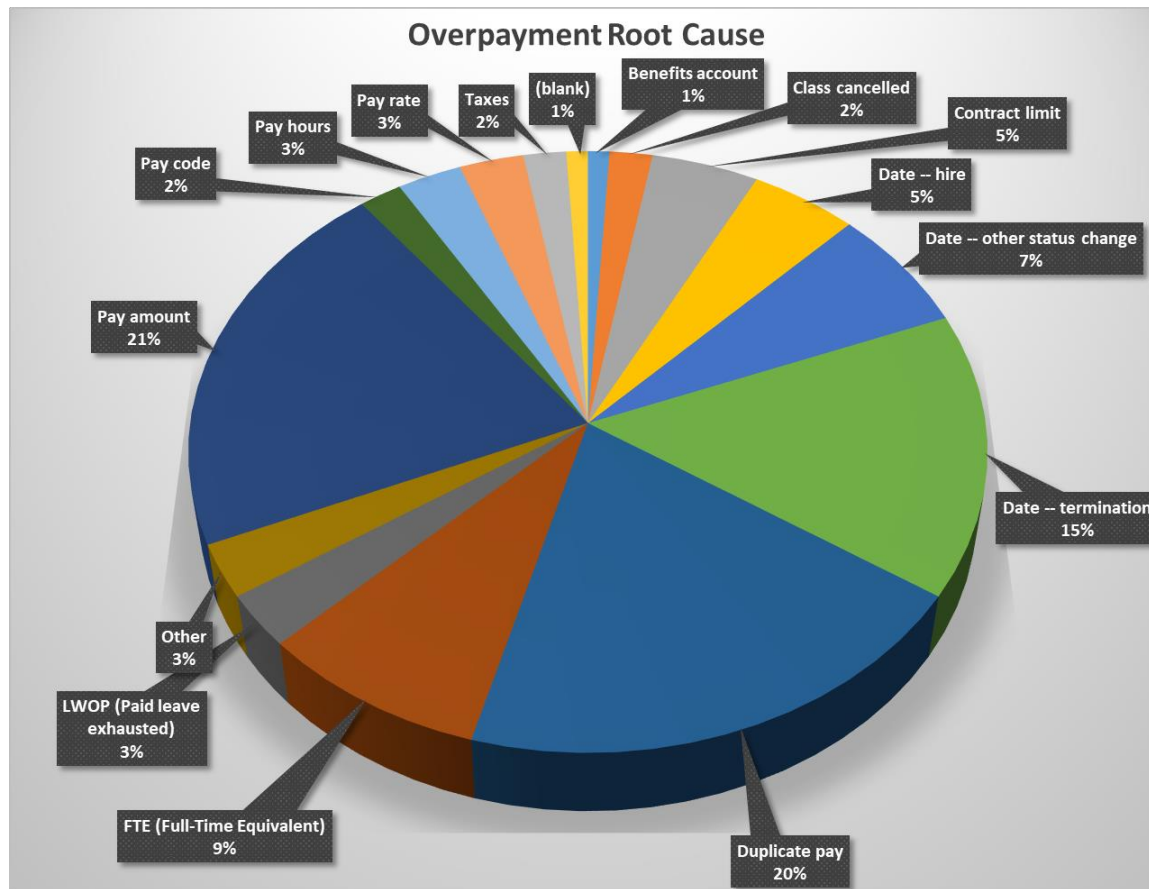▶ Non-compensatory stipends paid to international students and researchers may be subject to tax withholding.

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ES HCM Support

Overpayments for June 2020

Overpayment Root Cause

- Benefits account 1%
- Class cancelled 2%
- Contract limit 5%
- Date -- hire 5%
- Date -- other status change 7%
- Date -- termination 15%
- Duplicate pay 20%
- FTE (Full-Time Equivalent) 9%
- LWOP (Paid leave exhausted) 3%
- Other 3%
- Pay amount 21%
- Pay code 2%
- Pay hours 3%
- Pay rate 3%
- Taxes 2%
- (blank) 1%

June 2020 Overpayments: 105, Amount $227,141.43

June 2019 Overpayments: 53, Amount $173,888.32

Potential Impact to Employee

1. In addition to the overpaid earnings, employee becomes responsible for repaying the taxes associated with the overpayment if the overpayment occurred in a previous tax year

    A. We must add these taxes paid on their behalf to the amount due

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Ways to Minimize Overpayments

1. Review payroll registers as soon as they are available

2. Run queries to find employees that are still active or with an upcoming/past Appointment End Date

    1. Dept Personnel & Org Roster

    2. End of Appointment or Contract

3. **Request pay pull before pull deadline**

4. Term employee records as soon as they're no longer employed with CU

Helpful resources

▶ The [Terminating an Employee guide](#) walks you through how to properly enter a separation.

▶ The [ES Procedure for Overpayment](#) describes the procedure to follow when an employee is overpaid.

▶ View [payroll calendars](#) to see payroll dates and deadlines.

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Payment Method For Employees Located Overseas

▶ Departments should contact International Tax team. The International Tax Office can and will work with departments to correctly withhold U.S. payroll taxes as required by each individual's circumstance.

▶ Paychecks will be mailed to employees located outside the U.S. and who are not able to set up a direct deposit with a U.S. bank. Before their pay is processed please submit the following to Melissa Kent, melissa.kent@cu.edu and Diane Wiederspahn, diane.wiederspahn@cu.edu :

  ▶ Employee Name

  ▶ Employee ID

  ▶ Employee's foreign address as shown in the employee's record in HCM

  ▶ Speedtype for the foreign postage

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HCM Tasks Following Annual Leave Sweeps

After leave sweeps, HCM staff will need to <u>verify accurate leave balances</u>:

▶ **Leave Sweeps will be conducted July 31**

▶ **Each campus HR department will receive a report detailing all leave removed during the sweep**

▶ **To verify remaining balances, there are 2 reports in HCM Workcenter:**

  ▶ **Leave Accrual Detail**

  ▶ **Leave Accrual Summary**

▶ **As these reports are reviewed, staff can coordinate with their Campus HR to correct any incorrect leave balances due to updated Regent policy**

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Leave certification will now occur from Sept. 25 to Oct.25

Why the change?

▶ **Leave policy was updated by the Regents this year in response to COVID-19**

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Complete the following tasks for fall payroll

1. *Ask employees to review personal information in the portal and pay check every month.*

2. *Confirm Job Data is up-to-date and correct by the 10th of each month (e.g. Aug.10, Sept. 10).*

3. *Ensure funding distributions are updated by the 10th of each month.*

4. ***Remember***: *Once payroll processing begins, updates cannot be made for the current payroll.*

5. *See how recent state tax tables updates may effect employee paychecks.*

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Payroll Calendar

PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM — **August** **2020**

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
					1/2
3 Run Payroll Register BW PPE 07/25/20	4 OC073020 uploads due 5 pm	5 PULL DEADLINE 10 AM: BW PPE 07/25/20 Processing OC073020	6	7 BW PPE 07/25/20 PAYDAY (Pay Run ID BW072520) OC073020 PAYDAY	8/9 PPE 08/08/20 Pay Run ID BW080820 Earn dates 07/26-08/08/20
10	11 OC080620 uploads due 5 pm	12 Processing OC080620	13 BW uploads due 5 pm	14 Processing BW PPE 08/08/20 OC080620 PAYDAY	15/16
17 Run Payroll Register BW PPE 08/08/20	18 NO OFF-CYCLE THIS WEEK *	19 MON uploads due 5 pm Pay Run ID MN083120 Processing MON PPE 08/31/20 PULL DEADLINE 10 AM: BW PPE 08/08/20 NO OFF-CYCLE THIS WEEK *	20 Processing MON PPE 08/31/20	21 Processing MON PPE 08/31/20 BW PPE 08/08/20 PAYDAY (Pay Run ID BW080820) NO OFF-CYCLE THIS WEEK *	22/23 PPE 08/22/20 Pay Run ID BW082220 Earn dates 08/09-08/22/20
24 Run Payroll Register MON PPE 08/31/20	25 OC082020 uploads due 5 pm	26 Processing OC082020	27 PULL DEADLINE 10 AM: MON PPE 08/31/20 BW uploads due 5 pm	28 Processing BW PPE 08/22/20 OC082020 PAYDAY	29/30
31 MON PPE 08/31/20 PAYDAY Pay run ID MN083120 Run Payroll Register BW PPE 08/22/20					

* No off-cycle payroll

Last updated 2/26/20

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ES Benefits Updates

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

Tuition Assistance Benefit

https://www.cu.edu/tab

The fall 2020 Tuition Assistance Benefit application is now open!

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 for more information!

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ES Employee Learning and Development (ELD)

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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, August 11

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, September 15

Time: 3-4 pm

Register

Register

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Feedback, suggestions?
system.training@cu.edu

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HCM Data Feature Focus

Funding Queries

▶ Both the Position Funding and Funding Distribution queries are found in the top 15 queries under the Resources tab in the HCM User WorkCenter:

Funding Queries

▶ The Position Funding query (CUES_HCM_POSITION_FUNDING) returns current funding information for active positions. There are a large number of prompts to allow users to view many positions at once, or to dial in on one in particular. Users can also view funding information for only vacant positions:

Funding Queries

▶ The Funding Distribution query (CUES_HCM_FUNDING_DISTRIBUTION) returns job data and funding distribution information.

* The "Include Future Job Data" checkbox prompt won't return future dated position funding info; however, the Position Number field in the results is a link to run another query for a specific position, which will return future funding information. That query, CUES_HCM_FUNDING_HISTORY, can be run independently for multiple positions (by dept ID)

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Questions

[Q & A – Current Call](#)

[Q& A – Previous Call](#)

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Q & A – Previous Call

Questions from the July 7, 2020 call

Can we get a copy of the slides?	We will certainly send the slides to the email for each registered participant after each call with the questions and answers.
I saw the new Payroll & Benefit New Hire Digital Orientation on the website with English and Spanish. Shout out to Deborah & co. I appreciate you!	Thank you for the kind words!
FACTULTY CONTRACTS Was an email send out to faculty on the deadlines to update their pay for AY 20-21?	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.
FISCAL YEAR END BW PAYROLL 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?	The BW PPE 6/27/20 will be accrued to FY20 and posted to FY20. Stay tuned.
HCM DATA	
I don't see the Additional Pay query in HCM yet...is it yet to come?	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!

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Q & A – Previous Call

Questions from the July 7, 2020 call	
FURLOUGH	
(UCB) If the furlough leave does not go to CU Time, how do we make sure no one is overusing their 12 days?	(UCB) The campus HR offices are your best contact for furlough business process.
(UCB) Some of our continuous furloughed employees report that they are not accruing the full amount of vacation or sick leave as they should be.	(UCB) The campus HR offices are your best contact for furlough business process.
(UCB) An employee on continuous furlough should leave their timesheet blank correct? Thank you!	(UCB) The campus HR offices are your best contact for furlough business process.
(UCD/AMC) 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?	(UCD/AMC) 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)

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Q & A – Previous Call

Questions from the July 7, 2020 call

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).	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.
LEAVE SWEEP	
(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.	https://www.cu.edu/blog/ope/interim-changes-regent-policy-11e1-regarding-vacation-leave-accruals 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.
(UCD/AMC) I received notice that the SOM was not approving exceptions to the leave sweep. Any clarifying information would be great.	Since the decision and process is a campus specific process, your campus HR will be able to provide the most information.
Are these leave reports with the new temporary max carryover amounts?	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).

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Q & A – Current Call

<table>
<tr><td colspan="2">Questions from the August 4, 2020 call</td></tr>
<tr>
<td>Boulder uses Taleo to collect new employee personal details, will this change ?</td>
<td>Boulder will continue to use Taleo/Fluid Recruiting for certain recruiting (direct hire) processes -- that will not change.</td>
</tr>
<tr>
<td>If a classified staff employee retires this September does the employee get the additional 80 hours vacation accrual in the vacation payout? The employee's vacation hours were not swept as they were not over the new limit.</td>
<td>Per our guidance linked below, any temporary increase of hours does not change the maximum number of hours that can be applied to an employee's termination payout. Regarding any give back of hours (cancelling leave sweep) the decision to do this is at the campus level, and is not a unilateral give-back of hours. Check with your campus on their policy for who may be eligible.
https://www.colorado.edu/hr/2020/05/26/campus-approves-flexibility-leave-sweeps</td>
</tr>
<tr>
<td>In terms of terminating an employee, if they are expecting a final paycheck, when should that termination date be?</td>
<td>Termination date should be the day after their last work day. Pay can/will still be processed for the time they were active</td>
</tr>
<tr>
<td>Is there a new task being launched in Cornerstone for employees regarding updating their 2020-21 PMP?</td>
<td>The PMP process is campus specific. Reach out to your campus HR office for additional guidance.</td>
</tr>
<tr>
<td>Is the Sexual Misconduct training in Skillsoft the current one employees need to retake by September?</td>
<td>The Boulder and System training has already been updated. UCCS training is scheduled to go live on 8/14, and UCD/AMC training on the 17th.</td>
</tr>
</table>

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Q & A – Current Call

Questions from the August 4, 2020 call

if we are on My Leave, do we still need to do leave certification?	Yes, this is a system wide process, and all employees who are eligible for leave need to certify their balances.
Was there or will there be emails sent out on leave certification?	Individual emails will be sent to employees. There will also be additional communications to come in the work/life blog and again in the newsletter. There will also be notification in the employee portal.
Will there be training provided before the Fluid recruitment tool goes live?	There will be no structured training. All impacted guides and courses Skillsoft courses will be updated.

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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

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

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