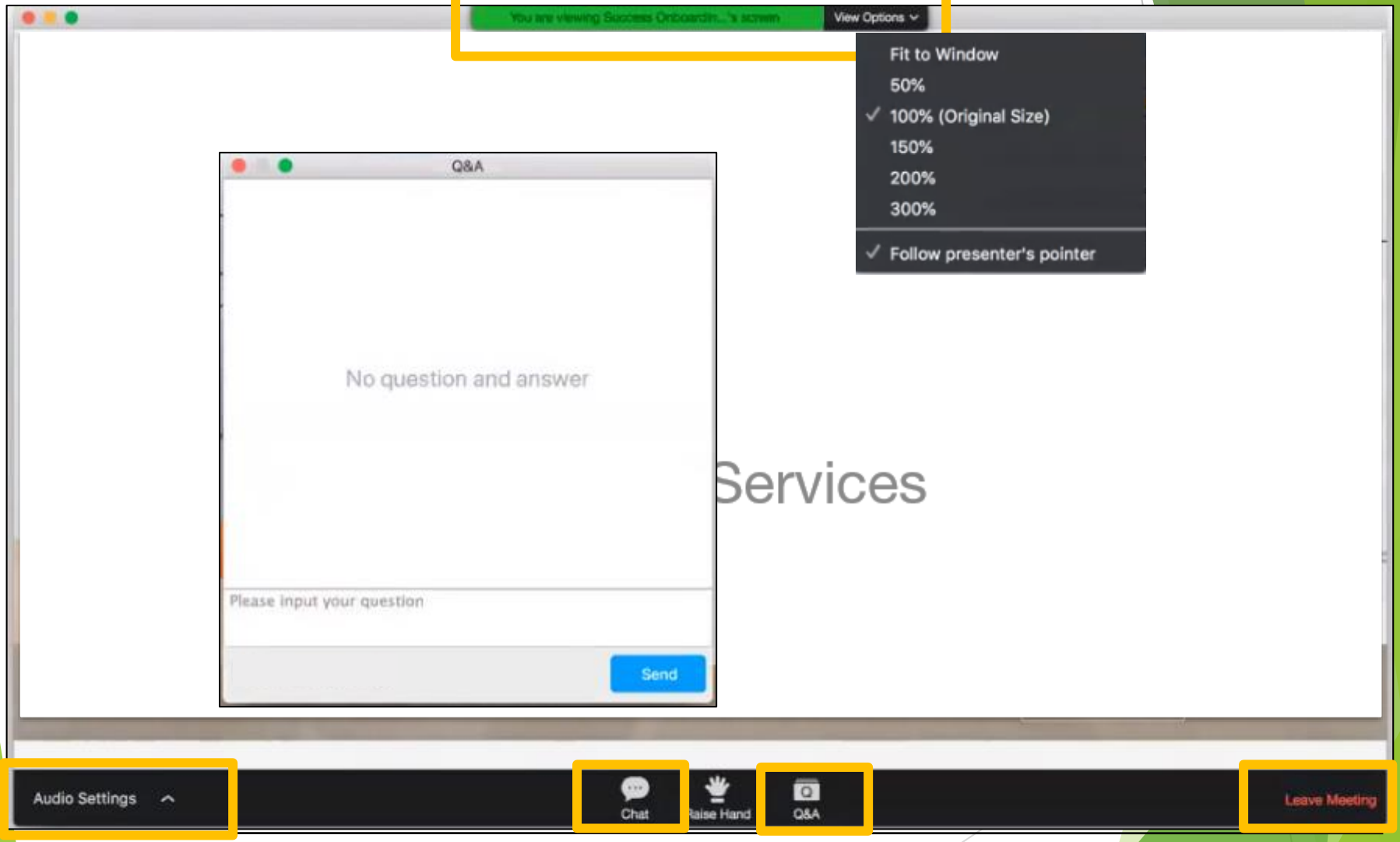
# ES HCM Campus Call

Employee Services ——— September 1, 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



# Agenda

- UIS Updates
  - UIS Maintenance Matters
- ES Functional Areas
  - ES FA - CU Careers
  - ES FA - Benefits Core
  - ES FA - HCM Core
  - ES FA - Payroll - Core
  - ES FA - Time & Leave
  - ES FA - HR/GL
- ES Payroll – Topics/Support
  - ES Payroll Calendar
- ES International Tax
- ES Benefits Updates
- ES Employee Learning & Development (ELD)
- ES Human Resources
- HCM Data Feature Focus
- Q & A—Current Call
- Q & A—Previous Call
- References

# University Information System (UIS) 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

## Nonproduction Maintenance

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

See All

## Campus Solutions Maintenance

See All

## Other Maintenance

See All

## Completed Maintenance

- Aug. 28 maintenance completed for non-production services
- **July 26** maintenance completed for production services
- **July 12** maintenance completed for Campus Solutions production services

## Environment Activity

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

See All

# Employee Services Functional Areas

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

# ES FA - CU Careers

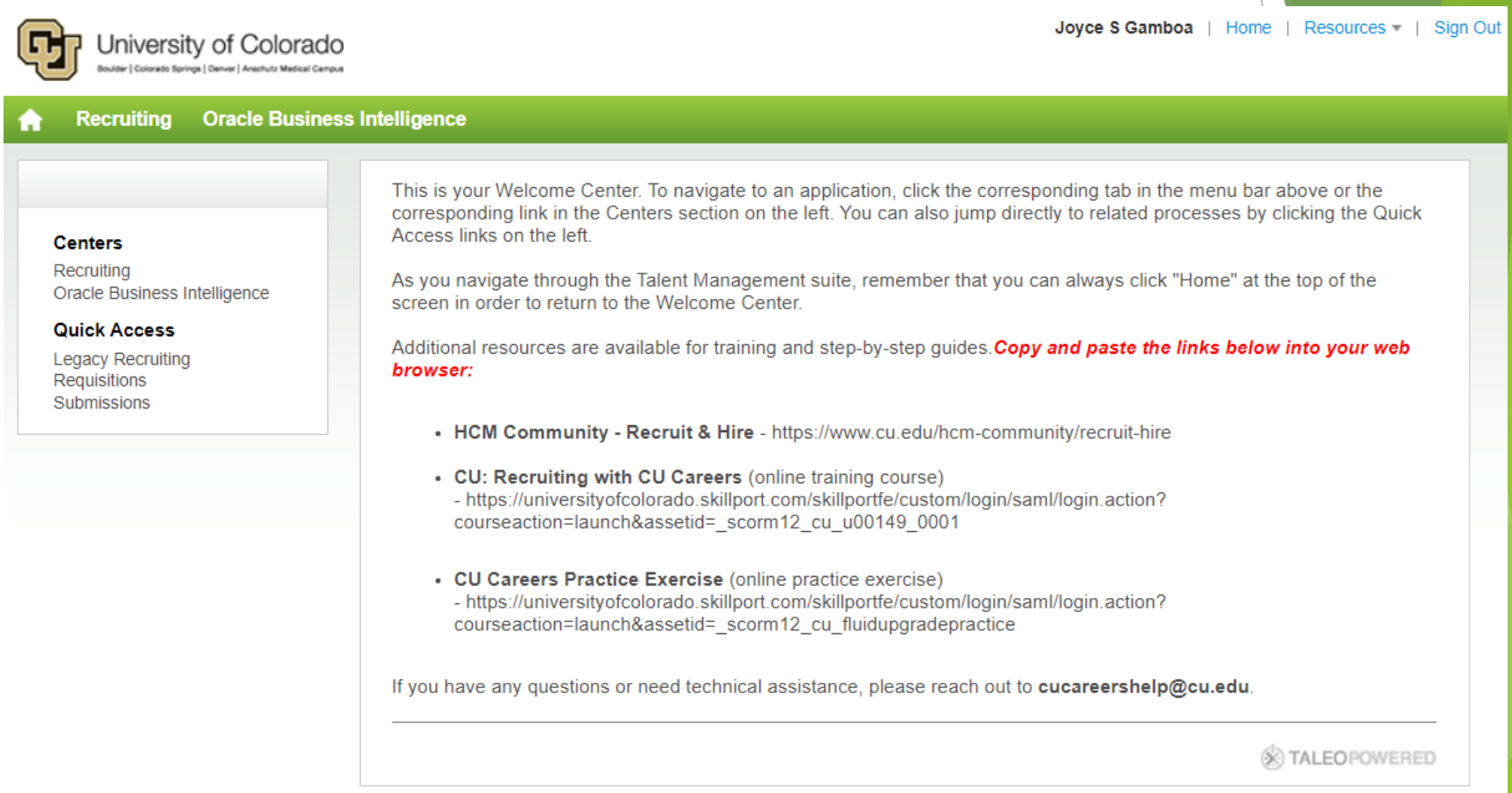
# Recruiting Platform Upgrade

The university is upgrading its recruitment platform from Taleo Recruiting to Fluid:

- Go-live date for the new system was Tuesday, August 25.
- Guides are available on the HCM Community site under Recruit & Hire and interactive training is available in SkillSoft.
- The new system (Fluid) functions 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.
- The use of Legacy Recruiting (Flash-based Recruiting) will end with the sunset of Adobe Flash at the end of 2020.

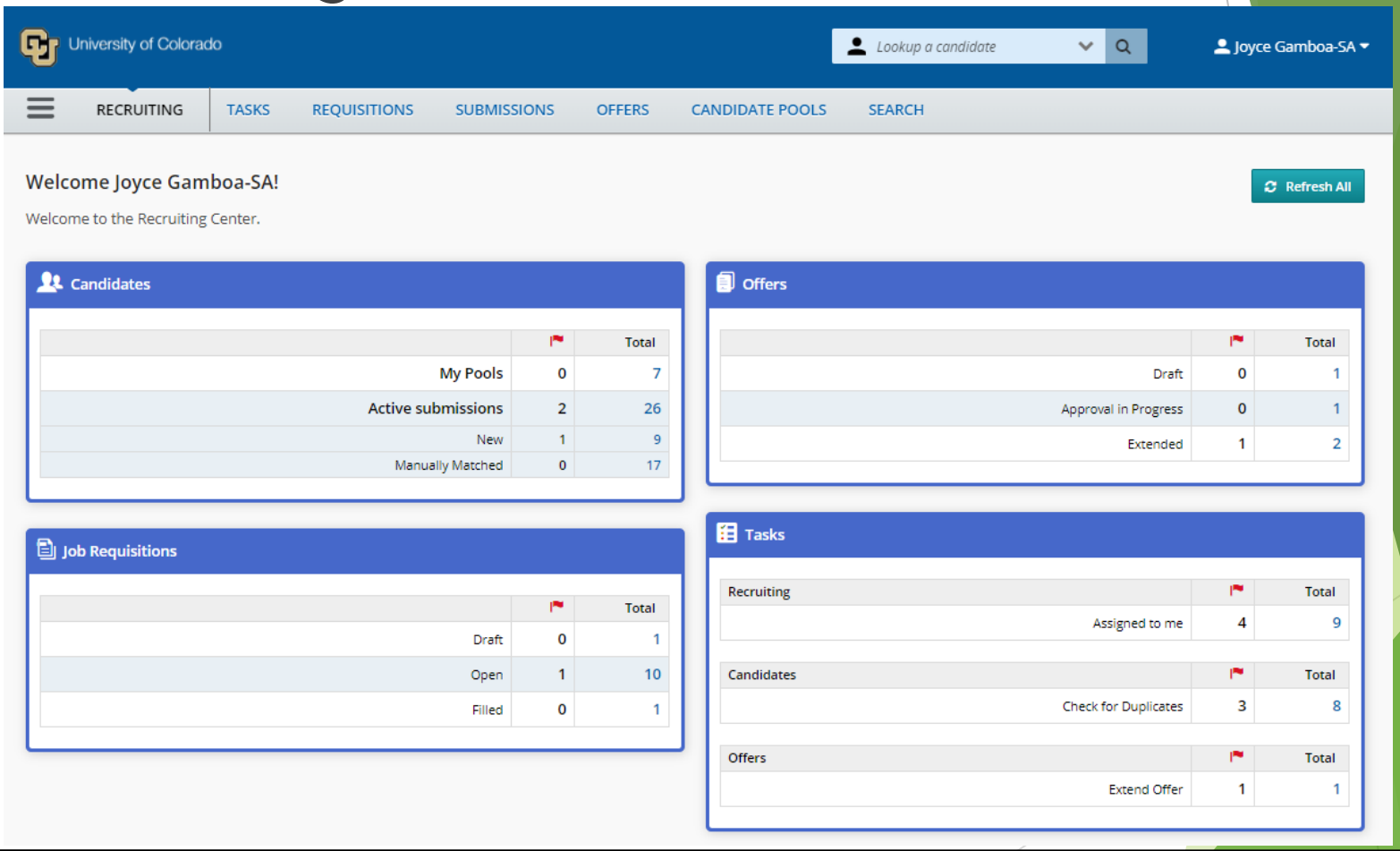
# Fluid Recruiting

- Homepage - Welcome Center



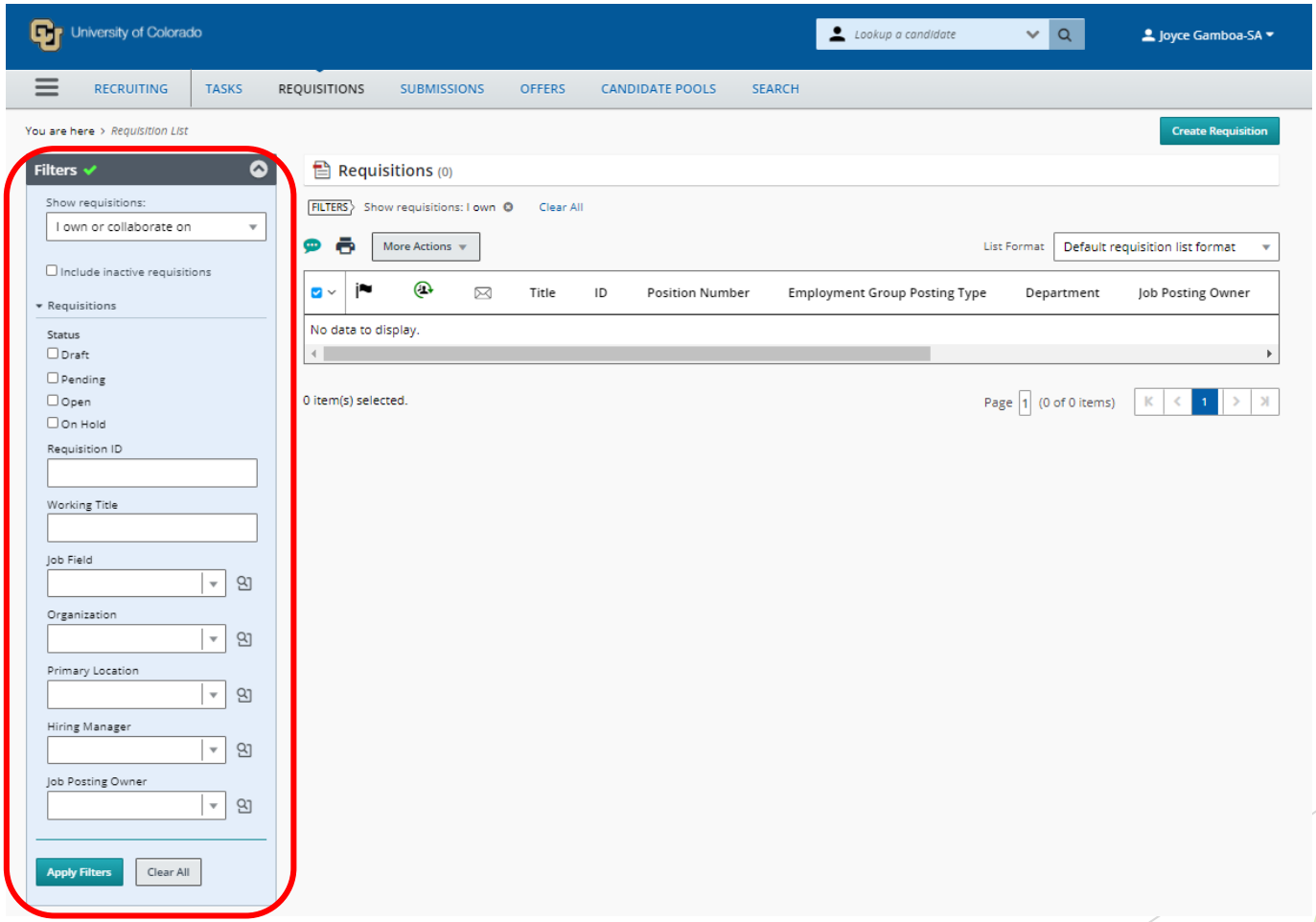
# Fluid Recruiting

- Recruiting Center Dashboard



# Fluid Recruiting

- Requisitions > Filter Options



# ES FA - HCM Core

# Template-Based Transactions upgrade coming in November

In November, HCM's Job Change, Pay Rate Change and Leave of Absence functions will transition to Template-Based Transaction (TBT) in HCM.

- Why is this changing?
  - Streamlines navigation and data entry
  - Provides a consistent experience

Visit https://www.cu.edu/hcm-community/hcm-projects/current-projects for resources, change agent information and more.

# Save the date for upcoming Town Halls

| UCCS | CU Boulder | CU Denver | CU Anschutz |
|---|---|---|---|
| Oct. 5: 9:30 - 11 a.m.<br><br>Oct. 7: 2:30 - 4 p.m. | Oct. 6: 2:30 - 4 p.m.<br><br>Oct. 8: 2:30 - 4 p.m. | Oct. 13: 12:30 - 2 p.m. | Oct. 13: 2:30 - 4 p.m. |

# ES FA - Payroll Core

# Contract Faculty – FFCRA Leave

- IRS regulations require all wages paid for absences covered by the Families First Coronavirus Response Act (FFCRA) to be reported on an employee W-2
- FQS (Quarantine Salaried Partial Pay) for FFCRA leave reasons 1-3
  - Subject to quarantine order related to COVID-19
  - Advised by health professional to quarantine for COVID-19
  - Experienced COVID-19 symptoms and seeking medical diagnosis
- FCS (Care-Related Salaried Partial Pay) for FFCRA leave reasons 4-6
  - Caring for an individual subject to quarantine order
  - Lack of childcare/school because of COVID-19
  - Experiencing substantially similar symptoms as defined by law

# Contract Faculty – FFCRA Leave

- FFCRA pay is based on hours of leave and an hourly rate
- The contract faculty hourly rate is different than the hourly rate listed in Job Data
- FFCRA leave pay for contract faculty must include an hourly rate override to be accurate
- Overview of Paying FFCRA for Contract Faculty
  - Enter directly into CU Time on the **Manual** tab. *Do not use My Leave or other Timekeeping*
  - Enter the hours of leave and the correct override hourly rate
- Employee Services has created a calculator to assist in determining the hourly rate
- Calculator and detailed instructions will be providing on the ES website Tracking COVID-19 Wages Paid soon!

# ES FA - Time and Leave

# ES FA - HR/GL

# Department Budget Table Mismatches

https://www.cu.edu/blog/hcm-community/avoid-hcm-data-mismatches-affect-funding-payroll

## Funding Positions

- New Funding Posted for Effective Date
- Projects, SpeedTypes, & Funding End Dates Valid
- Funding Posted in FY21

## Change Dept

- Dept Change row added to Position
- HRGL request = Dept Change effective date
- Position Approved
- Funding Posted in FY21 in New Dept

## Change Dept

- New Incumbent Box Checked
- Position Approved
- Job Data Row Added with New Dept

# Review best practices for preparing positions

https://www.cu.edu/blog/hcm-community/review-best-practices-preparing-positions-fall

## NEW Position

- NEW effective date < RE/HIRE effective date
- Add NEW FY20 row before 7/1/2020
- Create new CU Funding Entry effective 7/1/2020

## Current Position

- VACANT position may add Effective Date before CURRENT
- Confirm funding before 1st Paycheck
- PETs changes funding after payroll

## Change Dept

- HRGL request = Dept Change effective date
- "No Changes Made?' because match former department funding?
- Make a change by adding a funding end date

# Encumbrance Updates

- *Two updates were applied to encumbrance processes for PERA employees:*

1. *Social Security no longer assesses for PERA employees*
2. *If there is additional pay, the system will alter the retirement encumbrance*

- *Expect minimal changes in reporting*

# ES Payroll Topics/Support

# Verify faculty contracts correctly reflected in payroll

**All faculty contracts should be entered by now. Please complete the following steps to verify their accuracy:**

- Boulder and Colorado Springs: review August payroll registers to verify faculty payroll matches their 2020-21 contracts
- Denver: faculty contracts don't begin until September, so once you receive September payroll registers, verify your faculty payroll against their 2020-21 contracts
- Make any pay rate changes, if necessary. Learn more in this blog post.

# New short-term disability rules for classified staff

Short-term disability benefits changed on July 1 with updates to how paid leave factors into the benefit.

- During the 30-day waiting period before short-term disability benefits begin, employees are required to use accrued leave, including the use of accrued annual (vacation) leave once 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 pre-disability earnings.

For questions regarding this new regulation please contact the benefits team: benefits@cu.edu / helpline: 303.860.4200 option 3

For more information please visit this link:https://www.cu.edu/blog/work-life/short-term-disability-benefits-classified-staff-will-change-july-1

# New short-term disability rules for classified staff.

## Payroll Implications

- STD will pay 60 percent of an employee's salary. They can supplement the rest of their pay using available leave time.
- Employee must remain on paid status in order to use leave time. Maximum use of Leave time per month should represent 40 percent of the employee's 100 percent salary.
- A code of RPF (reduction pay flat) needs to be entered to decrease the 100 percent salary by 60 percent, the amount being paid by the STD vendor. A negative is needed in front of the RPF amount.
- When leave time has been exhausted, the employee goes on LOA.
- VAA and SCA must be entered to decrease the 100 percent leave accrual. The RPF code will not dock the accrual. Employees should only accrue leave based on their use of leave time; it should not include the 60 percent STD pay.

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

- Coordinate leave adjustments with Campus HR.
- Employee questions regarding leave balances should be directed to Campus HR.

# Payroll Calendar

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

## PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM — September 2020

| Monday | Tuesday | Wednesday | Thursday | Friday | Sat/Sun |
|---|---|---|---|---|---|
| | 1<br>OC082720 uploads due 5 pm | 2<br>PULL DEADLINE 10 AM:<br>BW PPE 08/22/20<br>Processing OC082720 | 3 | 4<br>BW PPE 08/22/20 PAYDAY<br>(Pay Run ID BW082220)<br>OC082720 PAYDAY | 5/6<br>PPE 09/05/20<br>Pay Run ID BW090520<br>Earn dates 08/23-09/05/20 |
| 7<br>Labor Day<br>ALL CAMPUSES CLOSED<br>(Bank Holiday) | 8<br>OC090320 uploads due 5 pm | 9<br>Processing OC090320 | 10<br>BW uploads due 5 pm | 11<br>Processing BW PPE 09/05/20<br>OC090320 PAYDAY | 12/13 |
| 14<br>Run Payroll Register<br>BW PPE 09/05/20 | 15<br>OC091020 uploads due 5 pm | 16<br>PULL DEADLINE 10 AM:<br>BW PPE 09/05/20<br>Processing OC091020 | 17 | 18<br>MON uploads due 5 pm<br>Pay Run ID MN093020<br>Processing MON PPE<br>09/30/20<br>BW PPE 09/05/20 PAYDAY<br>(Pay Run ID BW090520)<br>OC091020 PAYDAY | 19/20<br>PPE 09/19/20<br>Pay Run ID BW091920<br>Earn dates 09/06-09/19/20 |
| 21<br>Processing MON PPE<br>09/30/20 | 22<br>Processing MON PPE<br>09/30/20<br>NO OFF-CYCLE THIS WEEK<br>* | 23<br>Run Payroll Register<br>MON PPE 09/30/20<br>NO OFF-CYCLE THIS WEEK<br>* | 24<br>BW uploads due 5 pm | 25<br>Processing BW PPE 09/19/20<br>NO OFF-CYCLE THIS WEEK<br>* | 26/27 |
| 28<br>PULL DEADLINE 10 AM:<br>MON PPE 09/30/20<br>Run Payroll Register<br>BW PPE 09/19/20 | 29<br>OC092420 uploads due 5 pm | 30<br>MON PPE 09/30/20 PAYDAY<br>Pay run ID MN093020<br>PULL DEADLINE 10 AM:<br>BW PPE 09/19/20<br>Processing OC092420 | | | |

*** No off-cycle payroll**

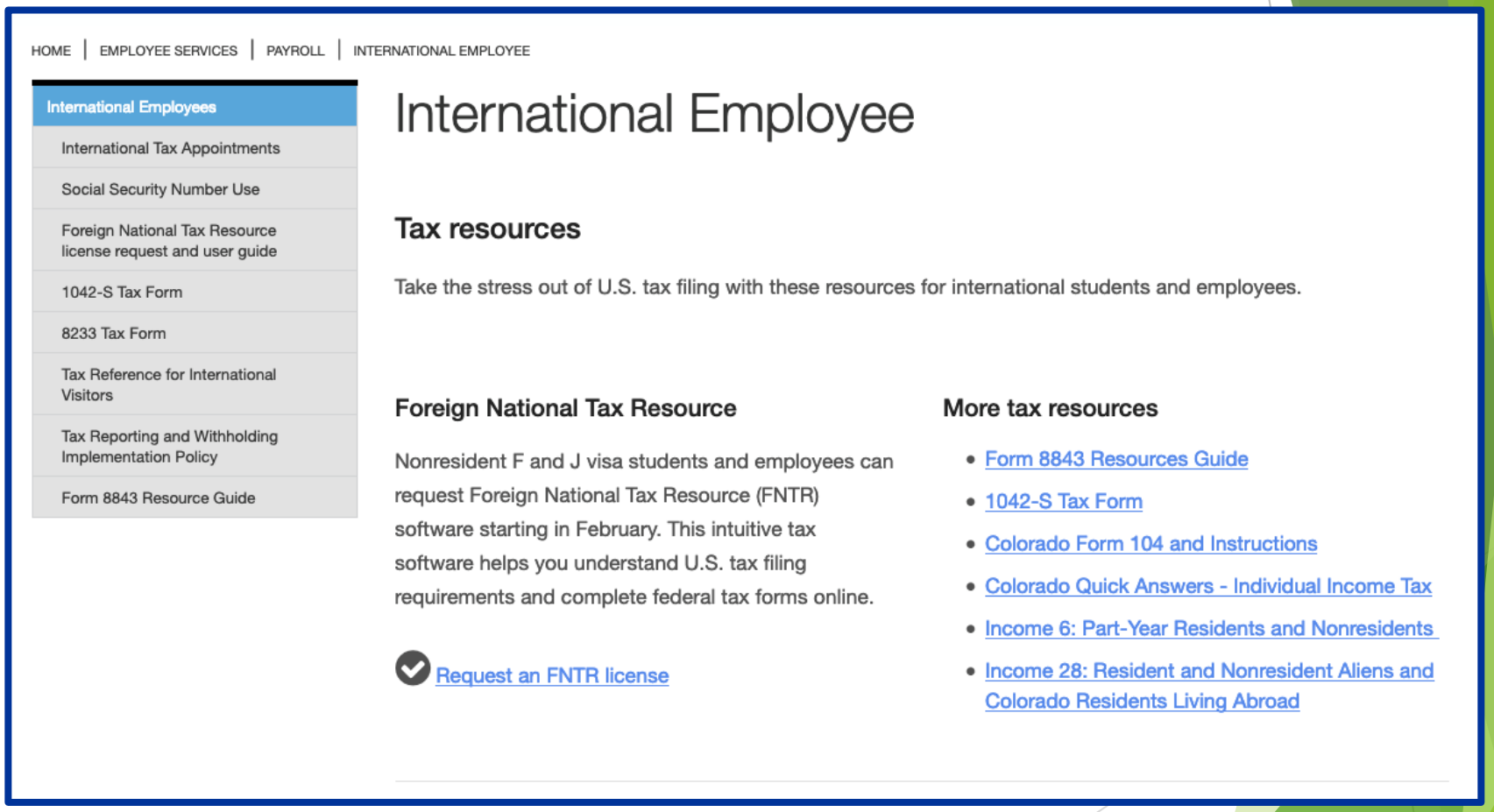
Last updated 2/27/20

# ES International Tax

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

# International Employee

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



HOME | EMPLOYEE SERVICES | PAYROLL | INTERNATIONAL EMPLOYEE

- International Employees
- International Tax Appointments
- Social Security Number Use
- Foreign National Tax Resource license request and user guide
- 1042-S Tax Form
- 8233 Tax Form
- Tax Reference for International Visitors
- Tax Reporting and Withholding Implementation Policy
- Form 8843 Resource Guide

## International Employee

### Tax resources

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

### Foreign National Tax Resource

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

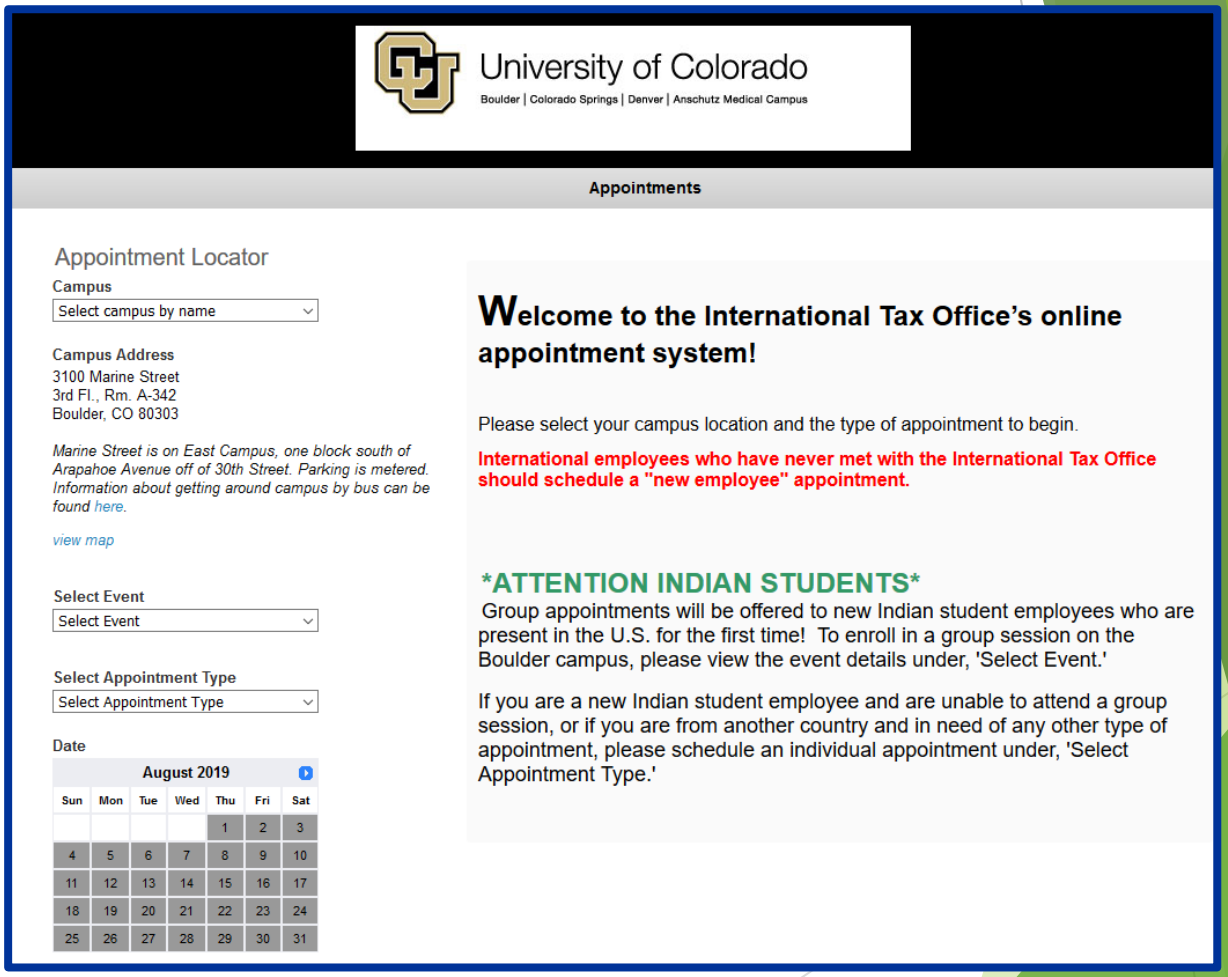
Request an FNTR license

### More tax resources

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

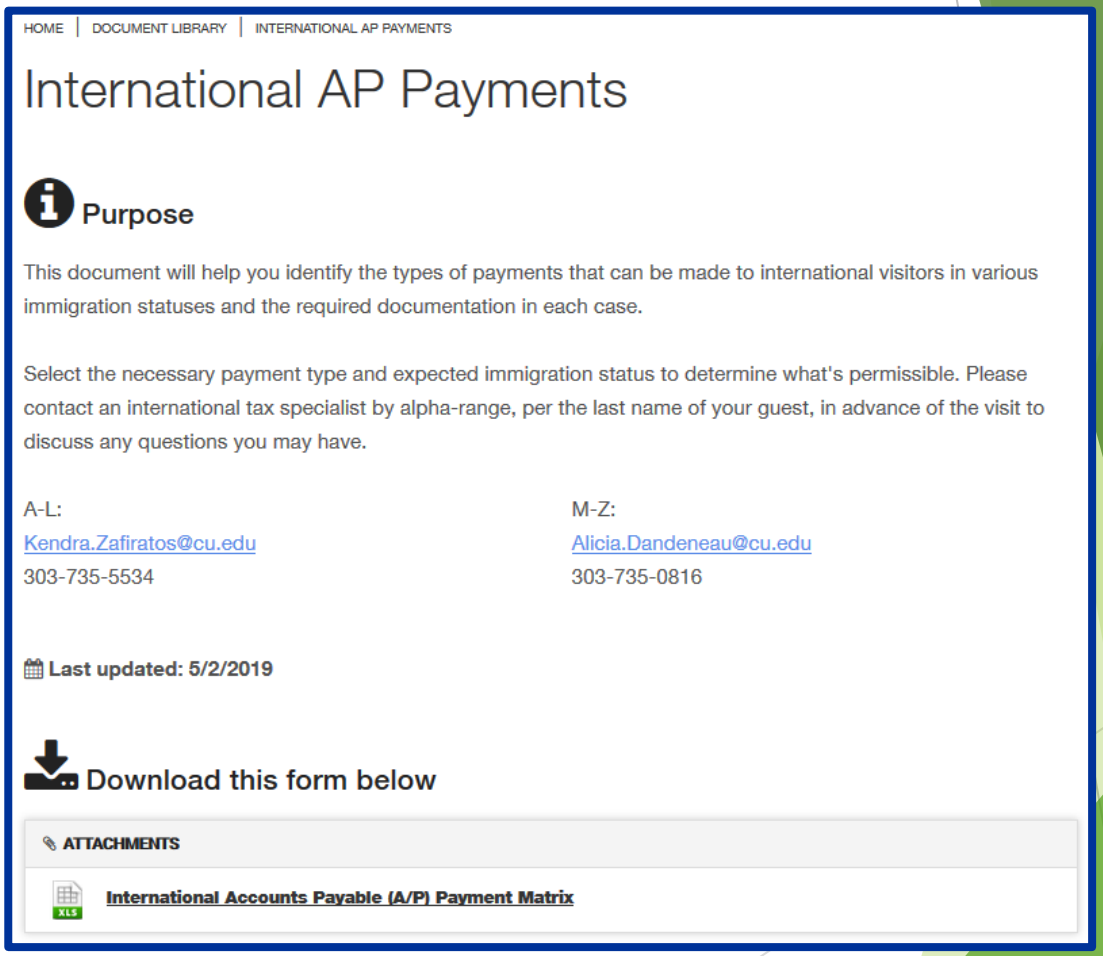
# New International Employees

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



# International AP Payments

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



HOME | DOCUMENT LIBRARY | INTERNATIONAL AP PAYMENTS

## 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:
Kendra.Zafiratos@cu.edu
303-735-5534

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

**Last updated: 5/2/2019**

### Download this form below

**ATTACHMENTS**

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

# ES Benefits Updates

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

# Tuition Assistance Benefit Taxation

**Prepare for questions about additional taxes some employees may see withheld from upcoming paychecks as a result of receiving the Tuition Assistance Benefit (TAB):**

- The Tuition Assistance Benefit page has resources to help determine TAB recipients' tax liability
- Taxes are usually withheld within a month or two of the student's campus of registration census date
- Learn more, and find links to campus academic calendars, in this blog post.

# ES Employee Learning and Development (ELD)

# ELD Training Page

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

HOME | HCM COMMUNITY | TRAINING | WEBINARS

## Webinars

### Expand your HCM knowledge at monthly webinars

Employee Services holds monthly webinars on topics related to HCM and payroll on the third Tuesday of each month. Whether you are just starting as an HCM user or are a seasoned professional, these webinars can help to expand your knowledge and perfect important annual tasks. Each webinar ends with a Q&A session, as time allows.

### Upcoming webinars

- Sept. 15: Calculating a Paycheck
- Oct. 20: PeopleSoft HCM Reporting
- Nov. 17: Payroll End of Year Tasks

### Audiences

- New and Infrequent HCM users
- Payroll Personnel Liaisons
- Time Entry Admins
- PET Regular Users
- Campus HR

### Resources

HCM Community Blog

HCM Training Schedule 2020

Getting Started with HCM

Disabling Pop-Up Blockers and Clearing Cache

Glossary: Human Capital Management Terms

### Contact

HCM_Community@cu.edu

# ES Collaborative HR Services

# HCM Data Feature Focus

# HCM Data Dictionary

Employee Services recently published the PeopleSoft Human Capital Management (HCM) Data Dictionary for Functional Users.

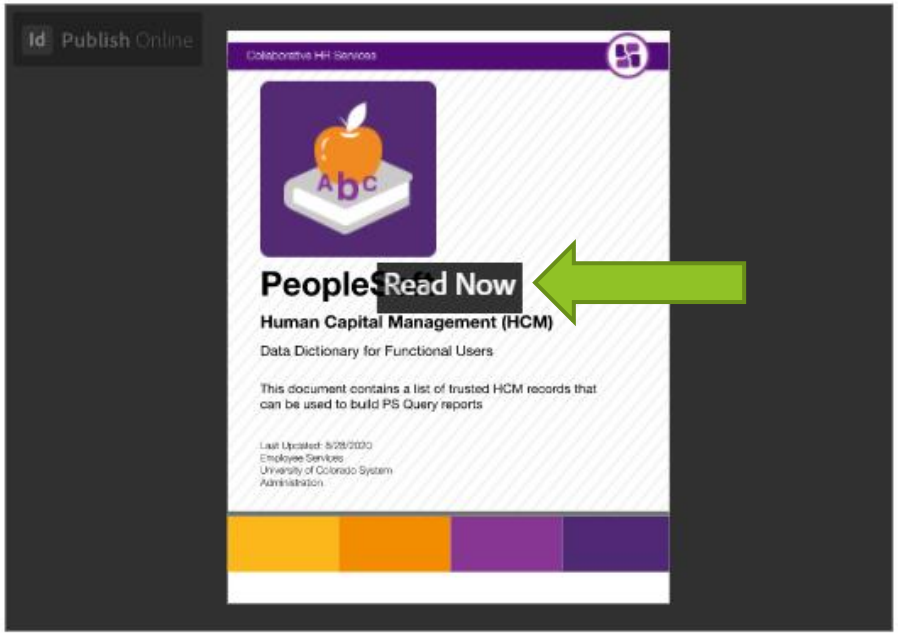
The dictionary contains a list of trusted, recommended HCM records (database tables) and descriptions that, based on security roles, can be used to build PS Query reports.

The HCM Data Dictionary is available for download or viewing on the CU HCM Community: Run Reports website.

# HCM Data Dictionary

This dictionary provides a list of trusted HCM records that can be used to build PS Query reports.

*(Click to expand to full size.)*

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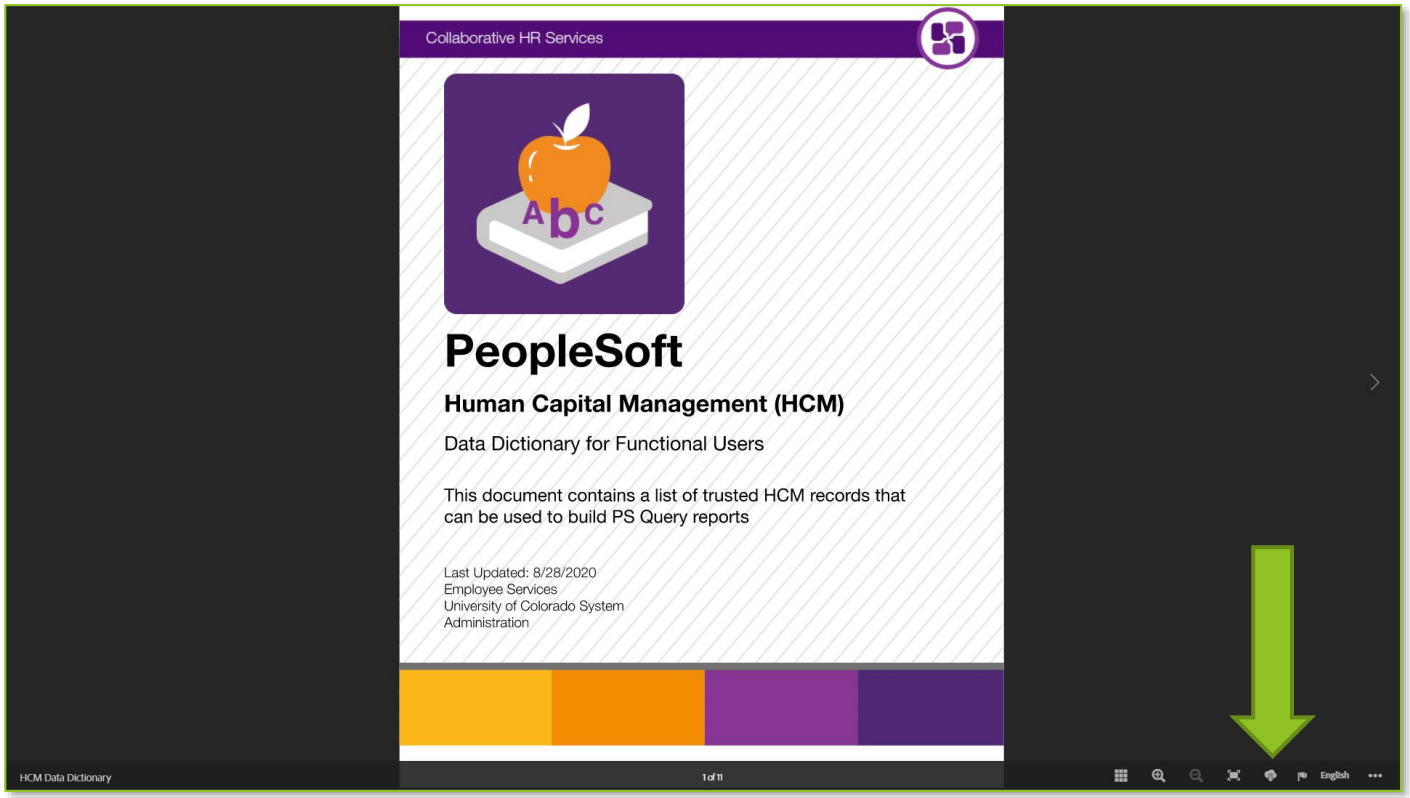
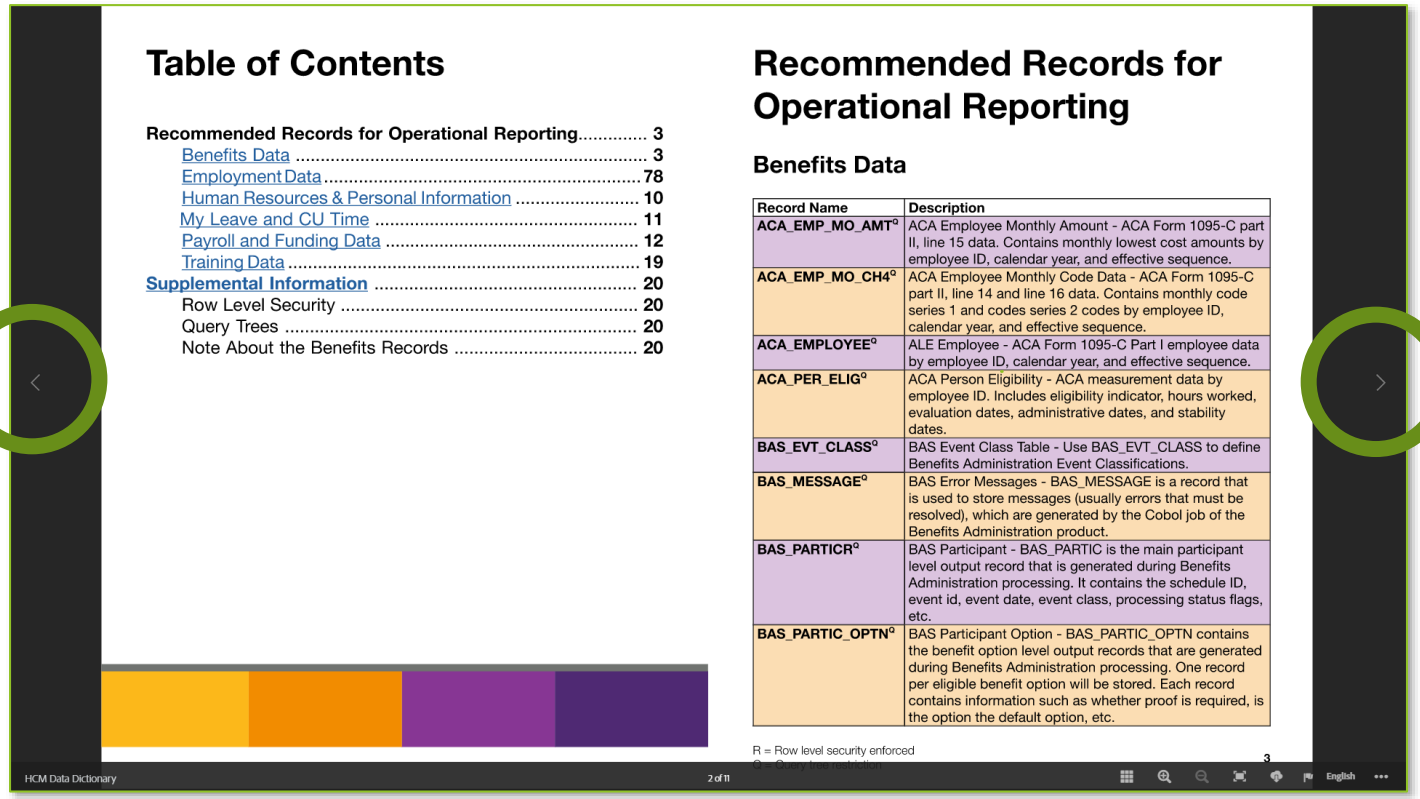
# HCM Data Dictionary




You can download using the button on the bottom right.

# HCM Data Dictionary



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## Recommended Records for Operational Reporting

### Benefits Data

| Record Name | Description |
|---|---|
| ACA_EMP_MO_AMT[Q] | ACA Employee Monthly Amount - ACA Form 1095-C part II, line 15 data. Contains monthly lowest cost amounts by employee ID, calendar year, and effective sequence. |
| ACA_EMP_MO_CH4[Q] | ACA Employee Monthly Code Data - ACA Form 1095-C part II, line 14 and line 16 data. Contains monthly code series 1 and codes series 2 codes by employee ID, calendar year, and effective sequence. |
| ACA_EMPLOYEE[Q] | ALE Employee - ACA Form 1095-C Part I employee data by employee ID, calendar year, and effective sequence. |
| ACA_PER_ELIG[Q] | ACA Person Eligibility - ACA measurement data by employee ID. Includes eligibility indicator, hours worked, evaluation dates, administrative dates, and stability dates. |
| BAS_EVT_CLASS[Q] | BAS Event Class Table - Use BAS_EVT_CLASS to define Benefits Administration Event Classifications. |
| BAS_MESSAGE[Q] | BAS Error Messages - BAS_MESSAGE is a record that is used to store messages (usually errors that must be resolved), which are generated by the Cobol job of the Benefits Administration product. |
| BAS_PARTICR[Q] | BAS Participant - BAS_PARTIC is the main participant level output record that is generated during Benefits Administration processing. It contains the schedule ID, event id, event date, event class, processing status flags, etc. |
| BAS_PARTIC_OPTN[Q] | BAS Participant Option - BAS_PARTIC_OPTN contains the benefit option level output records that are generated during Benefits Administration processing. One record per eligible benefit option will be stored. Each record contains information such as whether proof is required, is the option the default option, etc. |

R = Row level security enforced



Or just view on the page using the arrows on the left/right.

# HCM Data Dictionary

- This is a reference document and does not contain a full list of HCM records.
- This is not PS Query training. If you do not feel comfortable creating your own report, please continue to reach out to hcmdata@cu.edu for your data needs.
- As with every first version, we've already discovered a few needed corrections! We will continue to add to and adjust this document in the upcoming months. After that, we expect to review this document annually.

To get started building, or to search for existing queries, please visit the Query Manager here:

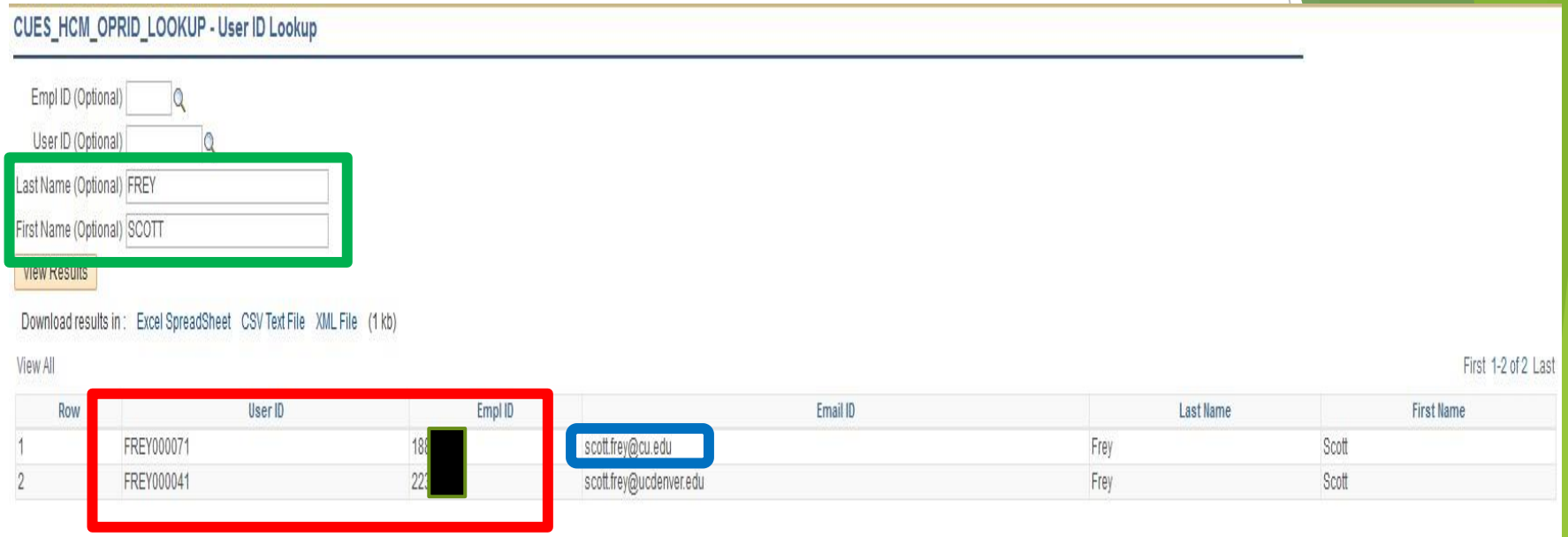
**Main Menu > CU HCM User WorkCenter > Resources > HCM Queries > Query Manager**

# HCM Data Feature Focus

# User ID Lookup

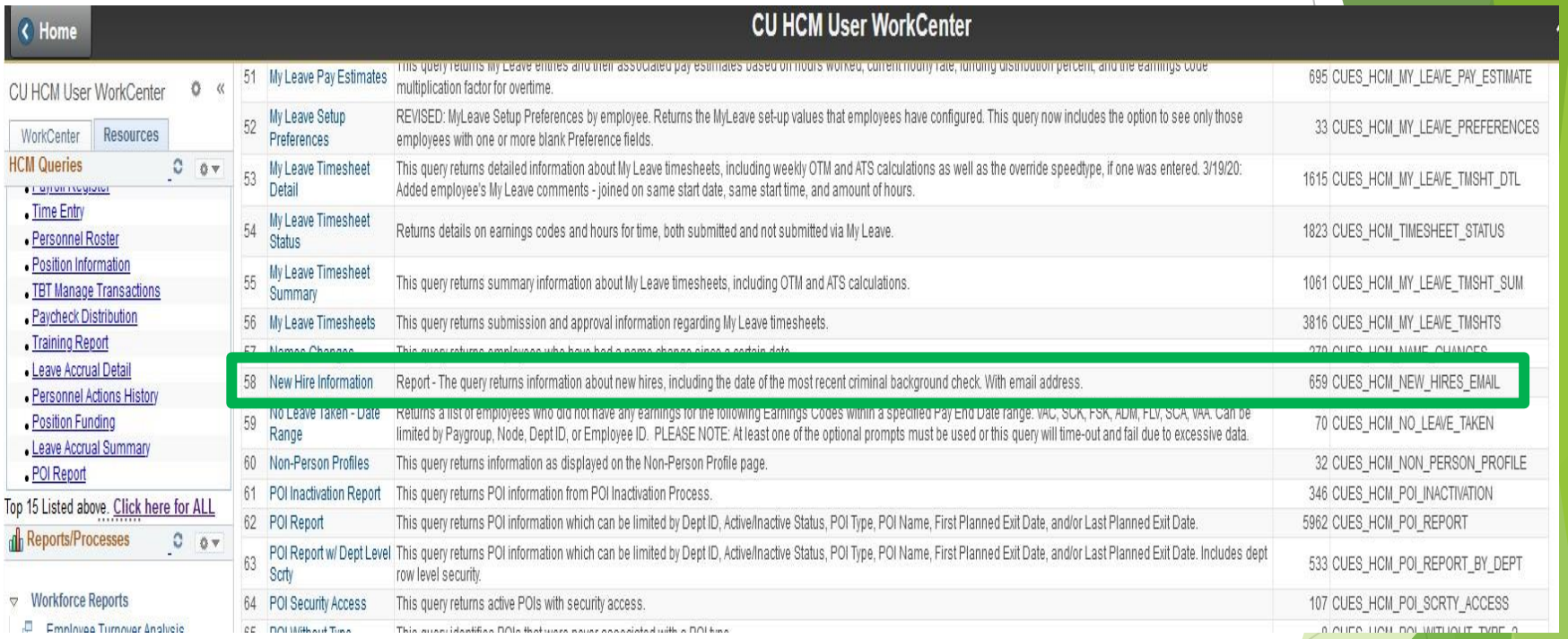
- Allows departments to easily search for existing Employee IDs by Employee Name or vice versa
- Useful in determining if a Hire has an existing Employee ID at CU

| | | | | |
|---|---|---|---|---|
| 83 | Salary Upload ADS Report | This query returns salary and funding information for employees with an Additional Pay code of ADS Administrative Stipend. | 147 | CUES_HCM_SALARY_ADS |
| 84 | Salary Upload Budget Data Rpt | This query returns current salary information by Comp Rate Code for current employees. This report can be used as a comparison tool in budgeting for the annual Salary Upload. | 632 | CUES_HCM_SALARY_UPLOAD_BUDGET |
| 85 | Student Employee Enrollment | This query returns active student employees and their enrollment information to help identify job data errors, such as former or under enrolled students whose job records need to be termed or updated. | 1024 | CUES_HCM_STD_EE_ENROLL_INFO |
| 86 | TBT + ePAR Transactions | This query returns a consolidated list of template based transactions (TBT) and ePAR transactions. | 1830 | CUES_HCM_TBT_EPAR_TXNS |
| 87 | TBT Manage Transactions | TBT Manage Transactions | 40626 | CUES_HCM_TBT_MANAGE_TXNS |
| 88 | TBT Workflow Approvers | This query can be used to identify users who are designated, by role, as approves for template based transactions. | 124 | CUES_HCM_TBT_WF_APPROVERS |
| 89 | Tax Location Codes | This query returns tax location code and location address information for employees with the purpose of helping to identify incorrect tax location codes in Job Data. | 191 | CUES_HCM_TAXLOCCD_CHECK |
| 90 | Temporary Employees Report | Returns a list of a specified department's temporary employees & their compensation info. Can be limited by start date. | 336 | CUES_HCM_TEMP_EMPLOYEES |
| 91 | Terminated Employees | Returns a list of employees with termination rows between specified Effective Dates. Results can optionally be limited by Dept ID. | 1526 | CUES_HCM_TERMED_EMPLOYEES |
| 92 | Time Entry | This query will return a sum of reported time and approval information. | 57810 | CUES_HCM_REPORTED_TIME |
| 93 | Training Non-Completions | This query returns active employees who have NOT completed the specified training course between the date prompts entered. | 397 | CUES_HCM_TRAINING_NON_CMPLT |
| 5 | User ID Lookup | This query allows you to look up the user ID for an individual or can help you identify who a user ID belongs to. | 555 | CUES_HCM_OPRID_LOOKUP |
| 96 | Work-Study Indicator Current | This query returns the current Work Study indicator row with current job information. | 496 | CUES_HCM_WS_DESIG |
| 97 | Work-Study Indicator Max Row | This query returns the maximum Work Study indicator row with current job information. | 168 | CUES_HCM_WS_DESIG_MAX |
| 98 | Work-Study Job Limits | This query returns Work Study job limits by term nbr, dept ID, and/or empl ID. | 1668 | CUES_HCM_WS_JOB_LIMIT |
| 99 | Work-Study Personal Limits | This query returns Work Study personal limits by term nbr, dept ID, and/or empl ID. | 1300 | CUES_HCM_WS_PER_LIMIT |
| 100 | Workflow Transactions | This query returns a list of workflow transactions. | 229 | CUES_HCM_WORKFLOW_TXNS |


CUES_HCM_OPRID_LOOKUP - User ID Lookup
Empl ID (Optional)
User ID (Optional)
Last Name (Optional) FREY
First Name (Optional) SCOTT
View Results
Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)
View All
First 1-2 of 2 Last
Row
User ID
Empl ID
Email ID
Last Name
First Name
1
FREY000071
scott.frey@cu.edu
Frey
Scott
2
FREY000041
scott.frey@ucdenver.edu
Frey
Scott

# New Hire Information

- Provides basic data about employees hired within a given Effective Date range




| | | | | |
|---|---|---|---|---|
| 51 | My Leave Pay Estimates | This query returns my Leave entries and their associated pay estimates based on hours worked, current hourly rate, funding distribution percent, and the earnings code multiplication factor for overtime. | 695 | CUES_HCM_MY_LEAVE_PAY_ESTIMATE |
| 52 | My Leave Setup Preferences | REVISED: MyLeave Setup Preferences by employee. Returns the MyLeave set-up values that employees have configured. This query now includes the option to see only those employees with one or more blank Preference fields. | 33 | CUES_HCM_MY_LEAVE_PREFERENCES |
| 53 | My Leave Timesheet Detail | This query returns detailed information about My Leave timesheets, including weekly OTM and ATS calculations as well as the override speedtype, if one was entered. 3/19/20: Added employee's My Leave comments - joined on same start date, same start time, and amount of hours. | 1615 | CUES_HCM_MY_LEAVE_TMSHT_DTL |
| 54 | My Leave Timesheet Status | Returns details on earnings codes and hours for time, both submitted and not submitted via My Leave. | 1823 | CUES_HCM_TIMESHEET_STATUS |
| 55 | My Leave Timesheet Summary | This query returns summary information about My Leave timesheets, including OTM and ATS calculations. | 1061 | CUES_HCM_MY_LEAVE_TMSHT_SUM |
| 56 | My Leave Timesheets | This query returns submission and approval information regarding My Leave timesheets. | 3816 | CUES_HCM_MY_LEAVE_TMSHTS |
| 57 | Names Changes | This query returns employees who have had a name change since a certain date. | 270 | CUES_HCM_NAME_CHANGES |
| 58 | New Hire Information | Report - The query returns information about new hires, including the date of the most recent criminal background check. With email address. | 659 | CUES_HCM_NEW_HIRES_EMAIL |
| 59 | No Leave Taken - Date Range | Returns a list of employees who did not have any earnings for the following Earnings Codes within a specified Pay End Date range: VAC, SCK, FSK, ADM, FLV, SCA, VAA. Can be limited by Paygroup, Node, Dept ID, or Employee ID. PLEASE NOTE: At least one of the optional prompts must be used or this query will time-out and fail due to excessive data. | 70 | CUES_HCM_NO_LEAVE_TAKEN |
| 60 | Non-Person Profiles | This query returns information as displayed on the Non-Person Profile page. | 32 | CUES_HCM_NON_PERSON_PROFILE |
| 61 | POI Inactivation Report | This query returns POI information from POI Inactivation Process. | 346 | CUES_HCM_POI_INACTIVATION |
| 62 | POI Report | This query returns POI information which can be limited by Dept ID, Active/Inactive Status, POI Type, POI Name, First Planned Exit Date, and/or Last Planned Exit Date. | 5962 | CUES_HCM_POI_REPORT |
| 63 | POI Report w/ Dept Level Scrty | This query returns POI information which can be limited by Dept ID, Active/Inactive Status, POI Type, POI Name, First Planned Exit Date, and/or Last Planned Exit Date. Includes dept row level security. | 533 | CUES_HCM_POI_REPORT_BY_DEPT |
| 64 | POI Security Access | This query returns active POIs with security access. | 107 | CUES_HCM_POI_SCRTY_ACCESS |
| 65 | POI Without Type | This query identifies POIs that were never associated with a POI type. | 0 | CUES_HCM_POI_WITHOUT_TYPE |

## CUES_HCM_NEW_HIRES_EMAIL - New Hire Information

First Eff Date 08/01/2020
Last Eff Date 09/30/2020
Campus (Optional) UAMC
Empl ID (Optional)
Node (Optional)
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (186 kb)

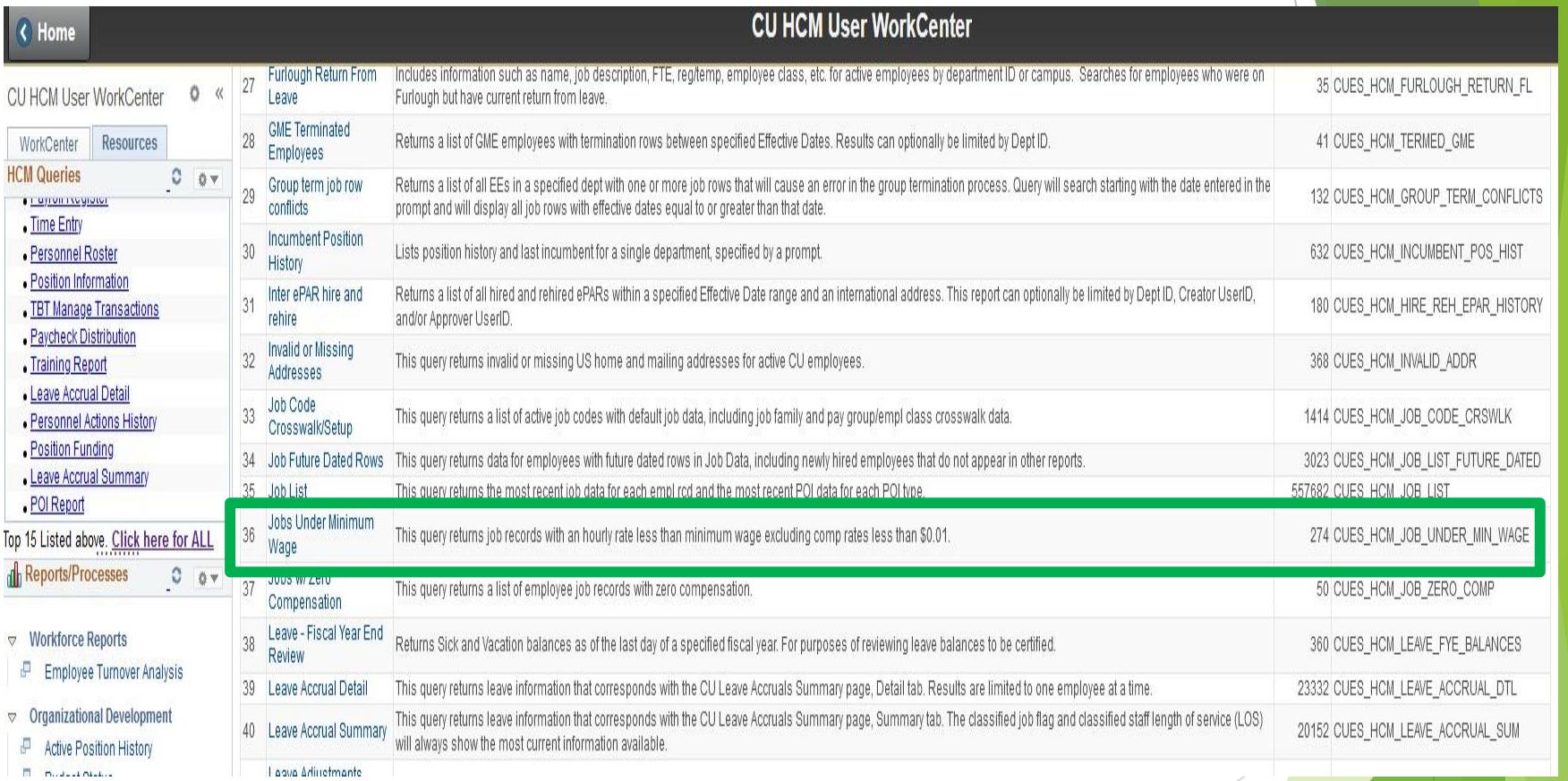
View All

First 1-100 of 313 Last

| Row | Business Unit | Dept ID | Dept Name | Empl ID | Empl Rcd | Name | Eff Date | Action | Reason | Job Code | Job Descr | Position Nbr | Position Descr | Reg/Temp | Full/Part Time | Last CRI Background Chk Dt | Email |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | UAMC | 20542 | GS-DEAN GRAD SCHOOL-ANSCHUTZ | [redacted] | 0 | [redacted] | 08/15/2020 | HIR | HIR | 505 | Research Assistant | 00705187 | Research Assistant | T | P | | [redacted] |
| 2 | UAMC | 20328 | SOM-SRG-RS PLAS Clinical | [redacted] | 0 | [redacted] | 08/15/2020 | HIR | HIR | 05 | Instructor | 00737032 | Instructor | R | F | 08/22/2020 | [redacted] |
| 3 | UAMC | 60078 | ADM AVCRC EH&S ANSCHUTZ | [redacted] | 0 | [redacted] | 08/04/2020 | HIR | HIR | 102 | Student Asst II | 00776741 | Student Asst II | T | P | 08/13/2020 | [redacted] |
| 4 | UAMC | 20542 | GS-DEAN GRAD SCHOOL-ANSCHUTZ | [redacted] | 0 | [redacted] | 08/15/2020 | HIR | HIR | 505 | Research Assistant | 00705645 | Research Assistant | T | P | | [redacted] |
| 5 | UAMC | 21742 | CSPH-CIDA Gen Ops | [redacted] | 0 | [redacted] | 08/01/2020 | HIR | HIR | 806 | Research Associate | 00769540 | Research Associate | R | F | 08/01/2020 | [redacted] |
| 6 | UAMC | 20542 | GS-DEAN GRAD SCHOOL-ANSCHUTZ | [redacted] | 0 | [redacted] | 08/15/2020 | HIR | HIR | 505 | Research Assistant | 00705206 | Research Assistant | T | P | | [redacted] |
| 7 | UAMC | 60065 | ADM AVCRC | [redacted] | 0 | [redacted] | 08/10/2020 | REH | REH | 488 | Research Services Professional | 00767539 | Privacy Analyst | R | F | 08/14/2020 | [redacted] |
| 8 | UAMC | 20421 | SDM-Dept Restorative Dentistry | [redacted] | 0 | [redacted] | 08/01/2020 | HIR | HIR | 213 | Clinical Asst Professor (C/T) | 00612227 | Clinical Asst Professor (C/T) | R | F | 08/06/2020 | [redacted] |
| 9 | UAMC | 20542 | GS-DEAN GRAD SCHOOL-ANSCHUTZ | [redacted] | 0 | [redacted] | 08/15/2020 | HIR | HIR | 204 | Pre Dr Trainee | 00776667 | Pre Dr Trainee | T | P | | [redacted] |
| 10 | UAMC | 20542 | GS-DEAN GRAD SCHOOL-ANSCHUTZ | [redacted] | 0 | [redacted] | 08/15/2020 | HIR | HIR | 505 | Research Assistant | 00603078 | Research Assistant | T | P | | [redacted] |
| 11 | UAMC | 20353 | SOM-EM MED CLINICAL | [redacted] | 1 | [redacted] | 08/01/2020 | HIR | ADL | 439 | Faculty Fellow | 00775803 | Faculty Fellow | R | P | | [redacted] |
| 12 | UAMC | 20542 | GS-DEAN GRAD SCHOOL-ANSCHUTZ | [redacted] | 0 | [redacted] | 08/15/2020 | REH | REH | 505 | Research Assistant | 00621771 | Research Assistant | T | P | 08/15/2020 | [redacted] |
| 13 | UAMC | 20219 | SOM-MED-PUL GENERAL OPERATIONS | [redacted] | 0 | [redacted] | 08/01/2020 | HIR | HIR | 809 | Sr Professional Research Asst | 00670553 | Sr Professional Research Asst | R | F | 08/01/2020 | [redacted] |
| 14 | UAMC | 20527 | SOP-DOPS General Operations | [redacted] | 0 | [redacted] | 08/15/2020 | HIR | HIR | 505 | Research Assistant | 00658037 | Research Assistant | T | P | | [redacted] |
| 15 | UAMC | 20244 | SOM-NEUR GENERAL OPERATIONS | [redacted] | 0 | [redacted] | 08/01/2020 | REH | REH | 03 | Asst Professor | 00773002 | Asst Professor | R | F | 08/07/2020 | [redacted] |
| 16 | UAMC | 20361 | SOM-GME ADMINISTRATION | [redacted] | 0 | [redacted] | 08/01/2020 | HIR | HIR | 106 | Level VI Resident | 00635227 | Level VI Resident | R | F | | [redacted] |
| 17 | UAMC | 20361 | SOM-GME ADMINISTRATION | [redacted] | 0 | [redacted] | 08/01/2020 | HIR | HIR | 105 | Level V Resident | 00671021 | Level V Resident | R | F | | [redacted] |
| 18 | UAMC | 20361 | SOM-GME ADMINISTRATION | [redacted] | 0 | [redacted] | 08/01/2020 | HIR | HIR | 108 | Level VIII Resident | 00602618 | Level VIII Resident | R | F | | [redacted] |
| 19 | UAMC | 20112 | SOM-Pathology | [redacted] | 0 | [redacted] | 08/01/2020 | HIR | HIR | 05 | Instructor | 00602527 | Instructor | R | F | 08/07/2020 | [redacted] |
| 20 | UAMC | 20164 | SOM-MED-BoneMarrow Transplant | [redacted] | 0 | [redacted] | 08/01/2020 | HIR | HIR | 03 | Asst Professor | 00007889 | Asst Professor | R | F | 08/01/2020 | [redacted] |

# Jobs Under Minimum Wage

- Returns active Jobs with an hourly rate less than minimum wage
- Excludes Jobs with rates less than $0.01




| | | | | |
|---|---|---|---|---|
| 27 | Furlough Return From Leave | Includes information such as name, job description, FTE, reg/temp, employee class, etc. for active employees by department ID or campus. Searches for employees who were on Furlough but have current return from leave. | 35 | CUES_HCM_FURLOUGH_RETURN_FL |
| 28 | GME Terminated Employees | Returns a list of GME employees with termination rows between specified Effective Dates. Results can optionally be limited by Dept ID. | 41 | CUES_HCM_TERMED_GME |
| 29 | Group term job row conflicts | Returns a list of all EEs in a specified dept with one or more job rows that will cause an error in the group termination process. Query will search starting with the date entered in the prompt and will display all job rows with effective dates equal to or greater than that date. | 132 | CUES_HCM_GROUP_TERM_CONFLICTS |
| 30 | Incumbent Position History | Lists position history and last incumbent for a single department, specified by a prompt. | 632 | CUES_HCM_INCUMBENT_POS_HIST |
| 31 | Inter ePAR hire and rehire | Returns a list of all hired and rehired ePARs within a specified Effective Date range and an international address. This report can optionally be limited by Dept ID, Creator UserID, and/or Approver UserID. | 180 | CUES_HCM_HIRE_REH_EPAR_HISTORY |
| 32 | Invalid or Missing Addresses | This query returns invalid or missing US home and mailing addresses for active CU employees. | 368 | CUES_HCM_INVALID_ADDR |
| 33 | Job Code Crosswalk/Setup | This query returns a list of active job codes with default job data, including job family and pay group/empl class crosswalk data. | 1414 | CUES_HCM_JOB_CODE_CRSWLK |
| 34 | Job Future Dated Rows | This query returns data for employees with future dated rows in Job Data, including newly hired employees that do not appear in other reports. | 3023 | CUES_HCM_JOB_LIST_FUTURE_DATED |
| 35 | Job List | This query returns the most recent job data for each empl rcd and the most recent POI data for each POI type. | 557682 | CUES_HCM_JOB_LIST |
| 36 | Jobs Under Minimum Wage | This query returns job records with an hourly rate less than minimum wage excluding comp rates less than $0.01. | 274 | CUES_HCM_JOB_UNDER_MIN_WAGE |
| 37 | Jobs w/ Zero Compensation | This query returns a list of employee job records with zero compensation. | 50 | CUES_HCM_JOB_ZERO_COMP |
| 38 | Leave - Fiscal Year End Review | Returns Sick and Vacation balances as of the last day of a specified fiscal year. For purposes of reviewing leave balances to be certified. | 360 | CUES_HCM_LEAVE_FYE_BALANCES |
| 39 | Leave Accrual Detail | 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. | 23332 | CUES_HCM_LEAVE_ACCRUAL_DTL |
| 40 | Leave Accrual Summary | 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. | 20152 | CUES_HCM_LEAVE_ACCRUAL_SUM |

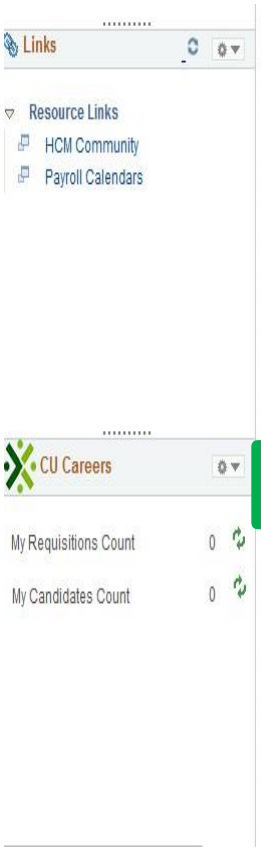
CUES_HCM_JOB_UNDER_MIN_WAGE- Jobs Under Minimum Wage

No matching values were found.

| Row | Name | Empl ID | Empl Record | Eff Date | Eff S | Pay Status | Dept ID | Dept Name | Job Code | Job Title | Action | Reason | Reason Descr | Location | Location Descr | Reg/Temp | Full/Part | Empl Type | Empl Class | Comp Freq | Comp Rate | Hrly Rate | State | Min Hourly | Tax Loc | Tax Loc State |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

# Training Non-Completions

- Have your employees completed all training courses necessary to start work?
- Easily determines which employees have not




| | | | | |
|---|---|---|---|---|
| 83 | Salary Upload ADS Report | This query returns salary and funding information for employees with an Additional Pay code of ADS Administrative Stipend. | 147 | CUES_HCM_SALARY_ADS |
| 84 | Salary Upload Budget Data Rpt | This query returns current salary information by Comp Rate Code for current employees. This report can be used as a comparison tool in budgeting for the annual Salary Upload. | 632 | CUES_HCM_SALARY_UPLOAD_BUDGET |
| 85 | Student Employee Enrollment | This query returns active student employees and their enrollment information to help identify job data errors, such as former or under enrolled students whose job records need to be termed or updated. | 1024 | CUES_HCM_STD_EE_ENROLL_INFO |
| 86 | TBT + ePAR Transactions | This query returns a consolidated list of template based transactions (TBT) and ePAR transactions. | 1830 | CUES_HCM_TBT_EPAR_TXNS |
| 87 | TBT Manage Transactions | TBT Manage Transactions | 40626 | CUES_HCM_TBT_MANAGE_TXNS |
| 88 | TBT Workflow Approvers | This query can be used to identify users who are designated, by role, as approves for template based transactions. | 124 | CUES_HCM_TBT_WF_APPROVERS |
| 89 | Tax Location Codes | This query returns tax location code and location address information for employees with the purpose of helping to identify incorrect tax location codes in Job Data. | 191 | CUES_HCM_TAXLOCCD_CHECK |
| 90 | Temporary Employees Report | Returns a list of a specified department's temporary employees & their compensation info. Can be limited by start date. | 336 | CUES_HCM_TEMP_EMPLOYEES |
| 91 | Terminated Employees | Returns a list of employees with termination rows between specified Effective Dates. Results can optionally be limited by Dept ID. | 1526 | CUES_HCM_TERMED_EMPLOYEES |
| 92 | Time Entry | This query will return a sum of reported time and approval information | 57810 | CUES_HCM_REPORTED_TIME |
| 93 | Training Non-Completions | This query returns active employees who have NOT completed the specified training course between the date prompts entered. | 397 | CUES_HCM_TRAINING_NON_CMPLT |
| 94 | Training Report | This query returns a history of completed training courses for currently active employees. | 55797 | CUES_HCM_TRAINING_REPORT |
| 95 | User ID Lookup | This query allows you to look up the user ID for an individual or can help you identify who a user ID belongs to. | 555 | CUES_HCM_OPRID_LOOKUP |
| 96 | Work-Study Indicator Current | This query returns the current Work Study indicator row with current job information. | 496 | CUES_HCM_WS_DESIG |
| 97 | Work-Study Indicator Max Row | This query returns the maximum Work Study indicator row with current job information. | 168 | CUES_HCM_WS_DESIG_MAX |
| 98 | Work-Study Job Limits | This query returns Work Study job limits by term nbr, dept ID, and/or empl ID. | 1668 | CUES_HCM_WS_JOB_LIMIT |
| 99 | Work-Study Personal Limits | This query returns Work Study personal limits by term nbr, dept ID, and/or empl ID. | 1300 | CUES_HCM_WS_PER_LIMIT |
| 100 | Workflow Transactions | This query returns a list of workflow transactions. | 229 | CUES_HCM_WORKFLOW_TXNS |

## CUES_HCM_TRAINING_NON_CMPLT - Training Non-Completions

First Training Date (Optional)

Last Training Date (Optional)

Empl ID (Optional)

Dept ID (Optional)

Node (Optional) H0002

Course A00020

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (6712 kb)

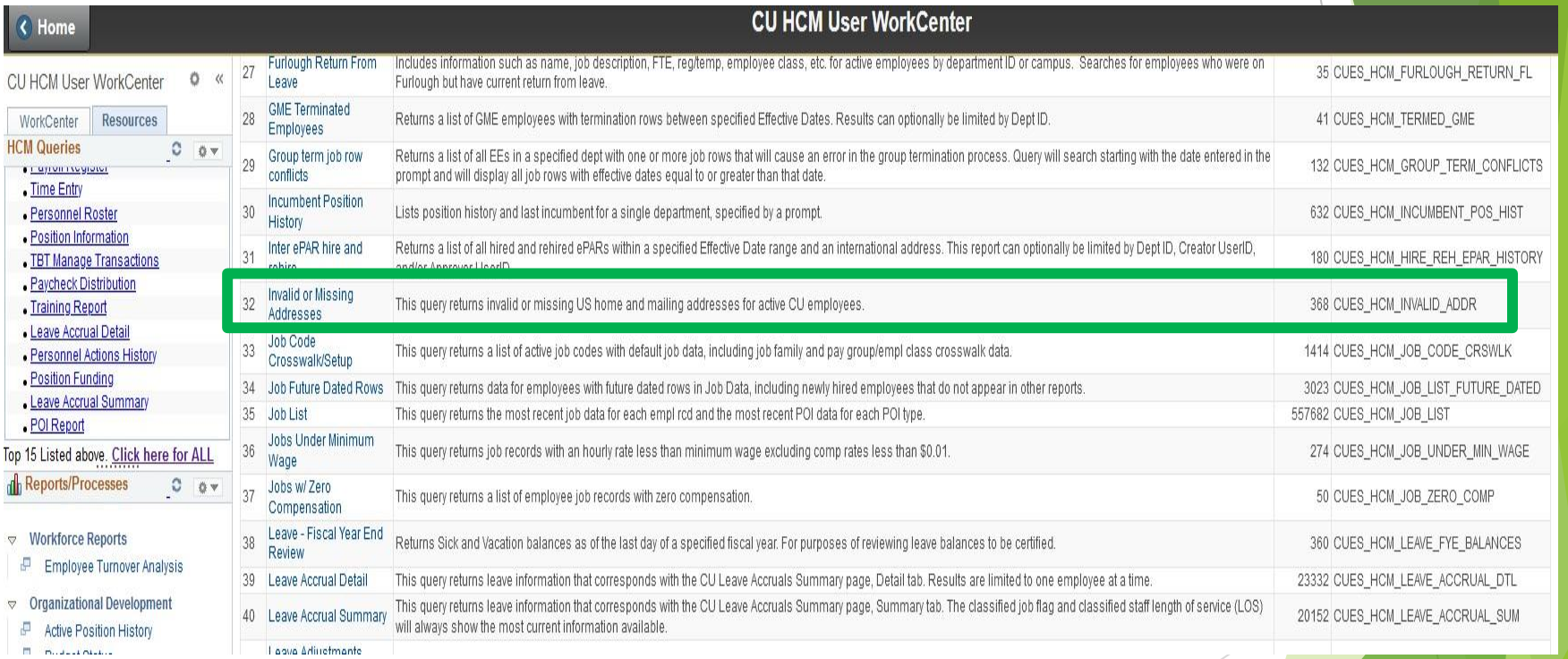
View All

First 1-100 of 6712 Last

| Rc | Empl ID | Empl Rcd | Orig Hire Date | Last Hire Date | Employee Name | Email Address | Empl Type | POI Type | Dept ID | Dept Name | Job Code | Job Descr | Supervisor ID | Supervisor Name | Supervisor Email |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 3 | | | | A | e | POI | 00025 | 20295 | SOM-RAD GENERAL OPERATIONS | | | 0 | V | C |
| 2 | 2 | 0 | 08/01/2012 | 08/01/2012 | A | n | EMP | | 20284 | SOM-PSYCH-SP/G P3 | 1 | S | 1 | S | a |
| 3 | 3 | 0 | 10/01/2019 | 10/01/2019 | A | s | EMP | | 20254 | SOM-OP GENERAL OPERATIONS | 1 | S R | 3 | Li | ti |
| 4 | 3 | | | | A | a | POI | 00015 | 20353 | SOM-EM MED CLINICAL | | | 0 | S | S |
| 5 | 1 | 0 | 09/01/1999 | 09/01/1999 | A | n | EMP | | 20264 | SOM-OTO GENERAL OPERATIONS | 1 | P | 3 | F | la |
| 6 | 2 | | | | A | n | POI | 00017 | 20269 | SOM-PEDS GENERAL OPERATIONS | | | 0 | Li | G |
| 7 | 2 | 0 | 07/01/2010 | 04/01/2020 | A | je | EMP | | 20976 | SOM-PEDS Allergy-Immun-GenOps | 1 | A | 2 | Fl | d |
| 8 | 2 | | | | A | je | POI | 00024 | 20976 | SOM-PEDS Allergy-Immun-GenOps | | | 0 | | |
| 9 | 1 | 1 | 02/01/2017 | 02/01/2017 | A | n | EMP | | 20875 | SOM-PEDS General Peds-GenOps | 1 | A | 1 | A | m |
| 10 | 3 | 0 | 06/10/2019 | 06/10/2019 | A | a | SW | | 20877 | SOM-PEDS Hematology-Onc-GenOps | 4 | S | 2 | Ve | s |
| 11 | 3 | 0 | 11/15/2017 | 06/01/2020 | A | n | EMP | | 20194 | SOM-MED-Geriatrics | 3 | P | 1 | M | k |
| 12 | 3 | | | | A | fe | POI | 00033 | 20219 | SOM-MED-PUL GENERAL OPERATIONS | | | 0 | Te | M |
| 13 | 1 | 0 | 02/01/2007 | 02/01/2007 | A | le | EMP | | 20284 | SOM-PSYCH-SP/G P3 | 1 | S | 1 | S | a |
| 14 | 3 | 0 | 10/28/2016 | 10/28/2016 | A | n | SW | | 20038 | SOM-DEAN EO UME | 4 | S | | | |
| 15 | 3 | 0 | 06/01/2019 | 06/01/2019 | A | a | EMP | | 20035 | SOM-DEAN DO STUDENT ADVISORY | 3 | P | 3 | S | d |
| 16 | 2 | | | | A a | s | POI | 00015 | 20259 | SOM-ORTHO GENERAL OPERATIONS | | | 0 | R | L |
| 17 | 2 | 0 | 09/01/2016 | 09/01/2016 | A | n | EMP | | 20204 | SOM-MED-Infectious Disease | 1 | A | 2 | P | e |
| 18 | 3 | | | | A | ta | POI | 00012 | 20259 | SOM-ORTHO GENERAL OPERATIONS | | | 0 | | |
| 19 | 2 | 0 | 07/01/2014 | 12/15/2019 | A | h | EMP | | 20873 | SOM-PEDS Genetics & Metabolism | 2 | A S | 3 | M | s |
| 20 | 2 | | | | A | a | POI | 00017 | 20153 | SOM-MED GENERAL OPERATIONS | | | 0 | D | N |
| 21 | 2 | | | | A | a | POI | 00017 | 20335 | SOM-NS GENERAL OPERATIONS | | | 0 | Li | K |
| 22 | 2 | 0 | 09/15/2012 | 09/15/2012 | A | b | EMP | | 20169 | SOM-MED-Cardiology | 1 | A C | 1 | B | p |

# Invalid or Missing Address

- Returns data for employees with missing or invalid US home and/or mailing addresses
- Valid addresses are necessary for required communications, especially when email cannot be used




| | | | | |
|---|---|---|---|---|
| 27 | Furlough Return From Leave | Includes information such as name, job description, FTE, reg/temp, employee class, etc. for active employees by department ID or campus. Searches for employees who were on Furlough but have current return from leave. | 35 | CUES_HCM_FURLOUGH_RETURN_FL |
| 28 | GME Terminated Employees | Returns a list of GME employees with termination rows between specified Effective Dates. Results can optionally be limited by Dept ID. | 41 | CUES_HCM_TERMED_GME |
| 29 | Group term job row conflicts | Returns a list of all EEs in a specified dept with one or more job rows that will cause an error in the group termination process. Query will search starting with the date entered in the prompt and will display all job rows with effective dates equal to or greater than that date. | 132 | CUES_HCM_GROUP_TERM_CONFLICTS |
| 30 | Incumbent Position History | Lists position history and last incumbent for a single department, specified by a prompt. | 632 | CUES_HCM_INCUMBENT_POS_HIST |
| 31 | Inter ePAR hire and rehire | Returns a list of all hired and rehired ePARs within a specified Effective Date range and an international address. This report can optionally be limited by Dept ID, Creator UserID, and/or Approver UserID | 180 | CUES_HCM_HIRE_REH_EPAR_HISTORY |
| 32 | Invalid or Missing Addresses | This query returns invalid or missing US home and mailing addresses for active CU employees. | 368 | CUES_HCM_INVALID_ADDR |
| 33 | Job Code Crosswalk/Setup | This query returns a list of active job codes with default job data, including job family and pay group/empl class crosswalk data. | 1414 | CUES_HCM_JOB_CODE_CRSWLK |
| 34 | Job Future Dated Rows | This query returns data for employees with future dated rows in Job Data, including newly hired employees that do not appear in other reports. | 3023 | CUES_HCM_JOB_LIST_FUTURE_DATED |
| 35 | Job List | This query returns the most recent job data for each empl rcd and the most recent POI data for each POI type. | 557682 | CUES_HCM_JOB_LIST |
| 36 | Jobs Under Minimum Wage | This query returns job records with an hourly rate less than minimum wage excluding comp rates less than $0.01. | 274 | CUES_HCM_JOB_UNDER_MIN_WAGE |
| 37 | Jobs w/ Zero Compensation | This query returns a list of employee job records with zero compensation. | 50 | CUES_HCM_JOB_ZERO_COMP |
| 38 | Leave - Fiscal Year End Review | Returns Sick and Vacation balances as of the last day of a specified fiscal year. For purposes of reviewing leave balances to be certified. | 360 | CUES_HCM_LEAVE_FYE_BALANCES |
| 39 | Leave Accrual Detail | 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. | 23332 | CUES_HCM_LEAVE_ACCRUAL_DTL |
| 40 | Leave Accrual Summary | 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. | 20152 | CUES_HCM_LEAVE_ACCRUAL_SUM |

## CUES_HCM_INVALID_ADDR- Invalid or Missing Addresses

Download results in: Excel SpreadSheet CSV Text File XML File (1 kb)

View All

First 1-2 of 2 Last

| Row | | Error Type | Empl ID | Last Name | First Name | Company | Eff Date | Eff Status | Addr Type | Address 1 | Address 2 | Address 3 | Address 4 | City | State | Postal | Country |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | No Home or Mailing Address on File | | 35[redacted] | [redacted] | | | | | | | | | | | | | |
| 2 | No Home or Mailing Address on File | | 35[redacted] | | | | | | | | | | | | | | |

# Questions

Q & A – Current Call

Q& A – Previous Call

# Q & A – Current Call

| Questions from September 1, 2020 | |
|---|---|
| Are hourly students and instructors eligible for sick and vacation time now? How many hours are they eligible for and does this start from September 1? | The State Sick law passed for Colorado goes into effect January 1, 2021. Stay tuned for more information on how that will work for CU. |
| Also, if the hourly students and instructors fall sick or test positive for the virus are they eligible for paid leave? | Please work with your campus HR for eligibility determination. |
| Is Administrative Covid Hourly Pay in My Leave the FFCRA leave for student employees? | Technically no, but deciding which code to use should be determined by your Campus HR. When Payroll says "FFCRA Leave Pay" they are usually speaking about FCH/FQH for hourly employees, and FCS/FQS for salaried employees.<br>More information can be found on the ES website https://www.cu.edu/hcm-community/pay-employees/tracking-covid-19-wages-paid |
| Will you be talking about the deferred payroll option, for FICA, that starts today, Sept 1st? | CU is not implementing the optional Tax Holiday. FICA tax procedure will not be changing. |
| Will you all be covering the Payroll Tax Holiday that went into effect today? | CU is not implementing the optional Tax Holiday. FICA tax procedure will not be changing. |

# Q & A – Current Call

| Questions from September 1, 2020 | |
|---|---|
| Leave Certification - will there be System office communication out or will campuses need to message this change in dates and "how to" ? | 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 you please remind me when ES will adjust employee vacation balances to restore up to 80 hours of leave swept, per Regent decision and State of Colorado for classified staff? when to the leave sweep vacation hours get put back? | The Regent decision left the adjustments a decision at the local level. Campuses are making different decisions on how to apply this, and you'd want to reach out to them to determine eligibility for an employee.<br>Any adjustments need to be applied to an off-cycle payroll before the September monthly payroll is confirmed in order for the adjustments to be seen by the employee for their certification. For an employee to see leave adjustments during the Leave Certification, those adjustments need to be entered prior to September monthly payroll being confirmed.<br>Check with Campus HR on eligibility for any leave sweep "give back" |

# Q & A – Current Call

| Questions from September 1, 2020 | |
|---|---|
| Will benefits notify us when the employee qualifies to go on STD | Campuses, Department and individual supervisors can email benefits@cu.edu if they have questions about an STD claim for their employees. Notices are not sent out, however the information is available if requested. |
| If an employee is approved for STD and they do not let us know they could be overpaid. Will there be someone in Benefits we could reach out to so we could verify if an employee was approved for STD and what approval date is? | Please utilize the email benefits@cu.edu in order to get this information. Benefits is happy to provide it to supervisors. Employees are notified that they should contact their employer to let them know about their approval, as any income received will reduce their weekly STD payments. If overpayment happens, please contact the Benefits office so that we can inform the insurance company. |
| Is there a query that will include demographics for the unit? | Certain demographics are tracked by campus HR offices. You may email hcmdata@cu.edu for specific needs for your unit. |

# Q & A – Previous Call

## Questions from the August 4, 2020 call

| | |
|---|---|
| Boulder uses Taleo to collect new employee personal details, will this change ? | Boulder will continue to use Taleo/Fluid Recruiting for certain recruiting (direct hire) processes -- that will not change. |
| 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. | 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 |
| In terms of terminating an employee, if they are expecting a final paycheck, when should that termination date be? | Termination date should be the day after their last work day. Pay can/will still be processed for the time they were active |
| Is there a new task being launched in Cornerstone for employees regarding updating their 2020-21 PMP? | The PMP process is campus specific. Reach out to your campus HR office for additional guidance. |
| Is the Sexual Misconduct training in Skillsoft the current one employees need to retake by September? | 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. |

# Q & A – Previous 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. |
| | |
| | |

# References

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

Calendars

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

Blogs

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

# Thank you for joining us.

## Contact Employee Services

**Mailing Address:**
Employee Services
University of Colorado
1800 Grant St., Suite 400
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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Boulder | Colorado Springs | Denver | Anschutz Medical Campus
**EMPLOYEE SERVICES**

ES.Campus-Outreach@cu.edu

HCM_Community@cu.edu