ES HCM Campus Call

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

Employee Services ——— September 1, 2020 —— 3:00PM to 4:00PM

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

Nonproduction Maintenance

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

Campus Solutions Maintenance

Other Maintenance

Completed Maintenance

- Aug. 26 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.
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

This is your Welcome Center. To navigate to an application, click the corresponding tab in the menu bar above or the corresponding link in the Centers section on the left. You can also jump directly to related processes by clicking the Quick Access links on the left.

As you navigate through the Talent Management suite, remember that you can always click "Home" at the top of the screen in order to return to the Welcome Center.

Additional resources are available for training and step-by-step guides. Copy and paste the links below into your web browser:

- **HCM Community - Recruit & Hire** - https://www.cu.edu/hcm-community/recruit-hire

- **CU: Recruiting with CU Careers** (online training course) - https://universityofcolorado.skillport.com/skillportfocustom/login/saml/login.action?courseaction=launch&assetid=_scorm12_cu_u00149_0001

- **CU Careers Practice Exercise** (online practice exercise) - https://universityofcolorado.skillport.com/skillportfocustom/login/saml/login.action?courseaction=launch&assetid=_scorm12_cu_fluidupgradepractice

If you have any questions or need technical assistance, please reach out to cucareershelp@cu.edu.
Fluid Recruiting

Recruiting Center Dashboard

Welcome Joyce Gamboa-SA!
Welcome to the Recruiting Center.

Candidates
- My Pools: 0, Total: 7
- Active submissions: 2, Total: 26
- New: 1, Total: 9
- Manually Matched: 0, Total: 17

Offers
- Draft: 0, Total: 1
- Approval in Progress: 0, Total: 1
- Extended: 1, Total: 2

Job Requisitions
- Draft: 0, Total: 1
- Open: 1, Total: 10
- Filled: 0, Total: 1

Tasks
- Recruiting
  - Assigned to me: 4, Total: 9
- Candidates
  - Check for Duplicates: 3, Total: 8
- Offers
  - Extend Offer: 1, Total: 1
Fluid Recruiting

Requisitions > Filter Options
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](https://www.cu.edu/hcm-community/hcm-projects/current-projects) for resources, change agent information and more.
Save the date for upcoming Town Halls

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<th>Date</th>
<th>Time</th>
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<td>Oct. 7:</td>
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<td>Oct. 8:</td>
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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
# Department Budget Table Mismatches

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

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<tr>
<th>Funding Positions</th>
<th>Change Dept</th>
<th>Change Dept</th>
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<tr>
<td>New Funding Posted for Effective Date</td>
<td>Dept Change row added to Position</td>
<td>New Incumbent Box Checked</td>
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<tr>
<td>Projects, SpeedTypes, &amp; Funding End Dates Valid</td>
<td>HRGL request = Dept Change effective date</td>
<td>Position Approved</td>
</tr>
<tr>
<td>Funding Posted in FY21</td>
<td>Position Approved</td>
<td>Job Data Row Added with New Dept</td>
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</table>
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](https://www.cu.edu/hcm-community/pay-employees/payroll-production-calendars)

## Payroll Calendar – University of Colorado System

### September 2020

<table>
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<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Sat/Sun</th>
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|        |         | **OC082720 uploads due 5 pm** | **PULL DEADLINE 10 AM: BW PPE 09/02/20 Processing OC082720** | **BW PPE 09/08/20 PAYDAY** | **PPE 09/02/20**
|        |         | **Pay Run ID BW/082220** | **OC082720 PAYDAY** | **Pay Run ID BW/090520**
|        |         | **Earn dates 08/13-09/05/20** | | **Pay Run ID BW/090520**
| 7      | 8       | **OC090320 uploads due 5 pm** | **Processing OC090320** | **Processing BW PPE 09/05/20 OC090320 PAYDAY** | **12/13** |
| **Labor Day** | **ALL CAMPUSES CLOSED** (Bank Holiday) | | | | |
| 14     | 15      | **OC091020 uploads due 5 pm** | **PULL DEADLINE 10 AM: BW PPE 09/05/20 Processing OC091020** | **MON uploads due 5 pm** | **PPE 09/10/20**
| | | **Pay Run ID MN093020** | **Processing MON PPE 09/10/20 BW PPE 09/05/20** | **Pay Run ID BW/0906/20 OC091020 PAYDAY** | **Pay Run ID BW/091920**
| | | | **Earn dates 09/06-09/19/20** | | |
| 21     | 22      | **Processing MON PPE 09/30/20 NO OFF-CYCLE THIS WEEK** | **Run Payroll Register MON PPE 09/30/20 NO OFF-CYCLE THIS WEEK** | **BW uploads due 5 pm** | **26/27** |
| | | * | * | * | |
| 28     | 29      | **OC092420 uploads due 5 pm** | **MON PPE 09/10/20 PAYDAY** | **Processing BW PPE 09/19/20 NO OFF-CYCLE THIS WEEK** | |
| | | **Pay Run ID MN093020** | **Pay Run ID BW/0906/20 OC092420 PAYDAY** | * | |
| | | **Earn dates 09/06-09/19/20** | | | |

* No off-cycle payroll

Last updated 2/7/20

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**University of Colorado**

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

**Employee Services**

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[Back to Agenda](#)
ES International Tax
https://www.cu.edu/employee-services/international-employee-0/
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/43rspqeq/
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:
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 Account 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)
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
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.
This dictionary provides a list of trusted HCM records that can be used to build PS Query reports.

(Click to expand to full size.)

Click “Read Now” to expand the document to full size.
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

<table>
<thead>
<tr>
<th>Record Name</th>
<th>Description</th>
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<tbody>
<tr>
<td>ACA_EMP_MO_AMT</td>
<td>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.</td>
</tr>
<tr>
<td>ACA_EMP_MO_CHY</td>
<td>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.</td>
</tr>
<tr>
<td>ACA_EMPLOYEE</td>
<td>ALE Employee - ACA Form 1095-C Part I employee data by employee ID, calendar year, and effective sequence.</td>
</tr>
<tr>
<td>ACA_PER_ELIG</td>
<td>ACA Person Eligibility - ACA measurement data by employee ID. Includes eligibility indicator, hours worked, evaluation dates, administrative dates, and stability dates.</td>
</tr>
<tr>
<td>BAS_EVT_CLASS</td>
<td>BAS Event Class Table - Use BAS_EVT_CLASS to define Benefits Administration Event Classifications.</td>
</tr>
<tr>
<td>BAS_MESSAGE</td>
<td>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.</td>
</tr>
<tr>
<td>BAS_PARTIC</td>
<td>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.</td>
</tr>
<tr>
<td>BAS_PARTIC_OPTIN</td>
<td>BAS Participant Option - BAS_PARTIC_OPTIN 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.</td>
</tr>
</tbody>
</table>

R = Row level security enforced
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
New Hire Information

- Provides basic data about employees hired within a given Effective Date range
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<th>Empl ID</th>
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<th>Full/Part Time</th>
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<td>GS-DEAN GRAD SCHOOL-ANSCHUTZ</td>
<td>34145</td>
<td>0.4</td>
<td>James Lee</td>
<td>08/16/2020</td>
<td>HR</td>
<td>HR</td>
<td>05</td>
<td>Research Assistant</td>
<td>00650307</td>
<td>Research Assistant</td>
<td>T / P</td>
<td>08/13/2020</td>
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<td>12</td>
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<td>Elizabeth Doe</td>
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<td>HR</td>
<td>05</td>
<td>Research Assistant</td>
<td>00650307</td>
<td>Research Assistant</td>
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<td>HR</td>
<td>05</td>
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<td>HR</td>
<td>05</td>
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<td>00650307</td>
<td>Research Assistant</td>
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<td>08/13/2020</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Jobs Under Minimum Wage

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

- Have your employees completed all training courses necessary to start work?
- Easily determines which employees have not
<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Name</th>
<th>Email Address</th>
<th>Supervisor</th>
<th>Supervisor Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>001234</td>
<td>John Doe</td>
<td><a href="mailto:johndoe@email.com">johndoe@email.com</a></td>
<td>Jane Smith</td>
<td><a href="mailto:janesmith@email.com">janesmith@email.com</a></td>
</tr>
<tr>
<td>004567</td>
<td>Jane Doe</td>
<td><a href="mailto:janedoe@email.com">janedoe@email.com</a></td>
<td>John Smith</td>
<td><a href="mailto:johnsmith@email.com">johnsmith@email.com</a></td>
</tr>
<tr>
<td>007890</td>
<td>Mary Doe</td>
<td><a href="mailto:marydoe@email.com">marydoe@email.com</a></td>
<td>Jane Smith</td>
<td><a href="mailto:janesmith@email.com">janesmith@email.com</a></td>
</tr>
<tr>
<td>010123</td>
<td>Paul Doe</td>
<td><a href="mailto:pauldoe@email.com">pauldoe@email.com</a></td>
<td>John Smith</td>
<td><a href="mailto:johnsmith@email.com">johnsmith@email.com</a></td>
</tr>
</tbody>
</table>

Download results in: Excel Spreadsheet CSV Text File XML File (57.12 kb)
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
<table>
<thead>
<tr>
<th>Row</th>
<th>Error Type</th>
<th>Empl ID</th>
<th>Last Name</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>No Home or Mailing Address on File</td>
<td>35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>No Home or Mailing Address on File</td>
<td>35</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Questions

Q & A - Current Call
Q & A - Previous Call
# Q & A - Current Call

## Questions from September 1, 2020

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>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?</td>
<td>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. Please work with your campus HR for eligibility determination.</td>
</tr>
<tr>
<td>Also, if the hourly students and instructors fall sick or test positive for the virus are they eligible for paid leave?</td>
<td>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. More information can be found on the ES website <a href="https://www.cu.edu/hcm-community/pay-employees/tracking-covid-19-wages-paid">https://www.cu.edu/hcm-community/pay-employees/tracking-covid-19-wages-paid</a></td>
</tr>
<tr>
<td>Is Administrative Covid Hourly Pay in My Leave the FFCRA leave for student employees?</td>
<td></td>
</tr>
<tr>
<td>Will you be talking about the deferred payroll option, for FICA, that starts today, Sept 1st?</td>
<td>CU is not implementing the optional Tax Holiday. FICA tax procedure will not be changing.</td>
</tr>
<tr>
<td>Will you all be covering the Payroll Tax Holiday that went into effect today?</td>
<td>CU is not implementing the optional Tax Holiday. FICA tax procedure will not be changing.</td>
</tr>
</tbody>
</table>
## Q & A - Current Call

### Questions from September 1, 2020

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave Certification - will there be System office communication out or will campuses need to message this change in dates and “how to”?</td>
<td>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.</td>
</tr>
<tr>
<td>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?</td>
<td>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. 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. Check with Campus HR on eligibility for any leave sweep “give back”</td>
</tr>
</tbody>
</table>
# Q & A - Current Call

## Questions from September 1, 2020

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will benefits notify us when the employee qualifies to go on STD</td>
<td>Campuses, Department and individual supervisors can email <a href="mailto:benefits@cu.edu">benefits@cu.edu</a> if they have questions about an STD claim for their employees. Notices are not sent out, however the information is available if requested.</td>
</tr>
<tr>
<td><strong>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?</strong></td>
<td>Please utilize the email <a href="mailto:benefits@cu.edu">benefits@cu.edu</a> 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.</td>
</tr>
<tr>
<td>Is there a query that will include demographics for the unit?</td>
<td>Certain demographics are tracked by campus HR offices. You may email <a href="mailto:hcmdata@cu.edu">hcmdata@cu.edu</a> for specific needs for your unit.</td>
</tr>
</tbody>
</table>
Q & A - Previous Call

Questions from the August 4, 2020 call

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<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. <a href="https://www.colorado.edu/hr/2020/05/26/campus-approves-flexibility-leave-sweeps">https://www.colorado.edu/hr/2020/05/26/campus-approves-flexibility-leave-sweeps</a></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>
</tbody>
</table>
## Q & A - Previous Call

### Questions from the August 4, 2020 call

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>if we are on My Leave, do we still need to do leave certification?</td>
<td>Yes, this is a system wide process, and all employees who are eligible for leave need to certify their balances.</td>
</tr>
<tr>
<td>Was there or will there be emails sent out on leave certification?</td>
<td>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.</td>
</tr>
<tr>
<td>Will there be training provided before the Fluid recruitment tool goes live?</td>
<td>There will be no structured training. All impacted guides and courses Skillsoft courses will be updated.</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

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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EMPLOYEE SERVICES

ES.Campus-Outreach@cu.edu
HCM_Community@cu.edu

Back to Agenda