

Human Capital Management: Reference Guide

Retiring a CU Faculty or Staff Member

The purpose of this guide is to support faculty and staff members in making a smooth transition into retirement. Employee Services provides guidance on the key tasks that must be completed accurately and on time to ensure retiree benefits are secured and the process is seamless.

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Retiree Benefits Process Overview

When a CU faculty or staff member is considering retirement, the Campus Partner (supervisors or HR) should:

1. Share the [Retirement Ready Resources](#) page with the faculty or staff member.
2. Direct the faculty or staff member to complete the [Retirement Ready Application](#) in the employee portal at least three months before the anticipated retirement date. The application prompts scheduling of a Zoom meeting with a retirement Benefits Professional from the Employee Services Benefits Team to:
 - a. Review eligibility for CU retiree benefits with a retirement Benefits Professional through Zoom.
 - b. Complete required documents.
 - c. Receive information about retiree benefits and resources.

After the faculty or staff member has met with an Employee Services retirement Benefits Professional, we will direct them to consult with their HR department to ensure the following items are completed accurately and timely by HR to ensure a smooth transition of all eligible retiree benefits at the time of retirement.

Termination Due to Retirement in Human Capital Management (HCM)

1. Confirm the employee's last day as an active employee and their retirement date with the employee or Employee Services Benefits.

Notes:

- Termination due to retirement date is the day after the employee's last day as an active employee.
 - Do not enter a termination due to retirement unless it has been verified with the employee or Employee Services Benefits Team that the employee is eligible for retirement.
 - It is important to ensure the information entered in HCM is accurate, as all documentation must match what is entered in HCM.
 - If the employee is not eligible for retirement their termination should be classified as a resignation.
2. Enter the termination due to retirement in HCM by the 15th of the month in which they are retiring to allow the Benefits Team to complete their retirement record processing in HCM and retiree benefits enrollment by the end of the month to ensure:
 - The benefits enrollment process and information sent to the insurance vendors is completed in time.
 - The final paycheck is accurate (entered before payroll deadline).
 - All active records are terminated so active employee benefits termination and new retiree records can be processed.

Example: If an employee is retiring 06/17 (last day 06/16), enter the termination due to retirement date into HCM by 06/15.

Working Retiree or Emeritus: If the retiree is returning as a working PERA or ORP/401(a) retiree, or being awarded emeritus status, rehire them after the final employee payroll has been processed and on a record other than record 0 after the new retirement record has been entered on record 0. Use an effective date equal to or after the retirement date.

Vacation/Sick Leave Payout and CU Time

Enter the vacation and sick leave payout in CU Time by the monthly upload deadline on the [Payroll Calendar](#) for the month in which they are retiring so that it processes with their final paycheck.

Notes:

- If the deadline is missed, email payroll@cu.edu and include **VCT/SKS Retiree** in the subject for assistance from a payroll processor.

Example: If an employee is retiring 07/01 (last day of 06/30), the leave payout must be included in their final paycheck at the end of June.

Do not enter the leave payout as an off-cycle check or any deferrals the employee has set up for their leave payout will not occur, creating complex issues for their final paycheck and deferrals. If HR cannot correct the final paycheck due to timing issues the retiree will miss the opportunity to defer their leave payout.

Payroll Processing Guidelines for a Smooth Transition

HR and Employee Services Benefits and Payroll Teams work together to ensure that our employees who are retiring have a smooth transition during such an important and possibly stressful event in their career and lives. Following the steps below can contribute to a positive retirement transition for the employee.

1. Because active positions need active funding, make sure funding is current through the end of the period of the final paycheck.

Avoid payroll suspense by ensuring that SpeedTypes and projects are in an active status and funding end dates have not expired.
2. Run the unit's Personnel Roster to ensure that any terminating employees are flagged for termination, and a process is in place to capture the termination row in HCM before their final payroll processes.
3. An employee's retirement date is the first day that they no longer work at the university. It is not the last day worked or last day of active employee status.
4. Enter the employee's termination row before the payroll deadline, but do not miss a CU Time My Leave upload by entering the termination row before the upload. Double check that all final My Leave timesheets and/or manual/regular CU Time entries are uploaded and approved by the payroll deadline for the final paycheck.

Tip: Compare the current upload to last pay period's Personnel Roster to confirm who is missing and then confirm that there is not any outstanding pay to enter.

5. Use the earnings beginning and end dates in CU Time that reflect the actual earnings periods for final pay (i.e., before the termination date).

Tip: If a monthly employee terminates on the 28th, the earnings period ends on the 27th.

6. When entering a vacation and/or sick leave payout (upon retirement) in CU Time, enter the number of hours rather than a pay amount. The hours reduce the accrual balances after payroll processes. The payout is based on the employee's annualized hourly rate. VCT and SKS campus funding sources are already in the DBT — no need to add SpeedType overrides in CU Time.
7. Review leave balances after the employee's final payroll. After a vacation payout, use earn code VAA to reduce the vacation balance to zero, and after a sick leave retirement payout, use SCA to reduce the entire sick leave balance to zero.

Tip: Remember that a positive VAA (adjustment) adds to the balance, and a positive VAC (usage) reduces the balance. The same is true for sick leave.