

Payroll End of Year Tasks

Employee Services Webinar

November 27, 2018

Rescheduled December 4, 2018



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Agenda

- Calendars
- Income Types
- Pay & HCM
- Fixing Pay Issues
- Employee Actions
- January – Looking Forward



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CALENDARS



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Calendar of Year End Events

November

Employees

- Verify SSN/address in HCM
- Use IRS Tax calculator to maximize tax withholding for 2018
- Update W-4 by the 10th (or payroll deadline)

PPLs

- Run payroll registers to confirm 2018 pay to date is correct
- Confirm Nov pay/enter December pay
- Correct underpayments
- Submit overpayments
- Enter 2018 Moving Expenses from PO/P-Card & Reimbursements
- Enter 2018 imputed cash transactions

Deadlines

- 11/26 – MON Pay Registers
- 11/27 – BW Payroll registers
- 11/27 – OC due @ 5:00 pm
- 11/28 – MON Pull @ 10:00 a.m.
- 11/28 – BW Pull @ 10:00 a.m.



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Calendar – December

PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM					December	2018
Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun	
					1/2 BW PPE 12/01/18 Earn dates 11/18 - 12/1/18	
3	4 OC112918 uploads due 5 pm	5 Processing OC112918	6 BW uploads due 5 pm	7 Processing BW PPE 12/01/18 OC112918 PAYDAY	8/9	
10 Run Payroll Register PPE 12/01/18	11 OC120618 uploads due 5 pm	12 Processing OC120618 PULL DEADLINE 10 AM: BW 12/01/18	13	14 BW 12/01/18 PAYDAY OC120618 PAYDAY	15/16 BW PPE 12/15/18 Earn dates 12/02 - 12/15/18	
17	18 MON uploads due 5 pm Processing MON PPE 12/31/18 NO OFF-CYCLE THIS WEEK *	19 Processing MON PPE 12/31/18 NO OFF-CYCLE THIS WEEK *	20 Processing MON PPE 12/31/18 BW uploads due 5 pm	21 Run Payroll Register MON PPE 12/31/18 Processing BW PPE 12/15/18 NO OFF-CYCLE THIS WEEK *	22/23	
24 Christmas Eve UCCS, UCB, SYS, UAMC closed UCD closure: Administrative Units - OPEN DDC School/Colleges - CLOSED AMC Schools/Colleges - CLOSED (Not a bank holiday)	25 Christmas Day ALL CAMPUSES CLOSED (Bank holiday)	26 UCD closure: Administrative Units - OPEN DDC School/Colleges - CLOSED AMC Schools/Colleges - OPEN Run Payroll Register PPE 12/15/18 OC122018 uploads due 8 am Processing OC122018 PULL DEADLINE 10 AM: BW 12/15/18	27 UCD closure: Administrative Units - OPEN DDC School/Colleges - CLOSED AMC Schools/Colleges - OPEN PULL DEADLINE 10 AM: MON 12/31/18	28 UCD closure: Administrative Units - OPEN DDC School/Colleges - CLOSED AMC Schools/Colleges - OPEN BW 12/15/18 PAYDAY OC122018 PAYDAY	29/30 BW PPE 12/29/18 Earn dates 12/16/18 - 12/29/18	
31 New Year's Eve UCB open; UCCS, UCD, SYS, Anschutz closed (Not a bank holiday) MON 12/31/18 PAYDAY						

* No off-cycle payroll

Last update 04/26/18



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Calendar of Year End Events

December

Employees

- Verify SSN/address in HCM
- Review pay advice – report errors
- Use IRS Tax calculator to maximize tax withholding for 2018
- Update W-4 by the 10th (or payroll deadline)

PPLs

- **Verify SSN for Int'l/new employees**
- Run payroll registers to confirm 2018 pay to date is correct
- Confirm December pay
- Correct underpayments
- Submit overpayments
- Enter 2018 Moving Expenses from PO/P-Card & Reimbursements
- Enter 2018 imputed cash transactions

Deadlines

12/6 – BW due @ 5:00 p.m.

**12/14 – 2018 LAST CALL
Overpayment letters**

12/18 – MON due @ 5:00 p.m.

12/20 – BW due @ 5:00 p.m.

12/21 – MON Pay Registers

**12/26 – LAST CALL 2018 Off-Cycle
(OC122018) 8:00 a.m.**

12/26 – BW Payroll Registers

12/26 – BW Pull @ 10 a.m.

**12/26 – LAST CALL 2018 MON
Term for Cause (after this date,
consult Bryan or Christina)**

12/27 – MON Pull @ 10 a.m.



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Calendar – January

PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM				January	2019
Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
	New Year holiday 1 ALL CAMPUSES CLOSED (Bank holiday)	2 CYE2018: ES USE ONLY – NO PAY NO OFF-CYCLE THIS WEEK *	3 BW uploads due 5 pm	4 Processing BW PPE 12/29/18 NO OFF-CYCLE THIS WEEK *	5
7 Run Payroll Register BW PPE 12/29/18	8 OC010319 uploads due 5 pm	9 Processing OC010319 PULL DEADLINE 10 AM: BW PPE 12/29/18	10	11 BW PPE 12/29/18 PAYDAY (run ID BW122918) OC010319 PAYDAY	12 BW011219 - PPE 01/12/19 Earn dates 12/30/18 - 01/12/19
14	15 OC011019 uploads due 5 pm	16 Processing OC011019	17 BW uploads due 5 pm	18 Processing BW PPE 01/12/19 MON uploads due 5 pm Processing MON PPE 01/31/19 OC011019 PAYDAY	19
21 MLK Day UCB, SYS, UCCS, Anschutz closed; UCD open (Bank holiday)	22 Run Payroll Register PPE 01/12/19 Processing MON PPE 01/31/19 NO OFF-CYCLE THIS WEEK *	23 Processing MON PPE 01/31/19 PULL DEADLINE 10 AM: BW 01/12/19 NO OFF-CYCLE THIS WEEK *	24 Run Payroll Register MON PPE 01/31/19	25 BW PPE 01/12/19 PAYDAY (run ID BW011219) NO OFF-CYCLE THIS WEEK *	26 BW012619 - PPE 01/26/19 Earn dates 01/13/19 - 01/26/19
28	29 PULL DEADLINE 10 AM: MON PPE 01/31/19 OC012419 uploads due 5 pm	30 Processing OC012419	31 MON PPE 01/31/19 PAYDAY Pay run ID MN013119 BW uploads due 5 pm		

* No off-cycle payroll



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Calendar of Year End Events

January

Employees

- Verify SSN/address in HCM
- Social Security contribution limit reset January 1st
- FICA limit changes
- Retirement limit changes
- Use IRS Tax calculator to maximize tax withholding for 2019
- Update W-4 by the 10th (or payroll deadline)
- 2018 W-2's will be mailed by the end of January
- Submit new W-4 by 2/6/19 if claiming exempt status (or reverts to Single and Zero)

January

PPLs

- **No OC the first week of January 2019**
- 2018 Moving Expenses from purchase order/P-Card & reimbursements – entered in Jan included in 2019 earnings
- 2018 overpayments –tax will be included in overpayment if employee terms in 2018
- Review 2019 Pay Calendars
- Minimum Wage – ES Uploads
- Term Fall Appointments
- Hire Spring Appointments



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Action Deadlines

November

11/26 – MON Pay Registers
11/27 – BW Payroll registers
11/27 – OC due @ 5:00 pm
11/28 – MON Pull @ 10:00 a.m.
11/28 – BW Pull @ 10:00 a.m.

****CONFIRM before payroll:**

- Updated employee data
- Updated Funding Entries

After the 10th

- **Contact the Benefits Team to ensure changes can be entered in time for payroll. To close to the payroll deadline may adversely effect employees.**

December

12/6 – BW due @ 5:00 p.m.
12/14 – 2018 LAST CALL Overpayment letters
12/18 – MON due @ 5:00 p.m.
12/20 – BW due @ 5:00 p.m.
12/21 – MON Pay Registers
12/26 – LAST CALL 2018 Off-Cycle (OC122018) 8:00 a.m.
12/26 – BW Payroll Registers
12/26 – BW Pull @ 10 a.m.
12/26 – LAST CALL MON Term for Cause
12/27 – MON Pull @ 10 a.m.

January

Employee

- **Jan. 1:** Social Security 2019 wage base deductions resume (if over \$128,700 in 2018)
- **Jan. 4: LAST CALL [portal](#) Address updates**
- **Jan. 31:** W-2s mailed
- **After Jan 31:** W-2s in the portal
- **Feb. 6:** 2019 W-4 due if filed as tax exempt in 2019

PPL

- **No OC the first week of Jan**
- 2019 Pay Calendars
- Term Fall Appointments
- Minimum Wage -- ES Uploads
- Hire Spring Appointments



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Campus Holiday Calendars

Governor's Additional Holiday - FLH for Floating Holiday

PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM					December	2018
Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun	
Christmas Eve 24 UCCS, UCB, SYS, UAMC closed UCD closure: Administrative Units - OPEN DDC School/Colleges - CLOSED AMC Schools/Colleges - CLOSED (Not a bank holiday)	Christmas Day 25 ALL CAMPUSES CLOSED (Bank holiday)	26 UCD closure: Administrative Units - OPEN DDC School/Colleges - CLOSED AMC Schools/Colleges - OPEN Run Payroll Register PPE 12/15/18 OC122018 uploads due 8 am Processing OC122018 PULL DEADLINE 10 AM: BW 12/15/18	27 UCD closure: Administrative Units - OPEN DDC School/Colleges - CLOSED AMC Schools/Colleges - OPEN PULL DEADLINE 10 AM: MON 12/31/18	28 UCD closure: Administrative Units - OPEN DDC School/Colleges - CLOSED AMC Schools/Colleges - OPEN BW 12/15/18 PAYDAY OC122018 PAYDAY	29/30 BW PPE 12/29/18 Earn dates 12/16/18 - 12/29/18	

PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM					January	2019
Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun	
New Year's Eve 31 UCB open; UCCS, UCD, SYS, Anschutz closed (Not a bank holiday) MON 12/31/18 PAYDAY	New Year holiday 1 ALL CAMPUSES CLOSED (Bank holiday)	2 CYE2018: ES USE ONLY – NO PAY NO OFF-CYCLE THIS WEEK *	3 BW uploads due 5 pm	4 Processing BW PPE 12/29/18 NO OFF-CYCLE THIS WEEK *	5	



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Holidays by Campus

Date	Action	SYS	UCCS	AMC	UCD	UCB
12/14 F	Overpay letters – Last Call					
12/18 T	MON payroll due					
12/20 R	BW payroll due					
12/21 F	MON payroll register					
12/24 M	System Closed	HOL	HOL	HOL	HOL	HOL
12/25 T	System Closed – Christmas	HOL	HOL	HOL	HOL	HOL
12/26 W	OC – Last of 2018 BW pay register MON Pull Term for Cause – Last Call				HOL	
12/27 R	BW Pull				HOL	
12/28 F					HOL	
12/31 M	System Closed MON pay day	HOL	HOL	HOL	HOL	
1/1 T	System Closed – New Year's Day	HOL	HOL	HOL	HOL	HOL

Governor's Additional Holiday - FLH for Floating Holiday (use campus guidelines)



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INCOME TYPES



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Wages vs. Stipends

Wages

- Employment relationship & wage income
- Hourly or monthly salary wage setup
- Work/services expectation & Timesheets
- Performance evaluations
- Pay wage-earnings and stipends from different positions
- Includes Job Codes except 32XX
- Subject to taxes
- Exempt or Non-exempt from overtime rules
- ES generates W-2s
- ES never generates 1099 for wages

DO NOT CHANGE WAGES FROM/TO STIPENDS

- Problematic for tax purposes especially if crossing tax years. Ensure pay type is correct when entering job data!

Stipends

- No employment relationship & No wage income
- No hourly wage setup
- No work/services expectation & No timesheets
- No intermediate approvals once awarded
- Pay wage-earnings and stipends from different positions
- Includes only Job Codes 32XX
- Pay group (SPD/ STP)
- DOL wage rules do not apply
- No W-2s for HCM stipends
- May generate 1099 if processed by AP
-
- Scholarship and fellowship recipients are expected to self-report taxable amounts regardless of whether they are reported on a W-2.



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Stipends

<https://www.cu.edu/hcm-community/pay-employees/student-stipends-and-taxable-payments>

Stipends may generate 1099 if processed by Accounts Payable (AP)

- **Stipends paid from HCM will not generate a 1099 (by ES or AP)**
- Scholarship and fellowship recipients are expected to self-report taxable amounts regardless of whether they are reported on a W-2 (or if a 1099 is generated).

Accounts Payable or HCM?

If the person **did NOT have an HCM wage-earning (non-stipend) job** with CU within the past calendar (tax) year:

1. Use Accounts Payable (AP) only for the stipend
2. Also process additional pay through Accounts Payable (AP)
3. 1099 Forms for U.S. citizens and tax residents will generate as appropriate

If the person **DID have an HCM wage-earning (non-stipend) job** with CU within the past calendar (tax) year:

1. Use HCM only for the stipend
2. Non-stipend (wage earning) job data must exist (previously or currently) in HCM
3. Separate stipend job data (32XX) for the stipend in HCM



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Stipends - International

Reminder: International students' scholarships, stipends may be subject to tax withholding

<https://www.cu.edu/blog/hcm-community/remind-international-students%E2%80%99-scholarships-stipends-may-be-subject-tax>

- Nonresident Aliens = NRAs. A foreign national may or may not be an NRA.
- If you will be [hiring international students for the upcoming fall semester](#), scholarships and stipends may be subject to tax withholding.
- Stipend payments to NRA's are subject to 14% withholding in the absence of a valid treaty claim.
- All foreign nationals being paid stipends through HCM must meet with an International Tax Specialist to ensure correct taxation and reporting.
- AP payments to all foreign nationals must be approved by the International Tax Office and may be subject to withholding.

1042-S Form

- 1042-S forms are issued for NRA's receiving income of this nature whether through AP, BRS or PR payment streams.
- There is no de minimus for 1042-S reporting. Form 1042-S will be issued regardless of the amount of the payment.
- Annually generated by International Tax with a deadline of March 15th.



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Imputed Income

<https://www.cu.edu/employee-services/imputed-income-0>

- Any noncash, taxable fringe benefits or service may increase taxable income.
- “**Gross UP**” increases the income with an offset for the additional incurred tax

Taxable Tuition Waiver (TTW):

Tuition Benefit FAQs – Billing, Fees, Costs on CU's [Tuition Waiver Benefit Program](#).

Imputed Cash Award (ICA)/Imputed Cash Award for Student (ICS):

Any noncash item received in your role as a CU employee, such as a **gift card** or iPad.*

Brussels + Muscles (BAM):

The cost of GeoPalz devices given to employees for the Brussels + Muscles program are taxed.

Business Expense (BEX):

The taxable portion of any expense reimbursement.

Life Insurance (STNDRD):

In excess of \$50,000 is subject to federal taxes.

Domestic Partner Medical and Dental Coverage (NQPlan Code):

The employee is taxed on the difference between what CU contributes for employee only coverage and employee + spouse or family coverage.

Civil Union Partners:

The employee is taxed on the difference between what CU contributes for employee only coverage and employee + spouse or family coverage



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PAY & HCM



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My Leave

Calendar-Month Calendar-Week Calendar-Day Timesheet Department Employees

Empl ID:

View Calendar

My Leave



My Leave

- Confirm all hourly pay entered
- Confirm overtime/comp time calculations
- Timesheets are approved
- Verify uploads

CU Time

- CU Department Timesheet Review
- Employee Reported Time

NavBar: Navigator

CU Resources

Recent Places

HCM Favorites

Navigator

CU Time

CU Details

CU Processes

CU Department Timesheet Review

CU Employee Reported Time

CU Mass approve Reported Time

CU Reported Time Summary

CU HCM User WorkCenter

WorkCenter Resources

HCM Navigation

ePAR

- ePAR Actions
- ePAR Approval
- ePAR Status
- Inquire ePAR Transactions

Personal Information

- Modify a Person
- Person Organizational Summary
- Maintain POI Relationship
- Emergency Contact

Job Information

- Job Data
- Contract Pay

Position Management

- Position Information
- Position Summary
- Position History
- Budget Status
- Vacant Budgeted Positions

Profile Management

- Person Profiles
- Non-person Profiles
- Training

Time Collection

- CU Employee Reported Time
- CU Reported Time Summary
- CU Onetime Deductions Load
- CU One Time Payments Load
- CU One Time Tax Load

Employee Pay Data

- Create Additional Pay

Student Info & Processes

- CU Student Information
- CU Work Study Indicator
- CU Student Info Process
- CU Work Study Awards
- CU Work Study Limits Load
- CU Work Study Report
- CU Work Study Jobs



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Entering Pay

CU Time

- **Manual Entry**
- **Regular Upload**
- **One Time pay**

Payroll for North America

- **Recurring
one time pay**



On-cycle: Regular MON/BW entry and pay dates

- Leave entries – on-cycle only
- VCT – pay with last check (required if employee retirees)

Off-cycle: MON/BW entries processed each week and paid on the following Friday

- Leave adjustments – off cycle ok
- VCT – if late & single entry, off-cycle only

Entering Earn Codes

- **RGS** – monthly salary
- **REG** – hourly (Temp and Mo Hrly)
- **CRG/CRX** – contract pay
- **STH** – student hourly
- **LTS** – students late pay
- **DK1** – reduce pay = negative \$
- **VAA** add accrual = +
- **VAA** reduce accrual = -
- **VAC** – use leave = +
- **FLH** – Floating Holiday (Governor)
- **HOL** – Mo Hrly (instead of REG) & Essential Services (actually physically work on holiday)
- **HOL** – Mo Salary – not used/uploaded with timesheets



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Confirm Pay

HCM Payroll Queries

- Personnel Roster confirm pay rate
- Confirm Job Data is correct
- Time Entry – all approved items
- Payroll Register
 - all time entry processed
 - pay rates consistent with Personnel Roster
- Payroll Register with Accounting Detail



The screenshot displays the 'CU HCM User WorkCenter' interface. At the top, there are tabs for 'WorkCenter' and 'Resources'. Below these, the 'HCM Queries' section is highlighted, featuring a refresh icon and a settings dropdown. Underneath, the 'Query Manager' section lists 15 queries, each preceded by a bullet point and a blue underlined link. The queries are: Job List, Funding Distribution, Payroll Register Acct Detail, Payroll Register, Time Entry, Vacant Positions, Personnel Roster, Training Report, Dept Personnel & Org Roster, Paycheck Distribution, Leave Accruals, Leave Balances, Personnel Actions History, Funding Suspense Current Row, and Vacant Positions with Funding. At the bottom of the list, it states 'Top 15 Listed above.' followed by a blue underlined link 'Click here for ALL' and a series of dots.

CU HCM User WorkCenter

WorkCenter Resources

HCM Queries

[Query Manager](#)

- [Job List](#)
- [Funding Distribution](#)
- [Payroll Register Acct Detail](#)
- [Payroll Register](#)
- [Time Entry](#)
- [Vacant Positions](#)
- [Personnel Roster](#)
- [Training Report](#)
- [Dept Personnel & Org Roster](#)
- [Paycheck Distribution](#)
- [Leave Accruals](#)
- [Leave Balances](#)
- [Personnel Actions History](#)
- [Funding Suspense Current Row](#)
- [Vacant Positions with Funding](#)

Top 15 Listed above. [Click here for ALL](#)

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FIXING PAY ISSUES



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Fixing Pay

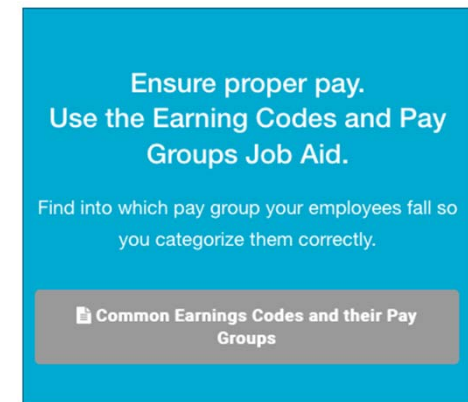
<https://www.cu.edu/hcm-community/correct-pay>

Options for Fixing Year-End Pay

- Stopping pay in progress to avoid errors
- Issuing late pay
- Recouping money that was overpaid
- Handdrawn Payroll Warrants
- Issuing additional pay

Other Pay Corrections

- Payroll Expense Transfers
- Manual Check Corrections



Stopping pay in progress to avoid errors	+
Issuing late pay	+
Recouping money that was overpaid	+
Rectifying deduction errors	+
Rectifying improper or final pay via handdrawn payroll warrants	+
Steps for requesting a handdrawn warrant	+
Issuing additional pay	+



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Check Pull

Causes for a Check Pull

- An employee is going to be overpaid due to a termination, short work break, or a reduction in FTE.
- An employee has passed away, and pay must be issued to his/her estate or heirs.
- Paycheck fraud is suspected.
- A physical check must be intercepted and rerouted to a new address.
- There was an error—of any kind—that will result in an overpayment.

Note

- If an employee's pay is pulled to avoid overpayment, the **entire check must be pulled**. ES cannot pull “partial” checks.
- Notify any other affected departments when a paycheck includes more than one position
- Ask Employee Services for assistance if needed.



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Check Pull

What to do?

Please notify the employee that his or her pay is being pulled and why.

Email HCM_Community@cu.edu.

- title the email **Check Pull with the Employee's Name and ID**.
- the affected employee's name.
- the employee's CU ID.
- the pay period end date.
- the reason for the pull (e.g., "prevent overpayment"; "bank account closed").
- When the correct pay will be entered in the offcycle. (needed to correctly process any benefits)

If this process will require that a check be reissued, please enter the correct pay into CU Time.

Do not request a Handdrawn check when the pay can be/is entered into CU Time.

When you don't issue replacement pay after pulling or stopping pay

- If you cancel pay but do not request replacement pay, you will also cancel any benefits deductions the employee generally has. Please contact Employee Services to ensure employees' pay isn't adversely affected. You also must notify the employee that you will not be issuing replacement pay so he/she can make appropriate arrangements.
- Employee Services is not responsible for any bank overdraft fees or penalties.



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Underpayments

Causes of Underpayments

- Check pulled and pay must be reentered
- Job data not approved in time for payroll
- CU Time not approved in time for payroll
- Late hire pay not entered in CU Time
- Late pay for missed BW timesheet
- An international employee's Social Security number was not available when wages were earned.
- Standard hour changes/pay miscalculation
- Minimum wage under threshold

What to do?

- **Enter time into CU Time before the last OC due 12/26 @ 8:00 am**
- ****These are not reasons for handdrawn requests**



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Handdrawn Requests

Use CU Time rather than requesting a handdrawn check.

EMERGENCY Handdrawn Request – PRE-APPROVED by ES Payroll

- Involuntary separation ([termination for cause](#), layoffs)
- Stale dated or Lost checks replacements
- Final pay for retired employees
- Final pay for a deceased employee (must be paid to their estate)
- Overpayments (ensure leave and earnings are taxed differently)
- Benefits/Tax Corrections (ES only) Termed over 60 days/reinstate CU retirement)
- Department no longer has access to the employee's position number (transfer)

What to do?

- Complete the [Handdrawn Form](#) .
- Submit the form to offcycle_pbs@cu.edu (or click the submit button on the form). Please do NOT submit the form to HCM Community.
- If an ES Payroll representative does not CONFIRM the handdrawn approval with you, the handdrawn will not be or was not processed.

Note:

DO NOT request a handdrawn and enter the associated data into CU Time. Doing both will overpay the employee.



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Overpayments

Deadlines

- **12/14 – 2018 LAST CALL Overpayment letters**
- We will continue to process overpayments but:
 - We cannot guarantee we'll get payment in 2018
 - The payment must post in December 2018

What to do?

- Correct HCM
- Inform the Employee
- Submit the overpay form to ES
- ES will work directly with the employee to resolve

Tax implications

2018 Overpaid: \$100.00

- Fed tax: \$10.00
- State tax: \$4.63
- Social Sec: \$6.20
- Meditax: \$1.45
- 401A: \$5.00

Still employed in 2019: Employee returns \$100 in 2019

- W-2 reflects more earnings (and taxes) in 2018 and less in 2019 (adjust the 2019 gross earnings when a manual check processed the returned pay).
- The OASDI and Meditax are not added in and won't ever be. If the employee is no longer employed by CU, we ask for their permission to request a refund for both.
- We make the adjustments to 401a, 403b, PERA as soon as we get the overpayment. We request a refund from the vendor as quickly as we can.

Not employed in 2019: Employee returns \$114.63.

- ES cannot adjust 2018 taxes against 2019 year pay if there is no new 2019 pay generated.



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Additional Pay for 2018

Moving Expense

<https://www.cu.edu/docs/moving-expense-worksheets>

- Department paid moving expenses from PO/P-Cards
- Moving Reimbursements
- Enter in same year it occurs
- 2018 Moving Expenses entered in Jan included in 2019 earnings and may be subject to 2019 rules

What to do?

<https://www.cu.edu/docs/sbs-additional-pay-entering-one-time-payment>

- The employee must have an active appointment for the time period in which the services were performed.
- CU Time – One Time Pay
- Or Use ePAR Additional Pay
 - Only one override SpeedType Allowed
- PET required for multi-funds



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Additional Pay – CU Time/Form

<https://www.cu.edu/hcm-community/pay-transactions/issue-additional-pay>

Earnings Code	Description
ADS	Administrative Stipend
ALW	Allowances - Uniforms
APF	Additional Pay Flat
AWR	Awards - Taxable
BAM	BrusMus Imputed
BON	Bonus
CTR	Other Contracts
DPD	Discretionary Pay Differential
FSI	Food Services Incentive
GME	GME Medical Tax Gross
HN1	Honorarium - One Time Pymt
HSG	Housing Allowance - Taxable
INC	Incentive Pay
LEG	Med - Legal
MVA	Moving Expenses - Acard
MVP	BeColorado Move Payment
MVT	Moving Expense - Taxable
PPO	NonBase Building
REC	Recruitment Incentive Pay
REF	Referral Award
SEV	Severance
SP1	Stipend-Students except JC32xx
SUP	Supplemental Pay
TPD	Temporary Pay Differential
TTF	Taxable Tuition FICA
TTW	Taxable Tuition Waiver

Earnings Code	Description	Eligible Employees	Use
ADP *	Add Pay - Student / Med Res	Students, Medical Residents	Additional pay due to student employee or medical resident.
ALW	Allowances - Uniform	Classified Staff	Payment of allowances (uniforms, tools, etc.) Used by Procurement Service Center only.
APF *	Additional Pay Flat Amount	Classified Staff, Officer/Exempt Prof., Faculty	To be used for additional pay of a flat amount for additional work or services. Payment requests for classified staff should be referred to HR. Documentation is required.
AWR *	Awards - Taxable	All	Recognition/award programs must be pre-approved by appropriate campus entities (HR, Provost, VC, Org Principles) in accordance with PSC Procedural Statement: Recognition and Training.
BON *	Bonus	Classified Staff, Officer/Exempt Prof., Faculty	Pay employee bonuses. Additional documentation is required.
CTR	Other Contracts	Officer/Exempt Prof., Faculty	Other contracts relative to incentive pay.
DPD	Discretionary Pay Differential	Classified Staff	To be used to pay temporary / discretionary pay differentials. Additional documentation is required.
HN1	Honorarium - One Time Payment	Classified Staff, Officer/Exempt Prof., Faculty	A payment given to a professional person for services for which fees are not legally or traditionally required.
INC *	Incentive Pay	Officer/Exempt Prof., Faculty	Additional documentation is required with this request.
LEG	UPI Medical Legal	Faculty	Job code series 1100 and 1200 only, with UPI approval.
MVN	Moving Expense - Non-Taxable	Officer/Exempt Prof., Faculty	To be used to process non-taxable moving expense reimbursement.
MVT *	Moving Expense - Taxable	Officer/Exempt Prof., Faculty	Payment for taxable moving expense reimbursement.
PPN	Pay for Performance / Non-Base Building Award	Classified Staff	(NOT AVAILABLE IN TIME COLLECTION) Salary Survey increase amount that was not added to base because employee is at pay range maximum. Must send completed form to PBS for processing.
PPO	Pay for Performance / Achievement Pay	Classified Staff	To be used to issue performance-based achievement pay for classified staff. Human Resources approval is required.
REC *	Recruitment Incentive	Officer/Exempt Prof., Faculty	To pay recruitment incentive amounts-must be documented in offer letter.
REF *	Referral Award	Classified Staff	Additional documentation is required with this request.
RIN *	Retirement Incentive	Classified Staff	(NOT AVAILABLE IN TIME COLLECTION) Must send completed form to PBS for processing.
SEV *	Severance	Classified Staff, Officer/Exempt Prof., Faculty	To be used to issue severance pay.
SP1	Stipend - One Time Payment	Students	Use is restricted. Do not use to pay for services performed (to use this earn type no services can be required of the employee.) Check with faculty affairs, academic affairs, or dean's office for appropriate use.
TPD	Temporary Pay Differential	Officer/University Staff and Classified Staff	To make a one-time, lump sum payment to an employee. Additional documentation is required with this request.
UOC *	UPI On-Call Incentive	Faculty	To pay UPI on-call incentive amounts. Limited to job code series 1100 and 1200 only.
UPI *	UPI Incentive Payment	Faculty and Officer/University Staff	To make a payment to an employee that is provided by UPI (University Physicians, Inc.). Additional documentation is required with this request.



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Additional Pay Taxes

Taxes & Deductions

All earnings codes are taxed at the W-4 rate, including:

- W-4% - Fed regularly applied
- W-4% - CO
- 1.45% - Medicare
- 6.2% - Social Security or
- 8% - PERA
- % - Retirement plans
 - Mandatory 5% - 401A
 - Voluntary % - 403B/401K/457

Supplemental Tax Rate

<https://www.cu.edu/hcm-community/pay-transactions/issue-additional-pay>

ADP, APF, AWR, BON, INC, MVT
REC, REF, RIN, SEV, UOC, UPI,
VCT & Sick Retirement Pay

- 22% - Federal
- 4.63% - CO

Example:

- If VCT pays with RGS, RGS is taxed at W-4 rate (Fed and State) and VCT ONLY 22% Federal, 4.63% CO (when CO = state). OASDI and Med pull on both.
- This will be case for any of the other additional pay codes that are subject to supplemental tax.



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Payroll Expense Transfers

- Does not change job codes/earn codes/position numbers on checks
- Changes funding sources for a paycheck
- Controller access –
 - May change benefit funding
 - May change account codes
- Process through HCM
 - CU PETs and Funding -> New PET Request



Paycheck – Manual Changes

Rather than a Payroll Expense Transfer, a **manual check** is required for changes to:

Job Codes
Earn Codes
Position #

What to do:

- Use this form to enter changes
- Describe need
- Approval
- ES tracking

Employee Name	Employee ID	DEPT #																																																						
PETR's and PETC's can only be done to move monies within the same Job Code, Record and position data. Use this to request pay changes to different Job Codes, Records, Positions, etc.																																																								
Status	Pay Ending	Employee Record	Pay Group	Earnings Code	Job Code	Position number	Amount	Speedtype																																																
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Requested Change	03/31/16	2	SPD	STP	3204	988889	1,000.00	12345678																																																
Feel free to add additional lines if the changes require a different record, speedtype, etc. You will be required to update the HRMS Job Data information that reflects the above changes back to the dates indicated. This may require correction--so please involve those people in this process. Also, if the changes involve the 3200 Job Codes for a prior tax year, please attach the Stipend/Fellowship documentation required which names the employee, the amount of the stipend and the timeframe. These changes cannot be made without that documentation. Changes made to a prior tax year may require a W2c issued to the employee. Please update their address and phone data in order to speed up this process.																																																								
DESCRIPTION OF CHANGES: Tell us why the change is needed:																																																								
Changes authorized by: _____																																																								
Dept Liaison			Date		Phone		Email																																																	

ES Use Only:																																																								
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EMPLOYEE ACTIONS



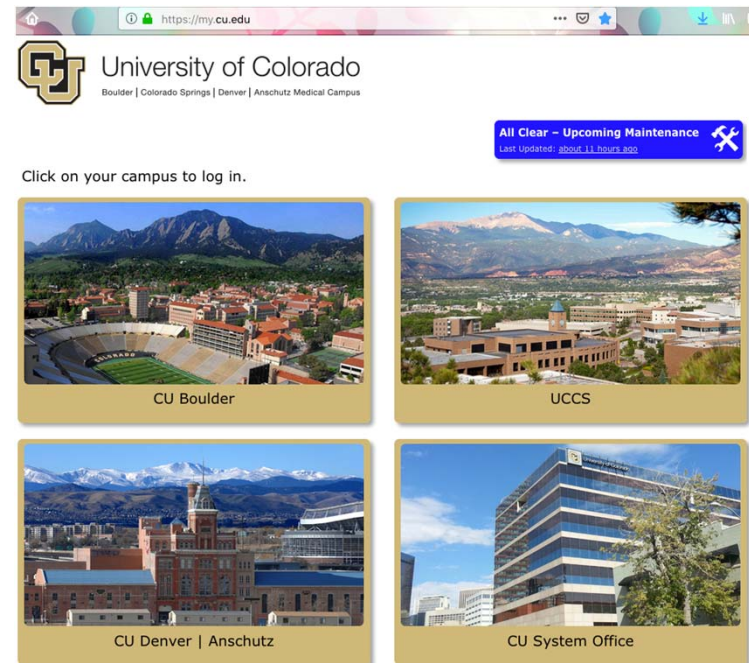
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Employee Portal

<https://www.cu.edu/blog/hcm-community/ask-your-employees-complete-these-tasks-so-they%E2%80%99re-prepared-year-end-w-2>

- Review and update your addresses
- Verify your Social Security Number
- Review your paycheck
- Sign up for digital delivery of important forms and notices
- Check your tax withholdings
- Update your W-4
- Update voluntary retirement contributions

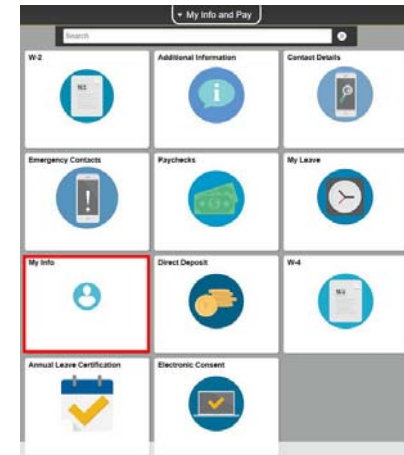
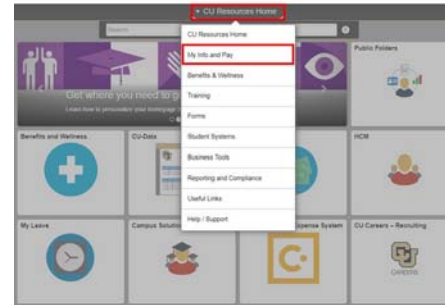


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Update your Address

- Log into your [portal](#).
- Select **My Info and Pay** from the drop-down menu at the top, center of the page.
- Click the **My Info** tile.
- Update **Home Address** and **Mailing Address** boxes.
 - Home Address --
 - Mailing Address – Determines State Tax; W-2s mailed here
 - Deadline – January 4, 2019



Personal Details

Addresses

Home Address

Mailing Address

Cancel Address Save

Change As Of

Address Type Mailing

Country United States

Address 1

Address 2

Address 3

City Denver

State Colorado

Postal

County

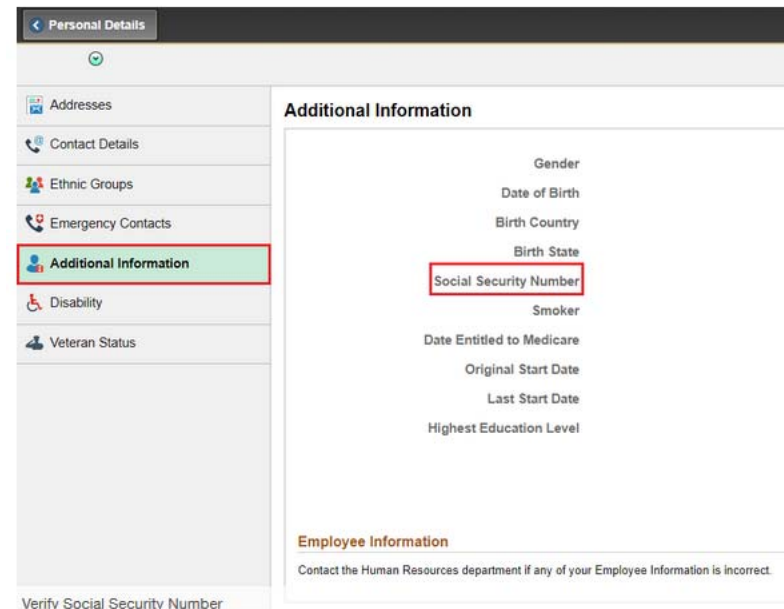


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Verify Social Security

1. Log into your [portal](#).
2. Select **My Info and Pay** from the drop-down menu at the top, center of the page.
3. Select the **Additional Information** tile. You'll be asked to [authenticate your identity](#).
4. View your Social Security Number on the fifth line of this page.
5. If it is incorrect, tell your Human Resources department.



The screenshot shows a web portal titled 'Personal Details'. On the left is a sidebar menu with options: Addresses, Contact Details, Ethnic Groups, Emergency Contacts, **Additional Information** (highlighted with a red box), Disability, and Veteran Status. The main content area is titled 'Additional Information' and contains a list of fields: Gender, Date of Birth, Birth Country, Birth State, **Social Security Number** (highlighted with a red box), Smoker, Date Entitled to Medicare, Original Start Date, Last Start Date, and Highest Education Level. At the bottom of the main area, there is a section titled 'Employee Information' with a note: 'Contact the Human Resources department if any of your Employee Information is incorrect.' A link 'Verify Social Security Number' is visible at the bottom left of the page.

Verify correct social security numbers for international and new employees

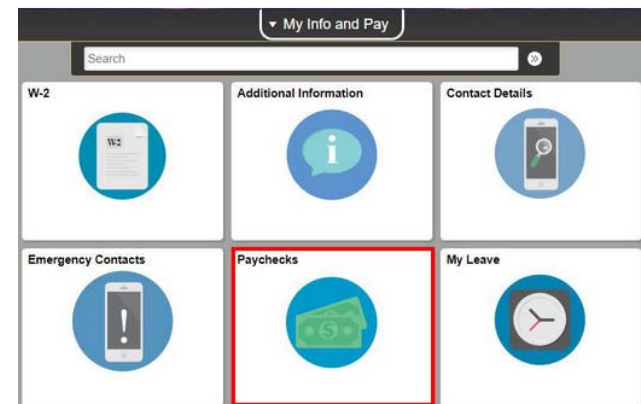
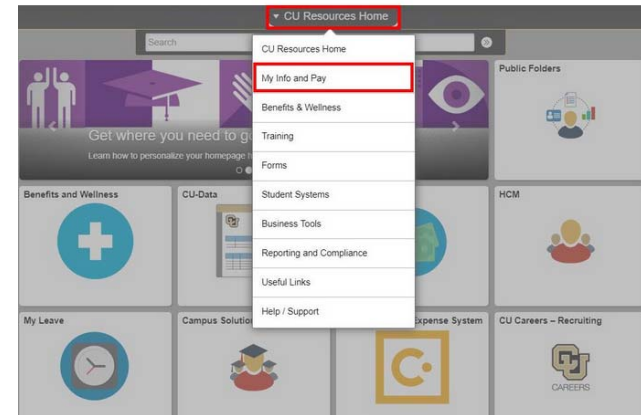


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Review Paycheck Advice

- Review your paycheck every payday
- View your paychecks
 - Log into the [portal](#).
 - Select the **CU Resources Home** drop-down menu and **My Info and Pay**.
 - Choose the **Paychecks** tile.
 - Verify that your earnings are correct
 - Verify that any 2018 additional pay is included
 - Verify that any imputed income is included



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Deduction Errors

- **Verify that your taxable and non-taxable deductions processed correctly.**
 - **General deductions**—Contact the department or unit providing the service so it can review and correct the deduction as necessary.
 - **Benefits deductions**—Call Employee Services' benefits professionals at 303-860-4200, option 3. The team will review the information and correct the deduction, if necessary.
 - **Tax deductions**—Contact an Employee Services payroll counselor at 303-860-4200, option 2, with questions about federal and state tax withholding, the Old Age, Survivors And Disability Insurance (OASDI) Program, Medicare tax and occupational tax.




IRS Tax Withholding Calculator

<https://www.irs.gov/individuals/irs-withholding-calculator>

Double-check your tax withholdings with the IRS Withholding Calculator

- Using the calculator helps you identify your tax withholdings, so you can make sure the right amount is withheld from your paycheck.
- [Visit the IRS online](https://www.irs.gov/individuals/irs-withholding-calculator) to use the calculator to guide your W-4 withholdings.

Withholding Calculator



General Information

What filing status will you use on your 2018 Income Tax Return?

☐ Single

☐ Married filing joint return

☐ Married filing separate return

☐ [Head of Household](#)

☐ [Qualifying widow\(er\)](#)

Can someone else claim you as a [dependent](#) on his or her tax return?

☐ Yes ☐ No



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IRS Tax Calculator Info

- Total number of jobs (have a copy of your pay advice for pay and taxes)
- Held a job this year but are no longer employed in that job.
- Contributed to a [tax-deferred retirement plan](#) such as a 401(k), this year.
- Contributed to a [cafeteria or other pre-tax plan](#) such as for health insurance, this year.
 - Health Savings Accounts / Flexible Spending Arrangements / Coverage under dependent care assistance plans / Qualified adoption assistance
- Received a scholarship or fellowship grant this year that must be included in gross income.
- Number of dependents you will claim on your tax return:
- Child and Dependent Care Credit
- Child Tax Credit
- Earned Income Tax Credit
- Other Credits
 - Education credits / Retirement savings contributions credit / Mortgage interest credit / General business credit / Qualified electric vehicle credit / Health coverage tax credit
- Adjustments
 - Enter an estimate of your 2018 adjustments to income including deductible IRA contributions and education loan interest

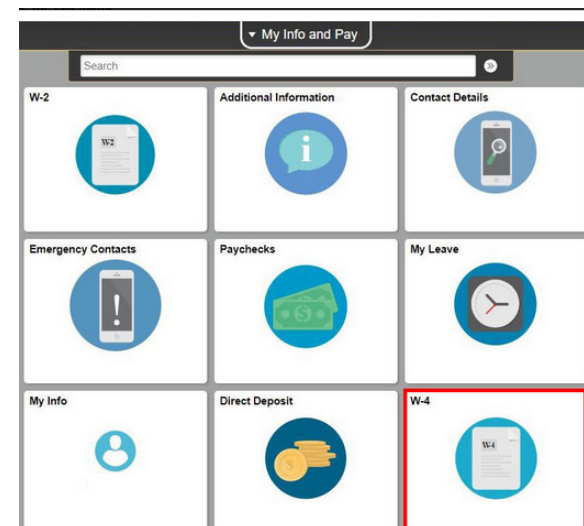
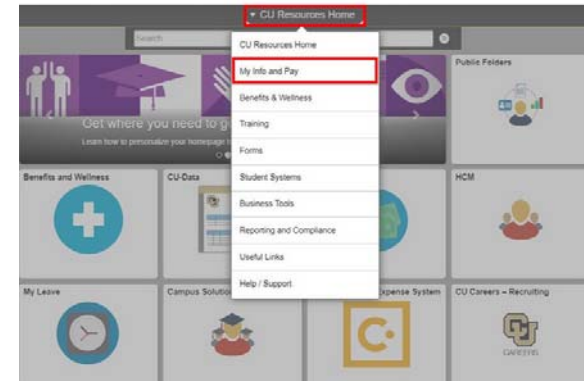


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View W-4 Info

- **View your W-4**
 - Log into your [portal](#).
 - Select **CU Resources Home** drop-down menu and **My Info and Pay**.
 - Click the **W-4** tile.
- **New Draft of 2019 Form W-4 Has Few Changes From 2018.** The IRS released a second draft of the 2019 Form W-4, *Employee's Withholding Allowance Certificate*, on October 12. The latest draft is very similar to the 2018 form.



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W-4 Considerations

<https://www.cu.edu/employee-services/get-your-w-2#tabs-2>

The W-4 allows employees to determine how much federal income tax is withheld from a paycheck.

- At the start of each year, review your W-4.
- Make any needed adjustments. Consider if relevant if you were married, had a child, or experienced other changes in your tax status.

Resources

- The IRS withholding calculator available at [IRS.gov/W4App](https://www.irs.gov/W4App) helps determine if you should complete a new Form W-4 for 2019. (Wait until its updated for 2019.)
- Curious how CO tax applies? <https://www.colorado.gov/pacific/sites/default/files/DR1098.pdf>
- Employee Services does not provide tax advice.
- Please contact your tax advisor with any questions.



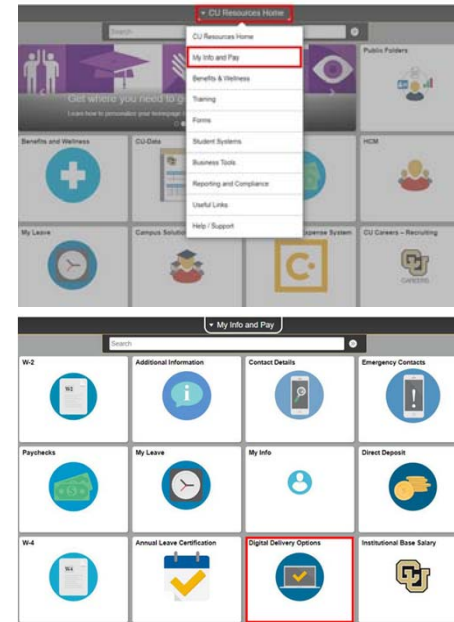
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Digital Form Delivery

- **Enroll**

1. Log into the [portal](#).
2. Select **My Info and Pay** from the drop-down menu at the top, center of the page.
3. Click the **Digital Delivery Options** tile. Additional [authentication](#) will be requested. Once authorized, you can proceed.
4. After reading the agreement for your selection(s), click the **Consent** radio button and **Submit**.
 - Form 1095-C
 - University of Colorado Health and Welfare Plan's Notice of Privacy Practices
 - Summary Annual Report for the University of Colorado Health and Welfare Plan and Trust

The image shows a screenshot of the 'Benefits Notices Delivery' form. The form is titled 'Benefits Notices Delivery' and 'Form 1095-C Delivery'. It includes fields for 'Employee ID' and 'Display Name'. The main content area contains a 'Consent' section with a 'Consent' radio button and a 'Submit' button. The text in the form explains that the user is consenting to electronically receive the University of Colorado Health and Welfare Plan's Notice of Privacy Practices and that the consent is effective until withdrawn.

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Employee Tax Forms

<https://www.cu.edu/employee-services/get-your-w-2#tabs-2>

W-2 – Mail and Portal

Get your W-2 in the mail.

- Your W-2 tax form(s) will be mailed by Jan. 31 to the address you have on file and made available within the [employee portal](#) shortly afterward.
- Employees will receive one W-2 in the mail including both employee and retiree tax and wage information. Submitting multiple W-2's from the same company or FEIN may delay tax return processing.

Get your W-2 in employee portal

- Log into my.cu.edu.
- Open dropdown menu in the center of the screen click **My Info and Pay**.
- Click the **W-2** tile.

Security access reminder

- Because your W-2 form contains personal information, you may only access it after verifying your identity using multi-factor authentication. Learn more about [this security tool](#), which sends a system-generated text or call to the phone you have on record.

How to read your W-2

- Use our [Web guide to reading your W-2](#) to see what the numbers in each box of your form represent.

W-2 – Didn't get it?

If you did not receive your W-2 in the mail:

- **Current employees:** Access your W-2 in the employee portal. See instructions in the "Get your W-2" tab. Please do not submit a W-2 Reissue Request Form.
- **Former employees:** Access your W-2 via the ADP portal. Please call Employee Services at 303-860-4200, option 2 for instructions.
- **Student employees:** If you are paid through stipends (scholarships, fellowships and grants), these earnings are not taxable and you will not receive a W-2. To learn more about scholarships, fellowships and grants, please [visit the IRS website](#) or [click here](#) to view information about the withholding of federal income tax on these funds.



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Employee Tax Forms

<https://www.cu.edu/employee-services/get-your-w-2#tabs-2>

1095-C ACA Tax Doc

- ES will mail you the IRS Form 1095-C, which reports whether CU offered you health coverage for tax year 2018 was affordable under Affordable Care Act standards. You do not need this form to file your taxes, you should save it with your tax return.
- Click the link about to see expanded explanations of each line within the form.
- Questions? Visit the [IRS website](#), or call Employee Services at 303-860-4200. If you should save it with your tax return.

1042-S

ES will mail 1042-S forms to non-U.S. citizens who had:

- tax treaty-exempt income
- non-qualified scholarship payments
- taxable compensation

If you meet this criteria but have not received your form by **Feb. 15**, please submit a [1042-S Reissue Request Form](#) to ES either by mail or via encrypted email.

- **Questions?**
- Please contact an international tax specialist at intltax@cu.edu.

****1099 Form – generated from PSC (not ES)**



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2019 Social Security & HSA

<https://www.ssa.gov/news/press/factsheets/colafacts2019.pdf>

Social Security	2019	2018
Social Security Wage Base (Maximum)	132,900	128,400
Maximum Social Security Tax	8239.80	7960.80
Social Security Rate (OASDI)	6.2%	6.2%
MediTax	1.45%	1.45%
Additional MediTax when: salary > \$200,000 (for an individual) or > \$250,000 (married filing jointly)	+ .9%	

Contribution and Out-of-Pocket Limits for Health Savings Accounts and High-Deductible Health Plans			
	2019	2018	Change
HSA contribution limit (employer + employee)	Self-only: \$3,500 Family: \$7,000	Self-only: \$3,450 Family: \$6,900*	Self-only: +\$50 Family: +\$100
HSA catch-up contributions (age 55 or older)	\$1,000	\$1,000	No change



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2019 Retirement Limits

<https://www.cu.edu/employee-services/voluntary-retirement-savings-plans-0>

Voluntary Retirement Plan	2019	2018
University of Colorado 403(b) Voluntary Retirement Plan	\$19,000	\$18,500
Public Employees' Retirement Association 401(k) Plan	\$19,000	\$18,500
Public Employees' Retirement Association 457 Plan	\$19,000	\$18,500
Special 457 Catch-up Contribution	Up to \$19,000	
Catch-up contributions for those age 50	\$6,000	\$6,000

Basic elective deferral limit

- The basic limit on elective deferrals is [\\$19,000](#) in 2019 (\$18,500 in 2018)
- or 100% of the employee's compensation, whichever is less.

If the employee's total contributions [exceed the deferral limit](#), the difference is included in the employee's gross income.



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JANUARY – LOOKING FORWARD



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January Payroll Deadlines

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

PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM				January	2019
Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
	New Year holiday 1 ALL CAMPUSES CLOSED (Bank holiday)	2 CYE2018: ES USE ONLY – NO PAY NO OFF-CYCLE THIS WEEK *	3 BW uploads due 5 pm	4 Processing BW PPE 12/29/18 NO OFF-CYCLE THIS WEEK *	5
7 Run Payroll Register BW PPE 12/29/18	8 OC010319 uploads due 5 pm	9 Processing OC010319 PULL DEADLINE 10 AM: BW PPE 12/29/18	10	11 BW PPE 12/29/18 PAYDAY (run ID BW122918) OC010319 PAYDAY	12 BW011219 - PPE 01/12/19 Earn dates 12/30/18 - 01/12/19
14	15 OC011019 uploads due 5 pm	16 Processing OC011019	17 BW uploads due 5 pm	18 Processing BW PPE 01/12/19 MON uploads due 5 pm Processing MON PPE 01/31/19 OC011019 PAYDAY	19
21 MLK Day UCB, SYS, UCCS, Anschutz closed; UCD open (Bank holiday)	22 Run Payroll Register PPE 01/12/19 Processing MON PPE 01/31/19 NO OFF-CYCLE THIS WEEK *	23 Processing MON PPE 01/31/19 PULL DEADLINE 10 AM: BW 01/12/19 NO OFF-CYCLE THIS WEEK *	24 Run Payroll Register MON PPE 01/31/19	25 BW PPE 01/12/19 PAYDAY (run ID BW011219) NO OFF-CYCLE THIS WEEK *	26 BW012619 - PPE 01/26/19 Earn dates 01/13/19 - 01/26/19
28	29 PULL DEADLINE 10 AM: MON PPE 01/31/19 OC012419 uploads due 5 pm	30 Processing OC012419	31 MON PPE 01/31/19 PAYDAY Pay run ID MN013119 BW uploads due 5 pm		



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Fall Hires - Terminate

Fall Appointments

- Personnel Roster
- ePAR Terminations
- ePAR Group Term

Appointment End Dates

- Does not stop pay
- Does stop encumbrances
- Personnel Roster
- Short Work Break
- Zero Pay – does not stop benefits if position active
- Supervisor
- Review transactions for compensating control



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Contracts – End in December

<https://www.cu.edu/blog/hcm-community/ending-academic-year-contracts-december-review-these-steps-and-reminders-you>

1. Change the salary

- Use an ePAR [Pay Rate Change](#) and a reason of **Base Pay – Decrease**.
- To ensure the projected payment for December correctly updates; it is critical that the effective date of this change be **Dec. 1, 2018**.
- The new amount should be half of their academic year appointment.
- Keep the proration button as **No Proration of Change Amt.**

2. Terminate the job

- After the pay rate change is approved, enter the termination row on **Job Data**.
- If everything is entered in a timely manner, the Earnings Not Paid (ENP) will pay out for the December payroll.

3. Make a pay rate change to a contract

- Effective date your pay rate changes to the first day of the next payroll. This date is currently **Dec. 1, 2018**.
- Always maintain the **No Proration of Change Amount** button.
- The first day of the following payroll is when payroll processing begins.

NOTE: Always use the current pay period to make contract changes Backdating contracts does not update projected pay on the **Contract Payment Details** page. This results in incorrect paychecks for employees. If you miss December payroll, use a January 1, 2019 effective date.



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Minimum Wage Upload

<https://www.colorado.gov/pacific/cdle/minimumwage>

2019 Colorado minimum wage increases to \$11.10 (\$10.20 in 2018)

What is it for other states? Query **CUES_HCM_MINIMUM_WAGE_STATE**

- ES runs mass upload each calendar year to update below-minimum wage hourly rates to the new minimum, effective for all states (if affects remote employees)

Note: Monthly/contract employees with below minimum hourly calculation not included

What to do?

- ES pulls and uploads the data to reflect the minimum wage for the applicable state
- No action is required by department users for this one time upload
- Effective date: 12/30/18 (pay period begin for 1st 2019 BW that includes 1/1/19)
- Remember: BW pay rate changes are not processed for partial periods)
- Target upload: January 10, 2019 (not finalized as of 11/27)
- After the upload, run the query: **CUES_HCM_MINIMUM_WAGE_JOB**

CUES_HCM_MINIMUM_WAGE_JOB- Jobs Hrly Rate Under Min Wage

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (3 kb)

[View All](#)

First 1-5 of 5 Last

	Name	Empl ID	Empl Record	Eff Date	Eff Seq	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
1			3	11/02/2018	0	A			4101	Student Asst I	HIR	ADL	Additional Job			T	F	H	S	H	10.000000	10.000000	CO	10.200000	NO LOCAL	CO
2			0	09/01/2017	0	A			4103	Student Asst III	REH	REH	Rehire			T	P	H	S	H	0.001000	0.001000	CO	10.200000	NO LOCAL	CO



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Spring Hires

- Ensure supporting documentation complete/approved in time for Jan payroll entry/HCM approval (Letter of Offer, new employee worksheet, SSN verified, funding updated, budgets approved)
- Enter data accurately
- Approvers – review data before approving

Goals

- Enter/approve MON job data/pay entries by Jan 18th
- Enter/approve BW job data/pay entries by BW deadlines
- NO CORRECTION needed!



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Self-Test Review

- Ensure all pay is correct for November, and confirm December pay
- Know the holiday calendars for each campus
- Know the difference between pay (taxable wages), stipends (non taxable), and imputed income. Know the queries for time entry, payroll registers, payroll register with accounting detail
- Know the options for fixing year-end pay: underpayments, overpayments, handdrawn requests, and additional pay
- What are the deadlines for fixing year-end pay, such as check pulls, on- and off-cycle entries, overpayment, and hand drawn requests?
- What is the deadline for the last payroll for all 2018 pay to be included in a W-2?
- Identify and correct overpayments before December 31st . What happens when they extend to the next calendar year?
- What is impacted by additional pay? Which pay creates supplemental tax?
- How does the calendar year impact moving (pre)payments and reimbursements?
- Review self-service portal items (such address updates, SSN, pay advice, tax forms) available to departments and employees at year end.
- Review IRS tax calculation tools and Social Security/FICA limits (resets).
- Employees run IRS tax estimates for 2019 and update 2019 W-4s. When are these ready?
- Anticipate employment/pay rate changes for employees whose pay should be stopped or started with the fall/spring terms, and create accurate entries for changes.
- What are the new 2019 minimum wage updates and how are they handled?



Thank you!

- For questions and follow-up, please contact:

Employee Services

Tel: 303-860-4200

Ext 2 – Payroll

Ext 3 – Benefits

Email: HCM_Community@cu.edu



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