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Avoid overpayments: Remember to terminate salaried student employees who recently graduated [1]

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Do you have salaried student employees who recently graduated? Don't forget to terminate their job record prior to payroll processing.

Until the termination is entered, they will continue receiving paychecks. This will result in an overpayment that they will be required to repay.

Helpful resources

- The Terminating an Employee guide [3] walks you through how to properly enter a separation.
- The ES Procedure for Overpayment [4] describes the procedure to follow when an employee is overpaid.
- Remind student employees to update their mailing addresses in the employee and student portals.
- View payroll calendars [5] to see payroll dates and deadlines.

Contact us

If you have questions, please email hcm_community@cu.edu [6] or call **303-860-4200, option 2**.

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