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Best Practices: Prepare accurate final payroll for exiting employees [1]



July 19, 2021 by Employee Services [2]

Timing is everything when paying an employee who is leaving CU.

Here are a few tips to ensure an employee's final pay or late pay after termination processes correctly.

The employee's position must remain in **Active status** until the employee's last paycheck has completely processed. Inactive positions cause errors and must be reactivated during payroll processing.

Active positions ensure active funding. Be sure funding is **current through the end of the final paycheck** and that funding end dates have not expired to avoid unintended payroll suspense.

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

Don't miss a **CU Time** or **My Leave** upload by entering the termination row before the upload. Double check that the final **My Leave** and/or manual or regular **CU Time** entries are uploaded and approved by the payroll deadline and included in the final paycheck.

When entering a **vacation and/or sick leave payout (upon retirement)** in CU Time, enter the number of hours rather than a pay amount. Entering the payout in hours will reduce the employee's leave balances after payroll processes. VCT and SKS campus funding sources are already in the DBT—no need for SpeedType overrides in CU Time.

Review leave balances after the final payroll. If the employee retired and their leave balances were not reduced after a leave payout, use earnings codes VAA to reduce the vacation balance to zero and SKA 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 for sick leave.

Use the Auto Terminated and Auto Term Ineligible queries to confirm that any employees subject to auto-term were terminated as anticipated.

These simple steps will contribute to a smooth exit and accurate final payroll for CU employees.

Need extra help?

To access the HCM queries mentioned above:

- Log into the **employee portal** [3].
- Open the **CU Resources** dropdown menu and click **Business Tools**.
- Select the **HCM** tile and choose **HCM Community Users** from the drop-down menu.
- Click the **HCM WorkCenter** tile.
- Select the **Resources** tab and click the query you desire.

You can find HR/GL resources on the HCM Funding Entry page [4].

As always, you can email hcm-community@cu.edu [5] or System.HRGL.Team@cu.edu [6] for additional help.

Position Funding [7], payroll [8], HRGL [9], funding [10]
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