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Off-cycle payroll to run Monday in response to weather closure. Act by 8 a.m. Monday. [1]

March 15, 2019 by Employee and Information Services [2]

Employee Services' Payroll Department will run a special off-cycle on Monday, which will process biweekly paychecks for employee whose campuses and departments missed the upload deadline as a result this week's campus weather closures.

Please complete the following tasks by 8 a.m. Monday.

If you have biweekly paid employees with timesheets in approved or requested status:

My Leave

- Although no new uploads can be done from My Leave to CU Time once the biweekly payroll is confirmed, the entries can be put into CU Time uploads. The Payroll team will download My Leave information for employees in approved status by 8 a.m. Monday and include it in a regular earnings upload. If you do not want an entry to pay, please take it out of approved status.
- **Note:** If you approved and posted My Leave entries to CU Time after 8:30 a.m. today, you will need to pull up the entries and check the off-cycle box for each one.

CU Time

- Departments and campuses have until 8 a.m. Monday to complete and approve other CU Time uploads (regular earnings, manual uploads, one-time pay) for the 3/9/19 pay period that were not approved in time for today's payroll. If the entry is now approved in MyLeave, do not include it in any other upload.
- **Note:** Be sure to check the off-cycle box for these uploads.

If you have questions, please contact the HCM Community Service Desk at 303-860-4200, option 2, or hcm_community@cu.edu [3].

payroll [4]
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