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The Handdrawn Warrant form has been revised and updated [1]

March 30, 2018 by Employee Services [2]

The Handdrawn Warrant form [3]has been revised and updated with current earnings codes and procedures.

Note: This form works best with Firefox and Internet Explorer browsers.

The form now features:

- Updated earnings codes such as RGN and CRX.
- Current links to step-by-step guides and procedures.
- A section to write the date and time of term for involuntary terms, so Payroll can better coordinate timing and meet state compliance guidelines.

Reasons for submitting a Handdrawn form include:

- Involuntary termination, including layoffs.
- Pay to process in conjunction with an overpayment.
- Lost check replacement.
- The employee passed away.
- The employee has retired and the department no longer has access to the position.
- The department no longer has access to pay the employee due to a system limitation. For example, the earnings date is prior to December 2015.

All other pay should be entered in CU Time for the off-cycle [4].

If submitting a Handdrawn form [3] for any reason not listed above, contact Payroll at **303-860-4200, option 2** or email HCM_Community@cu.edu [5] and include the Employee Services approver name and a reason in the comments section on the form.

payroll [6]
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