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Jump into fall hiring and August payroll with reminders and tasks [1]

July 19, 2021 by Employee Services [2]

Fall hiring and August payroll are just around the corner. Prepare for this important time of year and complete the following tasks:

1. Ask employees to review their personal information in the employee porta [3]l. This includes their mailing address, zip code, Social Security Number, direct deposit information and W-4. This ensures they will be taxed correctly and receive their pay. Instructions are available to share with faculty and staff on the Employee Services [4] website. After each payroll, employees should check their pay advice to confirm its accuracy.
2. Ensure Job Data is up-to-date and correct by the 10th of each month [5]. Last-minute changes to job data can cause delays to employee benefits updates, as the Benefits Enrollment Management team needs time to query and update records in time for payroll.
3. Ensure funding distributions are updated by the 10th of each month, then run the funding entry and funding suspense queries to ensure distributions are accurate. For assistance, see the CU Funding Entry guide [6].
4. Many new employees anticipate their first paycheck in August. Remember that the monthly payroll deadline is Aug. 19. Once payroll processing begins, updates cannot be made for the current payroll, including termination rows that can result in overpayments.

For additional help or questions, email hcm_community@cu.edu [7].

Job Data [8], funding [9], HCM [10]
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