# Manage fall hires with these critical reminders and tasks for August payroll [1]

July 21, 2025 by ES and UIS Communications [2]

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

## Ask employees to review personal information in the portal

- Employees should review their personal information in the <u>employee portal</u> [3]. This includes reviewing information such as mailing address, zip code, Social Security number, direct deposit information and W-4.
- Making sure this information is correct ensures they will be taxed correctly and receive their pay.
- Instructions are available to share with faculty and staff on the Employee Services website [4].
- After each payroll, employees should review their pay advice to confirm its accuracy.

## **Update Job Data**

- 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.

# **Update Funding Distributions**

- 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].

## Meet monthly payroll deadlines

- 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.

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