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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 employee portal [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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