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Payroll processing: Reminders and to-dos [1]

September 24, 2018 by Employee Services [2]

Finalizing the following tasks by the 10th of each month helps ensure any additional downstream updates can be completed in time for payroll:

1. Ask employees to review their personal information in the employee portal [3] so they are taxed correctly and receive their pay. This includes their mailing address, zip code, direct deposit, and W4. The pay advice after payroll processes confirms their pay.
2. Job Data affects benefits and pay rates, so please confirm it is up-to-date and correct. Once payroll processing begins, updates are too late for the current payroll, including termination rows (which can result in overpayments).
3. Ensure funding distributions are updated. If you need assistance, see the CU Funding Entry guide [4].

If you have any questions, please email hcm_community@cu.edu [5].

payroll [6], HRGL [7], funding [8]
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