University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

EMPLOYEE SERVICES

Published on *University of Colorado* (https://www.cu.edu)

HCM Community Member Forms

Attachments:
Video:
Images:
Groups audience:
Employee Services

Add-Person-POI-Worksheet

This worksheet should be given to CU affiliates who do not have a job record (POI). Upon completion, return the form to your sponsoring department; do not submit this form to Employee Services.

Files:

Add-Person-POI-Worksheet_13.08.23Node 922.xls[1]

Additional Pay

This form is used to authorize and process additional payments that are not part of an employee's regular base salary or appointment. A few examples of such payments are awards, bonuses, moving expenses, incentive pay, etc. To receive additional pay, the employee must have an active appointment for the time period in which the services were performed. Once the information, including all required signatures, has been completed, payments need to be processed in Time Collection by the appropriate Business Partner with the next regular payroll or **special offcycle** [2].

Please Note: The electronic signatures are not compatible with Google Chrome or Safari. Please open this interactive form in Internet Explorer (I.E.) or Firefox.

Download theAdditional Pay Form[3]

Files:

additional-pay-extended-11-10-2014.pdf[3]

Conflict of Interest and Nepotism Compliance Form

This file is provides the University with information about employees working within a department who are related. It will be placed in each affected employee's personnel file.

Files:

NepotismTemplate_13.08.15.doc[4]

Contract Pay Worksheet

Use this worksheet to help you enter data for contract-pay frequency employees. This form is designed to be completed online or printed for manual data entry.

Files:

contract-pay-worksheet.xls[5]

Contract Retroactive Pay Adjustment

Use this form to adjust pay due to prior pay-period Pay Rate Changes, Hire or Additional Concurrent Job.

Files:

retroactive-pay-due.xls[6]

Create-Modify Positions Form

This worksheet is to assist the user in obtaining all required information to successfully create and/ or modify a position in HRMS. Do not return this form to Employee Services.

Files:

Create-Modify_Positions_13.08.23 node 946.xls[7]

Emergency Contact

You should complete/ update your information on the Employee Portal https://my.cu.edu [8]

If you prefer, you can complete this form and submit it to your department. Do not submit to Employee Services.

Files:

Emergency-Contact_13.08.23 Node 951.xls[9]

Handdrawn Warrant

On occasion, circumstances may arise which require the issuance of a payroll warrant outside the normal payroll cycle. Such warrants are typically referred to as "handdrawn warrants." Circumstances that justify the issuance of hand drawn warrants may occur as the result of errors or may be due to the timing of an employee's initial date of hire.

After completing the form and obtaining all required signature, please use the 'Submit form to ES" button for processing.

Files:

Handdrawn_Warrant_Request rev_13.08.23 Node 963_1.pdf[10]

I-9 (Employment Eligibility Information)

Complete the Employment Eligibility Verification/I-9 Form [11] to verify your immigration status, by federal law. Please submit to Human Resources.

_ [11]

Job Data Worksheet

This worksheet is to assist the user in obtaining all data required to successfully complete entering information in Job Data in HRMS. Do not return this form to Employee Services.

Files:

Job_Data Worksheet_L13.08.23Node 965.xls[12]

Job Posting Template

Files:

OEPJobPostingTemplate (1).doc[13]

Jobs at CU Security Access Form

Access to Jobs at CU is provided to University of Colorado personnel who support recruitments within their departments. Department Recruiting Liaisons (DRLs) must complete the online tutorial and the Fiscal Code of Ethics course.

Files:

jobsatcu-SecForm.pdf[14]

Overpayment Notice

Overpayments include, but are not limited to, excess wage and salary payments, erroneous refunds and under-withheld voluntary or involuntary deductions for retirement programs, insurance programs, including billed receivables and miscellaneous deductions.

When an overpayment has occurred, the department contact will need to complete this form and submit to Employee Services [15].

Files:

overpayment-notice-2014.xls[16]

Personal Information Worksheet

Do not use this form for applicants. Use ONLY for hire and employee update purposes. PeopleSoft format to facilitate data entry of addresses, phone #'s, department, campus box, etc. Form is designed to be completed online or printed for manual data entry.

Personal Data Collection Policy [17]

Files:

personal-data.xls[18]

Source URL: https://www.cu.edu/employee-services/payroll/hcm-community-formerly-business-partners/hcm-community-member-forms

Links:
[1] https://www.cu.edu/sites/default/files/policies/docs/Add-Person-POI-Worksheet_13.08.23Node%20922.xls
[2] https://www.cu.edu/policies/cycle-time-entry-guidelines
[3] https://www.cu.edu/sites/default/files/policies/924-additional-pay/files/additional-pay-extended-11-10-2014_0.pdf
[4] https://www.cu.edu/sites/default/files/policies/docs/NepotismTemplate_13.08.15.doc
[5] https://www.cu.edu/sites/default/files/policies/1338-contract-pay-worksheet/files/contract-pay-worksheet.xls
[6] https://www.cu.edu/sites/default/files/policies/38429-retroactive-pay-adjustment/files/retroactive-pay-due_0.xls
[7] https://www.cu.edu/sites/default/files/policies/docs/Create-Modify_Positions_13.08.23%20node%20946.xls
[8] https://my.cu.edu
[9] https://www.cu.edu/sites/default/files/policies/docs/Emergency-Contact_13.08.23%20Node%20951.xls
[10] https://www.cu.edu/sites/default/files/policies/docs/Handdrawn_Warrant_Request%20rev_13.08.23%20%20Node%2
[11] http://www.uscis.gov/sites/default/files/files/form/i-9.pdf
[12] https://www.cu.edu/sites/default/files/policies/docs/Job_Data%20Worksheet_L13.08.23Node%20965.xls
[13] https://www.cu.edu/sites/default/files/policies/docs/OEPJobPostingTemplate%20%281%29.doc
[14] https://www.cu.edu/sites/default/files/policies/docs/jobsatcu-SecForm.pdf
[15] mailto:employeeservices@cu.edu
[16] https://www.cu.edu/sites/default/files/policies/975-overpayment-notice/files/overpayment-notice-2014.xls
[17] https://www.cu.edu/ope/efficiency-and-effectiveness/presidents-task-force-efficiency/aps-7003-collection-personal-data
[18] https://www.cu.edu/sites/default/files/policies/978-personal-information-worksheet/files/personal-data.xls