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EMPLOYEE SERVICES

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Percent of Time Change (Short Term)

Follow this guide to learn how to change an employee's percent of time on a short-term basis.

Changing percent of time may affect benefits eligibility, as well as sick and vacation accruals.

Note: The screen shots used in this guide may not be representative of your access.

Files:



[Percent-of-Time-Change-Temporary.pdf](#)^[1]

Source URL: <https://www.cu.edu/employee-services/policies/percent-time-change-short-term>

Links:

[1] https://www.cu.edu/sites/default/files/policies/docs/Percent-of-Time-Change-Temporary_0.pdf