



## EMPLOYEE SERVICES

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## Classified Staff Payroll <sup>[1]</sup>

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State classified employees are part of the Colorado Personnel System, and subject to both Colorado and CU employment guidelines, rules, regulations and policies.

These employees must submit monthly leave records showing exception time, including all leave usage. Non-exempt employees must report specific hours worked (i.e., time in and out). CU has multiple options for documenting hours worked and exception time; please verify with your department how it records time and follow that procedure.

Both the employee and his/her supervisor must sign the leave record verifying the accuracy of leave usage and balances.

Use this page to find monthly and biweekly paydays.

*Note: Each campus and department has its own specific deadlines for updating individual payroll records, and for collecting timesheets and leave records from employees. Please refer to your department's business partner(s) for more information.*

### Monthly Paydays

2015 Monthly Paydays	
Pay Period End Date	Pay Date
01/31/2015	01/30/2015
02/28/2015	02/27/2015?

03/31/2015	03/31/2015
04/30/2015	04/30/2015
05/31/2015	05/29/2015
06/30/2015	07/01/2015
07/31/2015	07/31/2015
08/31/2015	08/31/2015
09/30/2015	09/30/2015
10/31/2015	10/30/2015
11/30/2015	11/30/2015
12/31/2015	12/31/2015

### Biweekly Paydays

<b>2015 Biweekly Paydays</b>	
<b>Pay Period End Date</b>	<b>Pay Date</b>
01/31/2015	02/13/2015
02/14/2015	02/27/2015?
02/28/2015	03/13/2015
03/14/2015	03/27/2015
03/28/2015	04/10/2015
04/11/2015	04/24/2015
04/25/2015	05/08/2015
05/09/2015	05/22/2015
05/23/2015	06/05/2015
06/06/2015	05/22/2015
05/23/2015	06/05/2015
06/06/2015	06/19/2015
06/20/2015	07/02/2015
07/04/2015	07/17/2015
07/18/2015	07/31/2015
08/01/2015	08/14/2015
08/15/2015	08/28/2015

08/29/2015	09/11/2015
09/12/2015	09/25/2015
09/26/2015	10/09/2015
10/10/2015	10/23/2015
10/24/2015	11/06/2015
11/07/2015	11/20/2015
11/21/2015	12/04/2015
12/05/2015	12/18/2015
12/19/2015	12/31/2015

## International Employees

International employees must comply with the U.S. Tax Code. To ensure compliance, ***you must schedule an appointment with the appropriate campus international tax specialist to complete the proper tax forms and establish correct tax status.*** Please make your appointment as close to your employment start date as possible. At times, it may be two to four weeks before an international tax specialist can meet with you due to busy academic and tax year schedules. There is generally no negative ramification to a delay in meeting with our office.

If you've reached your 31st day of employment with the university and have applied for but not yet been issued a Social Security number, please have your department payroll representative contact the International Tax Office.

See these references for general information on immigration, taxation and the Social Security policy:

- [Tax reference for international visitors](#) [2]
- [Tax guide for international students](#) [3]
- [Social Security Administration delays in Social Security number issuance to international employees](#) [4]
- [Frequently asked questions: Filing income tax forms](#) [5]

## Immigration Info

For specific immigration issues, please contact the appropriate campus international student and scholar office:

- [CU-Boulder](#) [6]
- [CU Colorado Springs](#) [7]
- [CU Denver and Anschutz Medical Campus](#) [8]

For I-9 information, please contact the appropriate campus human resources office.

## Schedule Tax Appointments

Employees can schedule appointments with an international tax specialist via our [online appointment scheduling system](#) [9].

## Resources

- [International Tax Office's online appointment system](#) [9]
- [International tax overview](#) [10]
- [Tax reference for international visitors](#) [2]

## Handbooks, Guides & Other Documents

- [State Employee Handbook](#) [11]
- [Employee Services Procedures Guide](#) [12]
- [Resources for HRMS Users](#) [13]
- [Payroll Production Calendars](#) [14]
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- [CU Resources \(in the employee portal\)](#) [18]
- [2012 -2013 Pay Plan for Classified Staff](#) [19]

## My.Leave Step-by-Step Guides

*CU has multiple options for documenting hours worked and exception time. You must verify with your department how it records hours/time and follow that procedure.*

- [My.Leave - Setting your Preferences](#) [21]
- [My.Leave - Create-Submit a Timesheet - OT Eligible](#) [23]
- [My.Leave - Create-Submit a Timesheet - OT Exempt ?](#) [25] [26]

## Additional Resources

- [Four-campus search](#) [27]
- [Department of Labor](#) [28]
- [Board of Regents](#) [29]
- [Social Security Administration](#) [30]
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- [Procurement Service Center](#) [32]?Contact the PSC for travel and business expense reimbursements reported as taxable income.
- [Colorado Department of Personnel and Administration](#) [33]
- [Social Security Application](#) [34]
- [W-4 Form \(Federal Income Tax Withholding\)](#) [35]
- [Department of Personnel Rules and Procedures](#) [36]
- [Colorado PERA?"Working After Retirement"](#) [37]

## Payroll Forms for Classified Staff

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### How to calculate your merit pay

#### Step 1

Determine June 1, 2014 monthly salary.

#### Step 2

Using the fiscal year 2013-14 Compensation Plan [57], identify in which quarter the June 1 salary is located.

#### Step 3

Using the Performance Pay Matrix, determine the merit pay percentage to be applied.

- a. Merit pay is base building for Q1 ? Q3, non-base building for Q4 and above.

Rating	Quartile 1	Quartile 2	Quartile 3	Quartile 4
3	2%	1.8%	1.6%	1.4%
2	1%	0.8%	0.6%	0.4%
1	0%	0%	0%	0%

- b. **Do not** add the merit pay to the employee's salary at this stage.

## Step 4

Apply system maintenance study results, if applicable:

- a. June 1 salaries below the new range minimum are increased to the range minimum.
- b. June 1 salaries above the new range maximum are designated as "Saved Pay" status.

## Step 5

Determine the July 1, 2014 salary:

- a. Apply any permanent increase in pay resulting from normal action (e.g., promotion, re-allocation, etc.) effective after June 1.
- b. Using the **fiscal year 2014-15 Compensation Plan** <sup>[58]</sup>, determine if the employee's July 1, 2014 salary is above the new pay range maximum. If so, the employee is considered in "Saved Pay" status for up to three years. This is the employee's final monthly base salary for fiscal year 2014-15.

## Step 6

Calculate the 2.5% ATB based on the July 1, 2014 monthly salary from Step 5. This is the monthly ATB increase.

## Step 7

Add the monthly ATB increase to the employee's salary.

- a. The monthly ATB is applied as a base-building increase, up to the pay range maximum. This is the new monthly salary.
- b. Any monthly ATB increase that exceeds the pay range maximum is multiplied by 12 and paid as a non-base, one-time lump sum in the July 2014 paycheck.
- c. Any monthly ATB increase for a salary in "Saved Pay" status is multiplied by 12 and paid as a non-base, one-time lump sum in the July 2014 paycheck.

## Step 8

Apply the merit pay percentage (determined in Step 3) to the new monthly salary calculated in Step 7.

- a. For employees hired after April 1, 2013, merit pay is pro-rated based on months worked during the performance cycle.
- b. Employees hired after March 31, 2014 are not eligible for merit pay increases implemented on July 1, 2014.
- c. If a merit pay increase is base building and, after applied, the salary does not exceed the fiscal year 2014-15 pay range maximum, this is the new monthly base salary.
- d. If the merit pay increase is base building and, after applied, the monthly salary would exceed the fiscal year 2014-15 pay range maximum, raise the base salary to the pay-range maximum. This is the employee's new monthly salary. Then, multiply the amount of the monthly increase that exceeds the pay range maximum by 12, and pay as a non-base, one-time lump sum in the July 2014 paycheck.
- e. If the merit increase is non-base building, multiply the monthly merit pay increase by 12, and pay as a one-time lump sum in the July 2014 paycheck. The employee's final monthly base salary is the salary calculated in Step 7.
- f. An employee whose monthly salary exceeds the pay range maximum on June 1, 2014 must receive a 3-level performance rating to receive a merit pay increase. The increase is calculated as a non-base building, one-time lump sum paid in the July 2014 paycheck. If the employee received a 1-level rating, s/he is ineligible for a merit pay increase.

## Step 9

Compare new monthly salary to the **fiscal year 2014-15 Compensation Plan** <sup>[58]</sup>:

- a. If the new monthly salary after the ATB and merit pay increases is still below the pay-range minimum, increase the salary to the pay range minimum. This is the employee's final monthly salary.

### Attachments:

Video:

Images:

Groups audience:

Employee Services

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**Source URL:** <https://www.cu.edu/employee-services/classified-staff-payroll>

Links:



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