

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

- [State Classified](#)
- [Pay Dates](#)
- [International Employees](#)
- [Resources](#)
- [Forms](#)

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.

View biweekly and monthly paydays with our pay calendars.

### **2020 monthly paydays**

#### **2020 monthly paydays**

<b>Month</b>	<b>Pay Date</b>
January	Friday, Jan. 31
February	Friday, Feb. 28
March	Tuesday, March 31
April	Thursday, April 30
May	Friday, May 29
June	Tuesday, June 30
July	Friday, July 31
August	Monday, Aug. 31
September	Wednesday, Sept. 30

October	Friday, Oct. 30
November	Monday, Nov. 30
December	Thursday, Dec. 31

**2020 biweekly paydays**

**2020 biweekly paydays**

<b>Month</b>	<b>Pay Date</b>
January	Friday, Jan. 10
January	Friday, Jan. 24
February	Friday, Feb. 7
February	Friday, Feb. 21
March	Friday, March 6
March	Friday, March 20
April	Friday, April 3
April	Friday, April 17
May	Friday, May 1
May	Friday, May 15
May	Friday, May 29
June	Friday, June 12
June	Friday, June 26
July	Friday, July 10
July	Friday, July 24
August	Friday, Aug. 7
August	Friday, Aug. 21
September	Friday, Sept. 4
September	Friday, Sept. 18
October	Friday, Oct. 2
October	Friday, Oct. 16
October	Friday, Oct. 30
November	Friday, Nov. 13

November	Friday, Nov. 27
December	Friday, Dec. 11
December	Thursday, Dec. 24

## 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]
- [Frequently asked questions: Filing income tax forms](#) [4]

## Immigration Info

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

- [CU Boulder](#) [5]
- [CU Colorado Springs](#) [6]
- [CU Denver and Anschutz Medical Campus](#) [7]

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](#) [8].

## Resources

- [International Tax Office's online appointment system](#) [8]

- [International tax overview](#) [9]
- [Tax reference for international visitors](#) [2]

## Handbooks, Guides & Other Documents

- [State Employee Handbook](#) [10]
- [Resources for HCM Users](#) [11]
- [Payroll Production Calendars](#) [12]
- [W-2](#) [13]
- [Payroll Adjustments](#) [14]
- [CU Resources \(in the employee portal\)](#) [15]

## 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, Tracking Time and Requesting Leave](#) [16]
- [My Leave - Selecting Earnings Codes](#) [17]

## Additional Resources

- [Four-campus search](#) [18]
- [Department of Labor](#) [19]
- [Board of Regents](#) [20]
- [Social Security Administration](#) [21]
- [Internal Revenue Service](#) [22]
- [Procurement](#) [23] [Service Center](#) [24]—Contact the PSC for travel and business expense reimbursements reported as taxable income.
- [Colorado Department of Personnel and Administration](#) [25]
- [Social Security Application](#) [26]
- [Department of Personnel Rules and Procedures](#) [27]
- [Colorado PERA—"Working After Retirement"](#) [28]

## Payroll Forms for Classified Staff

### EMPLOYEE WORK RECORD

Example: Biweekly <sup>[29]</sup>

Example: Fiscal Year <sup>[30]</sup>

Example: Monthly <sup>[31]</sup>

### EXPENSES & DEDUCTIONS

Colorado WINS Membership Form <sup>[32]</sup>

Colorado WINS Membership Termination Form <sup>[33]</sup>

Moving Expenses Form - IRS Form 3903 <sup>[34]</sup>

Moving Expenses Worksheets <sup>[35]</sup>

### GETTING PAID

Direct Deposit Authorization: To access, log in to the employee portal. <sup>[36]</sup>

### PERSONAL INFORMATION

Emergency Contact <sup>[37]</sup>

I-9 (Employment Eligibility Information) <sup>[38]</sup>

### TAXES

Request for Exemption From Local City Occupational Privilege Tax (OPT) <sup>[39]</sup>

W-2/1042-S Reissue Request Form <sup>[13]</sup>

W-4 Form <sup>[40]</sup>

W-4 Forms for each state <sup>[41]</sup>

W-9 for Employee Services Business-Estate Claims <sup>[42]</sup>

#### Groups audience:

Employee Services

---

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

#### Links

[1] <https://www.cu.edu/employee-services/classified-staff-payroll>

[2] <https://www.cu.edu/docs/tax-reference-international-visitors>

[3] <https://www.cu.edu/docs/tax-guide-international-students>

[4] <https://www.cu.edu/docs/filing-income-tax-forms-frequently-asked-questions>

[5] <https://www.colorado.edu/oie/>

[6] <http://www.uccs.edu/%7Einternational/>

- [7] <http://www.ucdenver.edu/academics/InternationalPrograms/OIA/admissions/Pages/default.aspx>
- [8] <https://booknow.appointment-plus.com/43rspqeq/10>
- [9] <https://www.cu.edu/docs/international-tax-overview>
- [10] [https://www.colorado.gov/pacific/sites/default/files/State%20of%20Colorado%20EE%20Handbook\\_1.pdf](https://www.colorado.gov/pacific/sites/default/files/State%20of%20Colorado%20EE%20Handbook_1.pdf)
- [11] <https://www.cu.edu/hcm-community/pay-employees>
- [12] <https://www.cu.edu/employee-services/skillssoft/payroll-production-calendars>
- [13] <https://www.cu.edu/docs/w-21042-s-reissue-request-form>
- [14] <https://www.cu.edu/employee-services/payroll-adjustments>
- [15] <https://www.cu.edu/employee-services/cu-resources-training>
- [16] <https://www.cu.edu/docs/sbs-my-leave-basics-preferences-time-and-leave>
- [17] <https://www.cu.edu/docs/jaid-myleave-selecting-earnings-codes>
- [18] <https://www.cu.edu/search/site>
- [19] <https://www.dol.gov/>
- [20] <https://www.cu.edu/regents/regent-laws>
- [21] <http://www.socialsecurity.gov>
- [22] <https://www.irs.gov/>
- [23] <https://www.cu.edu/psc>
- [24] <https://content.cu.edu/psc/>
- [25] <https://www.colorado.gov/dpa/>
- [26] <http://www.socialsecurity.gov/forms/ss-5.pdf>
- [27] <https://www.colorado.gov/pacific/sites/default/files/Rules7-1-13.pdf>
- [28] <https://www.copera.org/sites/default/files/documents/2-55.pdf>
- [29] <https://www.cu.edu/employee-services/policies/employee-work-record-example-biweekly>
- [30] <https://www.cu.edu/employee-services/policies/employee-work-record-example-fiscal-year>
- [31] <https://www.cu.edu/employee-services/employee-work-record-example-monthly>
- [32] <https://www.cu.edu/docs/colorado-wins-membership-form>
- [33] <https://www.cu.edu/docs/colorado-wins-membership-termination-form>
- [34] <https://www.cu.edu/docs/moving-expenses-form-irs-form-3903>
- [35] <https://www.cu.edu/docs/moving-expenses-worksheets>
- [36] <https://my.cu.edu/>
- [37] <https://www.cu.edu/docs/emergency-contact>
- [38] <https://www.cu.edu/docs/form-i-9>
- [39] <https://www.cu.edu/docs/add-or-cancel-colorado-tax-withholding-form>
- [40] <https://www.cu.edu/docs/w-4-instructions>
- [41] <https://www.cu.edu/docs/state-w-4-forms>
- [42] <https://www.cu.edu/docs/w-9-es-business-estate-claims>