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.

There’s more to your pay than receiving a paycheck. Ensure you understand your finances by reading your paycheck correctly, reviewing pay days, learning how to safeguard against lost paychecks and more.

Click on a tile to learn more about your pay
LOST CHECK

IMPUTED INCOME
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 [9]
- Tax guide for international students [10]
- Frequently asked questions: Filing income tax forms [11]

Immigration Info

For specific immigration issues, please contact the appropriate campus international student and scholar office:
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](#).  

**Resources**

- International Tax Office’s [online appointment system](#)
- International tax overview
- [Tax reference for international visitors](#)

**Handbooks, Guides & Other Documents**

- State Employee Handbook
- Resources for HCM Users
- Payroll Production Calendars
- W-2
- Payroll Adjustments
- CU Resources (in the employee portal)

**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
- My Leave - Selecting Earnings Codes

**Additional Resources**
Payroll Forms for Classified Staff

EMPLOYEE WORK RECORD

Example: Biweekly
Example: Fiscal Year
Example: Monthly

EXPENSES & DEDUCTIONS

Colorado WINS Membership Form
Colorado WINS Membership Termination Form
Moving Expenses Form - IRS Form 3903
Moving Expenses Worksheets

GETTING PAID

Direct Deposit Authorization: To access, log in to the employee portal.

PERSONAL INFORMATION

Emergency Contact
I-9 (Employment Eligibility Information)

TAXES
Request for Exemption From Local City Occupational Privilege Tax (OPT)

W-2/1042-S Reissue Request Form

W-4 Form

W-4 Forms for each state

W-9 for Employee Services Business-Estate Claims

Groups audience:
Employee Services

Source URL: https://www.cu.edu/employee-services/classified-staff-payroll-0

Links
[1] https://www.cu.edu/employee-services/classified-staff-payroll-0
[2] https://www.cu.edu/employee-services/payroll/pay/pay-days
[3] https://www.cu.edu/employee-services/payroll/pay/read-paycheck
[8] https://www.cu.edu/employee-services/payroll/pay/contracts
[9] https://www.cu.edu/docs/tax-reference-international-visitors
[10] https://www.cu.edu/docs/tax-guide-international-students
[12] https://www.colorado.edu/oie/
[16] https://www.cu.edu/docs/international-tax-overview
[18] https://www.cu.edu/hcm-community/pay-employees
[19] https://www.cu.edu/employee-services/skillsoft/payroll-production-calendars
[20] https://www.cu.edu/docs/w-21042-s-reissue-request-form
[21] https://www.cu.edu/employee-services/payroll-adjustments
[22] https://www.cu.edu/employee-services/cu-resources-training
[23] https://www.cu.edu/docs/sbs-myleave-setting-preferences-submitting-time
[25] https://www.cu.edu/search/site
[26] https://www.dol.gov/
[27] https://www.cu.edu/regents/regent-laws
[29] https://www.irs.gov/
[30] https://www.cu.edu/psc
[31] https://content.cu.edu/psc/
[32] https://www.colorado.gov/dpa/
[34] https://www.colorado.gov/pacific/sites/default/files/Rules7-1-13.pdf
[36] https://www.cu.edu/employee-services/policies/employee-work-record-example-biweekly
[37] https://www.cu.edu/employee-services/policies/employee-work-record-example-fiscal-year
[38] https://www.cu.edu/employee-services/employee-work-record-example-monthly
[39] https://www.cu.edu/docs/colorado-wins-membership-form
[40] https://www.cu.edu/docs/colorado-wins-membership-termination-form
[41] https://www.cu.edu/docs/moving-expenses-form-irs-form-3903
[42] https://www.cu.edu/docs/moving-expenses-worksheets