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**
READ PAYCHECK
DIRECT DEPOSIT
PAY TO THE ORDER OF

$\ldots$

1234567890 1234567890 1234567890

LOST CHECK
SHIFT DIFFERENTIAL, ON-CALL & TRANSLATION PAY
Immigration Info

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

- CU Boulder
- CU Colorado Springs
- CU Denver and Anschutz Medical Campus

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

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

- Four-campus search
- Department of Labor
- Board of Regents
Payroll Forms for Classified Staff

EMPLOYEE WORK RECORD

Example: Biweekly [31]
Example: Fiscal Year [32]
Example: Monthly [33]

EXPENSES & DEDUCTIONS

Colorado WINS Membership Form [34]
Colorado WINS Membership Termination Form [35]
Moving Expenses Form - IRS Form 3903 [36]
Moving Expenses Worksheets [37]

GETTING PAID

Direct Deposit Authorization: To access, log in to the employee portal. [38]

PERSONAL INFORMATION

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I-9 (Employment Eligibility Information) [40]

TAXES

Request for Exemption From Local City Occupational Privilege Tax (OPT) [41]
W-2/1042-S Reissue Request Form [15]
W-4 Form [42]
W-4 Forms for each state [43]
W-9 for Employee Services Business-Estate Claims [44]