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
PAY DAYS

READ PAYCHECK
The International Tax Office provides many resources to assist you in meeting your U.S. tax obligations.

**Schedule an appointment with an International Tax specialist**

All new international CU employees are required to meet with an international tax specialist to identify their tax status, complete proper tax forms, facilitate any available tax treaty benefits and clarify any tax filing responsibilities.

**Book your appointment**

International Tax appointment guide

**To prepare for your meeting:**

- Bring your passport, I-94 and immigration documents. A Social Security Number (SSN) is not required.
- Plan to review your entire history of presence in the U.S.

**Guides and resources** - *Click a tile below to get started.*
Request an access code for Glacier Tax Prep

To assist with U.S. tax filing obligations, nonresident alien students and employees who are sponsored by CU can use Glacier Tax Prep (GTP) software. This online tool can help you navigate the U.S.’s complex system and helps ensure all tax information and requirements are correct for an accurate federal tax return.

Request an access code

Federal tax resources
Filing income tax forms FAQ
Form 1042-S
Form 8233
Form 8843 resource guide
2021 International Student Tax Workshops

Colorado tax resources

- Colorado Form 104
- Colorado quick answers – Individual income tax frequently asked questions
- Income Tax Topic: Part-Year Resident & Nonresidents

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 [34]
• My Leave - Selecting Earnings Codes [35]

Additional Resources

• Four-campus search [36]
• Department of Labor [37]
• Board of Regents [38]
• Social Security Administration [39]
• Internal Revenue Service [40]
• Procurement [41] Service Center [42]—Contact the PSC for travel and business expense reimbursements reported as taxable income.
• Colorado Department of Personnel and Administration [43]
• Social Security Application [44]
• Department of Personnel Rules and Procedures [45]
• Colorado PERA—“Working After Retirement” [46]

Payroll Forms for Classified Staff

EMPLOYEE WORK RECORD

Example: Biweekly [47]
Example: Fiscal Year [48]
Example: Monthly [49]

EXPENSES & DEDUCTIONS

Colorado WINS Membership Form [50]
Colorado WINS Membership Termination Form [51]
Moving Expenses Form - IRS Form 3903 [52]
Moving Expenses Worksheets [53]

GETTING PAID

Direct Deposit Authorization: To access, log in to the employee portal. [54]

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
[10] https://www.cu.edu/docs/international-tax-appointments
[12] https://www.cu.edu/docs/tax-reference-international-visitors
[13] https://www.cu.edu/docs/tax-guide-international-students
[15] https://www.cu.edu/employee-services/social-security-number-verification-use
[16] https://dm-unityform.prod.cu.edu/UnityForms/UnityForm.aspx?d1=AZgb9tN4ozwM260jMTptuHBDwzLnx33mColHbQljSgMH7UYdibl9oU183sJ9jXyMz6c%3d
[17] https://www.cu.edu/docs/filing-income-tax-forms-frequently-asked-questions
[23] https://www.colorado.gov/pacific/tax/individual-income-tax-faq
[25] https://www.colorado.edu/oie/
[26] http://www.uccs.edu/%7Einternational/
[27] http://www.ucdenver.edu/academics/InternationalPrograms/OIA/admissions/Pages/default.aspx
[29] https://www.cu.edu/hcm-community/pay-employees
[31] https://www.cu.edu/docs/w-21042-s-reissue-request-form
[32] https://www.cu.edu/employee-services/payroll-adjustments
[33] https://www.cu.edu/employee-services/cu-resources-training
[34] https://www.cu.edu/docs/sbs-myleave-setting-preferences-submitting-time