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Contact Payroll [1]

Payroll: HCM Community and PeopleSoft Inquiries

Contact Us

Main Phone Number: 303-860-4200 (option 2)
Mailing Address:
Fax Number: 303-860-4299
University of Colorado –
Employee Services
1800 Grant St., Suite 400
Denver, CO 80203
Interoffice Mail: Campus Box
400 UCA

- In-person appointments: Normal business hours are 8 a.m. to 5 p.m. Monday-Friday, except for university system office holidays.
- Outside of business hours, or if you receive a voicemail message, please leave a detailed message and provide a phone number where you can be reached.

To change your address, phone number, emergency contact information or to update your W-4 selections, view your pay advice or W-2:

1. Click on **Employee/Student portal** at my.cu.edu [2].
2. Select **CU Resources** tab.
3. Then select either:
   - **Employee Profile** within the **My Info and Pay** horizontal menu bar, or
   - the **My Info** tile on the screen.
4. **Note: Any changes made in these areas will not update the student portal. Please be sure to make all of the necessary changes on the student portal as well.**

To activate/change your direct deposit:

1. Access the direct deposit signup within the employee portal [3], within the **My Info and Pay** horizontal menu bar, or within the **My Info** tile on the screen.
2. You'll be prompted to verify your identity via our authentication tool [4], which ensures your direct deposit

bank account information is safe.
3. Complete the **Direct Deposit Authorization Form** within the employee portal.

NOTE: If you do not have a CU Resources tab, please contact the IT Help Desk for your campus from the list below:

- Boulder: 303-735-4357
- Denver/AMC: 303-724-4357
- UCCS: 719-255-3536
- System: 303-860-4357

HCM Community members:

- When an off-cycle check is approved for processing by Employee Services, please email the form to: offcycle_pbs@cu.edu [5]
- Note: If you are an HCM user and need technical assistance, contact your local IT Service Desk.

My Leave & Portal issues or corrections

Contact hcm_community@cu.edu [6]

Groups audience:
Employee Services

Source URL:
https://www.cu.edu/employee-services/contact-payroll

Links
[1] https://www.cu.edu/employee-services/contact-payroll
[2] https://my.cu.edu/
[3] https://my.cu.edu
[4] https://www.cu.edu/employee-services/it-takes-two-portal-security-strengthened-new-tool
[5] mailto:offcycle_pbs@cu.edu
[6] mailto:hcm_community@cu.edu