Faculty Payroll [1]

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Need help choosing the faculty contract payment schedule that works best for you? We can help.

Academic year and pay schedules differ, based on your campus.

- CU Boulder and CU Colorado Springs contracts start payment the first day of the academic year in August, and end payment on the last day of the academic year in May.
- CU Denver sets up contracts to pay from Sept. 1 to May 31.
- All campuses allow the option to be paid over 12 months.

Learn more about pay schedule options below.

Academic Year Pay Schedule

An Academic Year Pay Schedule is based on the academic year and will pay according to your campus guidelines.

CU Denver

You will be paid one-ninth of your contract each month from September through May. Your contract will be paid in full at the end of May. You will receive no pay in June, July or August.

CU Boulder and CU Colorado Springs

The academic year salary will be paid from Aug. 31 through May 31.

August pay is a prorated gross amount of the academic year salary based on the August start date.

September through April will pay equal gross amounts of the academic year salary.

May will pay a prorated gross amount of the academic year salary based on the May
academic year-end date.

12-Month Pay Schedule

If you select the 12-Month Pay Schedule, you will be paid over 12 months. Your contract will pay according to your campus guidelines.

CU Denver

If you select this schedule, you will receive 12 equal payments of your contracted academic year salary, which is paid from Sept. 30 to Aug. 31.

Some faculty may not be eligible to enroll in this pay schedule. Please see Tax Considerations for the 12-Month Pay Schedule below to learn more.

CU Boulder and CU Colorado Springs

Academic year salaries will be paid from Aug. 31 of the beginning year through Aug. 31 of the following year.

In August, you will be paid a prorated gross amount of the prior year’s contract accrual based on the mid-August end date, in addition to the prorated gross amount of the new academic year contract based on the August start date.

From September to July, you will receive equal gross amounts of the academic year salary.

Some faculty may not be eligible to enroll in this pay schedule. Please see Tax Considerations for the 12-Month Pay Schedule below to learn more.

Additional Contract Information

Tax Considerations for the 12-Month Pay Schedule

Consideration one: Payments on this schedule paired with additional summer pay may be taxed at a higher rate because the two values are combined for tax purposes.
Consideration two: 12-Month Pay Schedule contracts result in pay being deferred into the following tax year. For this reason, this contract type is restricted to faculty whose combined 12-Month Pay Schedule does not exceed the limits defined in Section 409A of the Internal Revenue Code regarding Deferred Compensation [2].

Before selecting a 12-Month Pay Schedule, verify that you are under the allowable deferred compensation [3].

Select your Schedule

Returning Faculty Payment Schedule Selection?

From May to June of each year, you will have the opportunity to change your payment schedule for the new academic year in your employee portal. If you make no changes, your payment schedule will remain the same.

To view specific election dates and learn how to access contract pay elections, view our guide [4].

New Faculty Payment Schedule Selection

You may select an Academic Year Pay Schedule or 12-Month Pay Schedule.

If you do not choose a schedule, it will default to an Academic Year Pay Schedule. If you have questions about contract payment options or the appropriate form [5] to make your election, please contact your department liaison or Human Resources office.

Restrictions

Your contract election must be made before the start of the applicable academic year. Your election is irrevocable; it may only be changed before the start of each academic year.

Compensation Changes

Contracts for academic year faculty are generally updated in August. Mid-year contract compensation changes will affect remaining payments. Changes made to the full contract amount during the contract period will change future payments to ensure accuracy.

If you have questions about new academic year compensation, please contact your department.

Leave

If you’re on an academic year contract, you will not accrue vacation leave.

However, you may be eligible for sick leave under certain circumstances. See the Faculty Handbook
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
Determination of tax status and completion of tax forms

International employees must comply with the U.S. Tax Code. To ensure compliance, you must make 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 [14]
- Tax guide for international students [15]
- Social Security Administration delays in Social Security number issuance to international employees [16]
- Frequently asked questions: Filing income tax forms [17]

Related Information

- For specific immigration issues, please contact the appropriate campus international student and scholar office:
  - CU Boulder [18]
- CU Colorado Springs
- CU Denver and Anschutz Medical Campus

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

Appointment Scheduling

- Employees can schedule appointments with an international tax specialist via our online appointment scheduling system.

International Tax

- International Tax Office’s online appointment system
- International tax overview
- Tax reference for international visitors

Resources

- Faculty Handbook
- Resources for HCM Users
- Information on 9-pay-12 Faculty Election
- Payroll Production Calendars
- Payroll Adjustments
- W-2
- Taxes
- CU Resources (in the employee portal)
- My Leave - Setting Your Preferences, Tracking Time and Requesting Leave

Additional Resources

- Four-campus search
- Department of Labor
- Board of Regents
- Internal Revenue Service
- Procurement Service Center—Contact the PSC for travel and business expense reimbursements reported as taxable income.
- Social Security Application

Faculty Payroll Forms

EMPLOYEE WORK RECORD

Employee Work Record Example-Biweekly
Employee Work Record Example-Fiscal Year
Employee Work Record Monthly
Faculty/University Staff Leave of Absence Form
Faculty/University Staff Leave Without Pay Form

EVALUATIONS

Officer and University Staff Evaluation Form
Officer and University Staff Rating Form

EXPENSES & DEDUCTIONS

Moving Expenses Form - IRS Form 3903
Moving Expenses Worksheets

GETTING PAID

Faculty Oath Form

LEAVE

Exempt Leave Record Example

PERSONAL INFORMATION

Emergency Contact
I-9 (Employment Eligibility Information)

TAXES

Request Additional Federal Tax Form
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/faculty-payroll

Links
[1] https://www.cu.edu/employee-services/faculty-payroll
[5] https://www.cu.edu/docs/information-9-pay-12-faculty-election