Faculty Payroll [1]

- Contracts
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- Forms

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
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.

Use our contract calculator [2] to see if this option is best for you.

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.

Use our contract calculator [2] to see if this option is best for you.

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.

Contract Selection Resources

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 [3].

Before selecting a 12-Month Pay Schedule, verify that you are under the allowable deferred compensation with out Contract Calculator [2].

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 [6] for guidelines and contact your department.
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.
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** [14]

**International Tax appointment guide** [15]

**To prepare for your meeting:**

- Bring your passport, I-94 [16] 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.*
TAX REFERENCE for International Visitors
TAX REFERENCE for International Students
INTERNATIONAL TAX reporting and withholding implementation policy
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 [21]

Federal tax resources
- Filing income tax forms FAQ [22]
- Form 1042-S [23]
- Form 8233 [24]
- Form 8843 resource guide [25]
- 2021 International Student Tax Workshops [26]

**Colorado tax resources**

- Colorado Form 104 [27]
- Colorado quick answers – Individual income tax frequently asked questions [28]
- Income Tax Topic: Part-Year Resident & Nonresidents [29]

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**Resources**

- Faculty Handbook [6]
- Resources for HCM Users [30]
- Information on 9-pay-12 Faculty Election [5]
- Payroll Production Calendars [31]
- Payroll Adjustments [32]
- W-2 [33]
- Taxes [34]
- CU Resources (in the employee portal) [35]
- My Leave - Setting Your Preferences, Tracking Time and Requesting Leave [36]

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**Additional Resources**

- Four-campus search [37]
- Department of Labor [38]
- Board of Regents [39]
- Internal Revenue Service [40]
- Procurement Service Center [41]—Contact the PSC for travel and business expense reimbursements reported as taxable income.
- Social Security Application [42]

**Faculty Payroll Forms**

**EMPLOYEE WORK RECORD**

Employee Work Record Example-Biweekly [43]
Employee Work Record Example-Fiscal Year [44]
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