

FAQ ^[1]

Collaborative Human Resources Services offers a wide array of services for CU System faculty and staff and CU campuses and at CU System. Learn what we can offer for you.

- For CU System
- For CU Campuses

Frequently Asked Questions

Answers

What are Collaborative HR Services?

Collaborative HR services is a way to describe how human resources operates at CU. While each campus has its own human resources offices, these offices collaborate with the CU System office to deliver certain services, such as recruiting systems, employment verification, hiring independent contractors and more. Working together, we provide resources each employee needs for success. Additionally, the CU System HR office provides human resources services for system employees.

How do I start the recruitment process?

You can start the recruitment process by completing the Position Budget Form and sending the completed signed form and original Word document of the position description to systemhr@cu.edu ^[2]. If you are recruiting, HR requires 72 hours for the position to be updated and posted to CU Careers. Please visit our HR recruiting webpages for detailed instructions ^[3].

How long does it take to complete a recruitment?

We ask that recruitment be limited to 8 weeks.

How do I request Family Medical Leave?

Begin your request by seeing if you qualify for Family Medical Leave. Visit our webpages ^[4] for step-by-step details on the process.

When do I as a Supervisor approve biweekly employee hours?

They must be received by 5 p.m. Tuesday the same week payroll is due. For example, if payroll is due Friday, July 22, approval must be given by 5 p.m. Tuesday, July 19. See the payroll section for a list of monthly and biweekly pay dates.

Frequently Asked Questions

Answers

What are the dates of the University fiscal year?

The University fiscal year runs from July 1 - June 30.

Where can I find information on payroll and employee benefits?

Payroll ^[5] and benefits ^[6] are separate departments within Employee Services. They each can answer any questions regarding either benefits or payroll.

- Payroll: 303-860-4200, option 2
- Benefits: 303-860-4200, option 3

I am confused on how My Leave works.

My Leave allows you to request time off and for you supervisor to approve it. Please reference My Leave Frequently Asked Questions ^[7] to learn more. You can also reference these My Leave Guides:

- My Leave for Employees ^[8]
- My Leave for Supervisors ^[9]
- My Leave for HCM Community Members ^[10]

How can I receive a verification of my employment?

Please visit our employment verification ^[11] page for more information.

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I am a campus employee. How do I reach my campus office?

- CU Boulder ^[12]: 303-492-6475, option 0
- UCCS ^[13]: 719-255-3372
- CU Denver & Anschutz Medical Campus ^[14]: 303-315-2700, option 0
- CU System ^[15]: 303-860-4200, option 0 or email systemhr@cu.edu ^[2]

Frequently Asked Questions

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Where can I find resources for lesbian, gay, transgender or questioning employees?

Each campus holds its own offices and resources to help you and co-workers.

CU-Boulder and CU System: [Gender and Sexuality Center](#) [16]

CU Denver and CU Anschutz Medical Campus: [Office of Diversity and Inclusion](#) [17]

UCCS: [The UCCS Ombuds Office](#) [18]

[Colorado State Employee Assistance Program, C-SEAP](#) [19]

Where can I find resources for women on faculty & staff?

CU Boulder: [The Women's Resource Center](#) [20] offers services for women and LGBTQ community members.

UCCS: [The Colorado State Employee Assistance Program \(C-SEAP\)](#) [19] provides counselors and programs available to women.

CU Denver & Anschutz Medical Campus: [Campus HR](#) [14] offers women resources including sites for lactation rooms and discrimination, sexual harassment and retaliation information.

CU System: Meet with a [HR](#) [21] representative in Employee Services to learn more about available resources.

How can I find information on how CU complies with the American with Disabilities act?

CU Boulder: [The Office of Institutional Equity and Compliance](#) [22] offers training and accommodations in compliance with the Act.

UCCS: [The Colorado State Employee Assistance Program \(C-SEAP\)](#) [19] provides guidance for campus to accommodate disabled CU employees.

CU Denver and Anschutz Medical Campus: Policies, forms, resources and information is available on the [Campus HR website](#) [14].

CU System: Meet with an [HR](#) [21] representative in Employee Services to learn more about available resources.

	<p>CU Boulder: The Office of Institutional Equity and Compliance ^[22] provides resources and policies concerning discrimination and harassment.</p>
Where can I find resources as a minority working at CU?	<p>UCCS: Minority resources and policies can be found through The Colorado State Employee Assistance Program (C-SEAP). ^[19]</p> <p>CU Denver & Anschutz Medical Campus: Read about CU Denver policy and procedure for discrimination ^[23].</p> <p>CU System: Meet with an HR ^[21] representative in Employee Services to learn more about resources available</p>
Are all Human Resources policies and procedures the same on each campus and at CU System?	<p>While all CU campuses and CU System follow the same basic policies and procedures, each location does have campus-specific guidelines. These can be found on the individual Human Resources office websites:</p> <ul style="list-style-type: none">• CU Boulder ^[12]• UCCS ^[13]• CU Denver & Anschutz Medical Campus ^[14]• CU System ^[15]
What are the dates of the University fiscal year?	<p>The University fiscal year runs from July 1 - June 30.</p>
Where can I find information on payroll and employee benefits?	<p>Payroll ^[5] and benefits ^[6] are separate departments within Employee Services. They each can answer any questions regarding either benefits or payroll.</p> <ul style="list-style-type: none">• Payroll: 303-860-4200, option 2• Benefits: 303-860-4200, option 3
I am confused on how My Leave works.	<p>My Leave allows you to request time off and for you supervisor to approve it. Please reference My Leave Frequently Asked Questions ^[7] to learn more. You can also reference these My Leave Guides:</p> <ul style="list-style-type: none">• My Leave for Employees ^[8]• My Leave for Supervisors ^[9]• My Leave for HCM Community Members ^[10]

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How can I receive a verification of my employment?

Please visit our [employment verification](#) ^[11] page for more information.

Contact your Human Resources office if you have any additional questions and/or concerns.

Groups audience:

Employee Services

Right Sidebar:

ES:HR - Collaborative HR Services's Feedback Form

Source URL: <https://www.cu.edu/employee-services/faq-2>

Links

[1] <https://www.cu.edu/employee-services/faq-2>

[2] <mailto:systemhr@cu.edu>

[3] <https://www.cu.edu/employee-services/collaborative-hr-services/hr-recruitment>

[4] <https://www.cu.edu/employee-services/family-medical-leave>

[5] <https://www.cu.edu/employee-services/employee-payroll>

[6] <https://www.cu.edu/employee-services/benefits-wellness>

[7] <https://www.cu.edu/docs/faq-my-leave>

[8] <https://www.cu.edu/docs/sbs-myleave-setting-preferences-submitting-time>

[9] <https://www.cu.edu/docs/sbs-my-leave-supervisor-approvals>

[10] <https://www.cu.edu/docs/sbs-my-leave-hcm-community-members>

[11] <https://www.cu.edu/employee-services/collaborative-hr-services/cu-campuses/employment-verification>

[12] <https://www.colorado.edu/hr/>

[13] <http://www.uccs.edu/~hr/>

[14] <http://www.ucdenver.edu/about/departments/HR/Pages/default.aspx>

[15] <https://www.cu.edu/employee-services/collaborative-hr-services>

[16] <https://www.colorado.edu/gsc/>

[17]

<http://www.ucdenver.edu/about/WhoWeAre/Chancellor/ViceChancellors/Provost/executiveteam/DiversityInclusion/Pa>

[18] <http://www.uccs.edu/~ombuds/>

[19] <https://www.colorado.gov/c-seap>

[20] <https://www.colorado.edu/wrc/>

[21] <https://www.cu.edu/employee-services/human-resources/prospective-employees/why-work-cu>

[22] <https://www.colorado.edu/institutionalequity/ada/disability-access-accommodation-guidelines>

[23] <http://www.ucdenver.edu/about/departments/HR/Documents/DH%20Title%20IX%20May%202015.pdf>