University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

EMPLOYEE SERVICES

Published on *University of Colorado* (https://www.cu.edu)

International Employee [1]

- International Employees
- Pay Dates
- Immigration Info
- Schedule Tax Appointments
- International Tax
- Resources

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.

- Tax reference for international visitors [2]
- Tax guide for international students [3]
- Social Security Administration delays in Social Security number issuance to international employees [4]
- Frequently asked questions: Filing income tax forms [5]

Use this page to find monthly and biweekly paydays.

Note: Each campus and department has its own specific deadlines for updating individual payroll records, and for collecting timesheets and leave records from employees. Please refer to your department's business partner(s) for more information.

Monthly Paydays

2015 Monthly Paydays	
Pay Period End Date	**Pay Date**
01/31/2015	01/30/2015
02/28/2015	02/27/2015?
03/31/2015	03/31/2015
04/30/2015	04/30/2015
05/31/2015	05/29/2015
06/30/2015	07/01/2015
07/31/2015	07/31/2015
08/31/2015	08/31/2015
09/30/2015	09/30/2015
10/31/2015	10/30/2015
11/30/2015	11/30/2015
12/31/2015	12/31/2015

Biweekly Paydays

2015 Biweekly Paydays	
Pay Period End Date	**Pay Date**
01/31/2015	02/13/2015
02/14/2015	02/27/2015?
02/28/2015	03/13/2015
03/14/2015	03/27/2015
03/28/2015	04/10/2015
04/11/2015	04/24/2015
04/25/2015	05/08/2015
05/09/2015	05/22/2015
05/23/2015	06/05/2015
06/06/2015	05/22/2015
05/23/2015	06/05/2015

06/06/2015	06/19/2015
06/20/2015	07/02/2015
07/04/2015	07/17/2015
07/18/2015	07/31/2015
08/01/2015	08/14/2015
08/15/2015	08/28/2015
08/29/2015	09/11/2015
09/12/2015	09/25/2015
09/26/2015	10/09/2015
10/10/2015	10/23/2015
10/24/2015	11/06/2015
11/07/2015	11/20/2015
11/21/2015	12/04/2015
12/05/2015	12/18/2015
12/19/2015	12/31/2015

- For specific immigration issues, please contact the appropriate campus international student and scholar office:
  - CU-Boulder [6]
  - CU Colorado Springs [7]
  - CU Denver and Anschutz Medical Campus [8]
- For I-9 information, please contact the appropriate campus human resources office.

- International Tax Appointments [9]
- Employees can schedule appointments with an international tax specialist via our online appointment scheduling system [10].

- International Tax Office?s online appointment system [11]
- International tax overview [12]
- Tax reference for international visitors [2]

Handbooks, Guides & Other Documents

- Faculty Handbook [13]
- Employee Services Procedures Guide [14]
- Officer and University Staff Handbook [15]
- State Employee Handbook [16]

- Payroll Production Calendars [17]
- Payroll Adjustments [18]
- W-2 [19]
- CU Resources (in the employee portal) [20]

University of Colorado employees can schedule appointments with an international tax specialist through our online appointment scheduling system [21].

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.

- M [22]y.Leave - Setting your Preferences [23]
- M [24]y.Leave - Create -Submit a Timesheet - OT Eligible [25]
- M [26]y.Leave - Create -Submit a Timesheet [27]- OT Exempt [27] [28]

Additional Resources

- Four-campus search [29]
- Department of Labor [30]
- Colorado Department of Personnel and Admin [31]
- Dept of Personnel Rules and Procedures [32]
- Board of Regents [33]
- Social Security Administration [34]
- Internal Revenue Service [35]
- Social Security Application [36]
- W-4 Form (Federal Income Tax Withholding) [37]
- Substantial Presence Test Worksheet [38]

Attachments:
Video:
Images:
Groups audience:
Employee Services

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

Links:
[1] https://www.cu.edu/employee-services/international-employee-payroll
[2] https://www.cu.edu/sites/default/files/policies/docs/Tax-Ref-Intl-Visitors.pdf
[3] https://www.cu.edu/sites/default/files/policies/docs/Tax-Guide-Intl-Visitors.pdf
[4] https://www.cu.edu/sites/default/files/policies/1730-social-security-administration-delays-social-security-number-issuance-international-employees/files/ssn-card-delay.pdf
[5] https://www.cu.edu/sites/default/files/policies/docs/int-tax_FAQ.pdf
[6] http://www.colorado.edu/oie/
[7] http://www.uccs.edu/%7Einternational/
[8] http://www.ucdenver.edu/academics/InternationalPrograms/OIA/admissions/Pages/default.aspx
[9] https://www.cu.edu/policies/international-tax-appointments

[10] https://booknow.appointment-plus.com/43rspqeq/.
[11] https://booknow.appointment-plus.com/43rspqeq/
[12] https://www.cu.edu/sites/default/files/policies/1331-international-tax-overview/files/internl-tax-overview.pdf
[13] https://www.cu.edu/office-academic-affairs/faculty-handbook
[14] https://www.cu.edu/employee-services/business-partners-ppldrl/resources/es-procedures-guide
[15] https://www.cu.edu/employee-services/officer-and-university-staff-handbook-0
[16] https://www.colorado.gov/pacific/sites/default/files/State%20of%20Colorado%20EE%20Handbook_0.pdf
[17] https://www.cu.edu/employee-services/skillsoft/payroll-production-calendars
[18] https://www.cu.edu/employee-services/payroll-adjustments
[19] https://www.cu.edu/employee-services/policies/w-21042-s-reissue-request-form
[20] https://www.cu.edu/employee-services/cu-resources-training
[21] https://booknow.appointment-plus.com/43rspqeq/10
[22] https://www.cu.edu/sites/default/files/policies/docs/myleave_pref-guide_0.pdf
[23] https://www.cu.edu/sites/default/files/My.Leave-%20Setting%20Your%20Preferences.pdf
[24] https://www.cu.edu/employee-services/policies/createsubmit-timesheet-overtime-eligible-or-hourly-employees
[25] https://www.cu.edu/sites/default/files/My.Leave%20Create-%20Submit%20a%20Timesheet%20-%20OT%20Eligible%20-%20Hourly.pdf
[26] https://www.cu.edu/sites/default/files/policies/docs/myleave-timesheet-ot-exempt_0.pdf
[27] https://www.cu.edu/sites/default/files/My.Leave%20Timesheet-OT%20Exempt.pdf
[28] https://www.cu.edu/sites/default/files/policies/docs/myleave-approval-guide_0.pdf
[29] https://www.cu.edu/search/site
[30] http://www.dol.gov/
[31] https://www.colorado.gov/dpa/
[32] https://www.colorado.gov/pacific/sites/default/files/Rules7-1-13.pdf
[33] https://www.cu.edu/regents/laws-and-policies/regent-laws
[34] http://www.socialsecurity.gov
[35] http://www.irs.gov
[36] http://www.socialsecurity.gov/forms/ss-5.pdf
[37] http://www.irs.gov/pub/irs-pdf/fw4.pdf
[38] https://www.cu.edu/policies/substantial-presence-test-worksheet