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Procedures [1]

Ensure compliance when completing Employee Services procedures.

Contracts

Contract Elections [2]: Record and access faculty contract elections

Employment verification

Access a Report for Verifiers [3]: Accessing employment verification reports.

Employment and Income Verification [4]: Access faculty and staff employment verification reports.

Leave certification

Annual Leave Certification for Employees and Supervisors [5]: Submit and approve annual leave certification as required by Regent Policy.

Moving

Moving Procedures [6]: House-hunting trips/moving reimbursements.

Pay procedures

CU Boulder On-Campus Student Employment Procedures [7]: Address student employment pay issues in HCM for both non-work-study and work-study student employees.

Holiday Pay [8]: Record and process pay for holidays, personal days of observance and Governor's/President's holidays.

On-Call Pay [9]: Process pay for eligible employees who are recquired to be available at certain times and restricted in movement.

Shift Differential Pay [10]: Record and compensate employees in eligible job codes who have worked a second, third or night shift.

Translation Pay [11]: Provide compensation for classified staff who perform translation services.

Scope of Work/Independent Contractor [12]: Hiring and paying an independent contractor for

work at the university.

Overpayments [13]: Reconciling employee overpayments.

Training reports

Running a Training Completion Report using CU-Data (Cognos) [14]: Accessing employment verification reports.

Groups audience:
Employee Services
Right Sidebar:
HCM: Procedures Document Library

Source URL:https://www.cu.edu/employee-services/procedures-0

Links
[1] https://www.cu.edu/employee-services/procedures-0 [2] https://www.cu.edu/docs/qrg-contract-elections-guide [3] https://www.cu.edu/docs/access-report-verifiers [4] https://www.cu.edu/docs/employment-and-income-verification-guide [5] https://www.cu.edu/docs/sbs-annual-leave-certification-employees-and-supervisors [6] https://www.cu.edu/employee-services/payroll/moving [7] https://www.cu.edu/docs/cu-boulder-campus-student-employment-procedures [8] https://www.cu.edu/docs/holiday-pay-procedural-statement [9] https://www.cu.edu/docs/call-pay-procedural-statement [10] https://www.cu.edu/docs/shift-differential-procedural-statement [11] https://www.cu.edu/docs/translation-pay-differential-procedural-statement [12] https://www.cu.edu/employee-services/collaborative-hr-services/cu-campuses/scope-work-sow-independent-contractor [13] https://www.cu.edu/docs/es-procedure-overpayment [14] https://www.cu.edu/docs/sbs-training-completion-report-cu-data