

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 required 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>