

Temporary Employees ^[1]

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The University of Colorado hires temporary university staff and classified employees. You can verify with your department in which of these employee groups your position belongs.

As a temporary employee, you must pay all applicable federal, state and local taxes. If you are paid hourly, you are eligible for overtime compensation. Confirm employment status and overtime eligibility with your department's payroll liaison.

Temporary employees must document all hours worked.

CU has multiple options for documenting hours worked and exception time. Work with your department to verify its recording method and follow that procedure.

You and your supervisor must sign the leave record verifying the accuracy of leave usage and balances.

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 payroll liaison (aka, HCM Community member) for more information.

2019 Monthly Paydays

Month	Pay Date
January	Thursday, Jan. 31
February	Thursday, Feb. 28
March	Friday, March 29
April	Tuesday, April 30
May	Friday, May 31