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Time & Labor Announcement for External Audiences [1]



The University of Colorado is changing the pay schedule for nonexempt employees to align with standard payroll

practices as part of the Time & Labor project [2].

On March 28, 2027, the University of Colorado will move to one centralized timekeeping system, Time & Labor. This system will replace MyLeave and most third-party systems across the campuses.

As part of the Time & Labor (T&L) project, CU nonexemptNonexemptOvertime-eligible Many CU employees are exempt from overtime pay, meaning they do not receive extra pay for working more than 40 hours a week, otherwise known as exempt employees. Nonexempt employees are those who are eligible to earn overtime pay. If you are eligible for overtime pay, then you are a nonexempt employee. If you're still unsure, ask your supervisor or check your job code on your paycheck. (click to enlarge) If your pay group is Overtime Eligible (OT Eligible), you are a nonexempt employee. Learn how to read your CU paycheck and where to find your overtime eligibility. [3] employees will transition from salaried pay on a monthly schedule to hourly pay in arrearsArrearsThe practice of paying employees for work completed during a previous pay period rather than the current one. [4] on a biweekly schedule.

What is changing?

Under the new pay schedule:

- Nonexempt employees will be paid in arrearsArrearsThe practice of paying employees for work completed during a previous pay period rather than the current one. [4], which means pay will be issued approximately two weeks after hours are worked.
- Total pay and pay rates are not changing.
- Starting Feb. 1, all new hires (both exempt and nonexempt) will be on a biweekly pay schedule, except for nine-month faculty or certain graduate assistants, who will remain on a monthly pay schedule.
- This is a one-time transition to a new, ongoing pay cycle.

Once the transition is complete, paychecks will continue on a consistent and predictable schedule.

Why CU is implementing this change

The university is adjusting pay and timekeeping processes to:

- Improve payroll accuracy and reduce manual corrections.
- Reduce the lag time between earning and receiving federal overtime pay.
- Improve the timeliness of first paychecks for newly hired employees.
- Allow leave taken in a pay period to be fully processed before payroll runs, aligning how leave balances are reflected on paystubs.
- Standardize timekeeping practices across all CU campuses.
- Continue to align with industry standards for payroll and Fair Labor Standards Act? (FLSA) compliance.

With these key objectives, CU's four campuses, university leadership and Employee Services agreed to implement this change after a thorough analysis that started in early 2024.

Sponsored Projects

- Invoice may contain salary expenses for both monthly and bi-weekly paid employees.
- The payroll posted each month may reflect effort from prior months due to the biweekly cycle bridging two months, payments posting in arrears and other factors such as off-cycle payments.
- The expenses will appear on the bill during the month the expenses are charged to our accounting records.

What are the differences between monthly and biweekly pay?

Factor	Monthly (advanced/assumed hours)	Biweekly (arrears/actual hours)
Pay Timing	Last business day of the month, e.g. Jan. 31 for assumed January work	Every other Friday
Hours Covered	Entire month, assuming all hours worked, with adjustments applied the following month	Actual hours from previous two weeks paid (includes work and PTO/Leave)
Corrections	Actual hours from previous month leave/overtime adjusted the next month	Adjustments are included in the next paycheck automatically.
Frequency	12 times per year	26 times per year
Employee Impact	Larger checks, less frequent	Smaller checks, more frequent

Groups audience:
Employee Services
Right Sidebar:
ES: Time & Labor - Q&A Form

Source URL:https://www.cu.edu/employee-services/time-labor-announcement-external-audiences

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[1] https://www.cu.edu/employee-services/time-labor-announcement-external-audiences [2] https://www.cu.edu/employee-services/time-labor [3] https://www.cu.edu/es-benefits-glossary/nonexempt [4] https://www.cu.edu/es-benefits-glossary/arrears