



# University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

## EMPLOYEE SERVICES

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

[Home](#) > [University Staff](#)

---

## University Staff Payroll <sup>[1]</sup>

- [University Staff](#)
- [Payroll Dates](#)
- [International Employees](#)
- [Resources](#)
- [Forms](#)

### University Staff (formerly Exempt Professionals)

University staff members are CU employees whose positions are exempt from the state personnel system. University staffers are paid monthly, on the last working day of the month, except for the June payroll, which is paid on the first working day of July.

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.

Both the employee and his/her supervisor must sign the leave record verifying the accuracy of leave usage and balances.

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

<b>2015 Biweekly Paydays</b>	
<b>Pay Period End Date</b>	<b>Pay Date</b>
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

## Determination of 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]

## Related Information

- 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.

## Appointment Scheduling

- Employees can schedule appointments with an international tax specialist via our [online appointment scheduling system](#) [9].

## International Tax

- [International Tax Office's online appointment system](#) [9]
- [International tax overview](#) [10]
- [Tax reference for international visitors](#) [2]

## Resources

- [Officer and University Staff \(formerly Exempt Professional\) Handbook](#) [11]
- [Employee Services Procedures Guide](#) [12]
- [Resources for HRMS Users](#) [13]
- [Board of Regents](#) [14]
- [Payroll Production Calendars](#) [15]
- [Payroll Adjustments](#) [16]
- [W-2](#) [17]
- [University Staff Taxes](#) [18]
- [CU Resources \(in the employee portal\)](#) [19]

## 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 \[20\]y. Leave - Setting your Preferences](#) [21]
- [M \[22\]y. Leave - Create-Submit a Timesheet - OT Eligible](#) [23]
- [M \[24\]y. Leave - Create-Submit a Timesheet \[25\] - OT Exempt](#) [25]

---

## Additional Resources

- [Four-campus search](#) [26]
- [Department of Labor](#) [27]
- [Social Security Administration](#) [28]
- [Internal Revenue Service](#) [29]
- [Procurement Service Center](#) [30]? Contact the PSC for travel and business expense reimbursements reported as taxable income.
- [Social Security Application](#) [31]
- [W-4 Form \(Federal Income Tax Withholding\)](#) [32]

## University Staff Payroll Forms

## EMPLOYEE WORK RECORD

[Employee Work Record Example-Biweekly](#) [33]  
[Employee Work Record Example-Fiscal Year](#) [34]  
[Employee Work Record Example-Monthly](#) [35]

## EXPENSES & DEDUCTIONS

[CU Foundation-Payroll Deduction Gift Form](#) [36]  
[Moving Expenses Form - IRS Form 3903?](#) [37]  
[Moving Expenses Worksheets](#) [38]

## GETTING PAID

[Direct Deposit Authorization and Instructions](#) [39]

## LEAVE

[Exempt Leave Record Example](#) [40]

## PERSONAL INFORMATION

[Address, Phone, Email Change: Former Employee/Surviving Spouse/SGDP](#) [41]  
[Address, Phone, Email Change: Active Employees](#) [42]  
[Emergency Contact](#) [43]  
[I-9 \(Employment Eligibility Information\)](#) [44]

## TAXES

[Additional / Cancel Colorado State Tax Withholding-Request](#) [45]  
[Exemption From State of Colorado Withholding](#) [46]  
[Request Additional Federal Tax Form?](#) [47]  
[Request for Exemption From Local City Occupational Privilege Tax \(OPT\)?](#) [48]  
[W-2/1042-S Reissue Request Form?](#) [17]  
[W-4 Form](#) [49]  
[W-9 for Employee Services Business-Estate Claims](#) [50]

### Attachments:

### Video:

### Images:

### Groups audience:

Employee Services

---

**Source URL:** <https://www.cu.edu/employee-services/university-staff-payroll>

### Links:

[1] <https://www.cu.edu/employee-services/university-staff-payroll>  
[2] <https://www.cu.edu/employee-services/policies/tax-reference-international-visitors>  
[3] <https://www.cu.edu/employee-services/policies/tax-guide-international-students>  
[4] <https://www.cu.edu/employee-services/policies/social-security-administration-delays-social-security->

number-issuance

- [5] <https://www.cu.edu/employee-services/policies/filing-income-tax-forms-frequently-asked-questions>
- [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://booknow.appointment-plus.com/43rspqeq/10>
- [10] <https://www.cu.edu/sites/default/files/policies/1331-international-tax-overview/files/internl-tax-overview.pdf>
- [11] <https://www.cu.edu/employee-services/officer-and-university-staff-handbook>
- [12] <https://www.cu.edu/employee-services/employee-services-procedures-guide>
- [13] <https://www.cu.edu/employee-services/business-partner-resources>
- [14] <https://www.cu.edu/regents/laws-and-policies/regent-laws>
- [15] <https://www.cu.edu/employee-services/skillssoft/payroll-production-calendars>
- [16] <https://www.cu.edu/employee-services/payroll-adjustments>
- [17] <https://www.cu.edu/employee-services/policies/w-21042-s-reissue-request-form>
- [18] <https://www.cu.edu/employee-services/faculty-taxes>
- [19] <https://www.cu.edu/employee-services/cu-resources-training>
- [20] [https://www.cu.edu/sites/default/files/policies/docs/myleave\\_pref-guide\\_0.pdf](https://www.cu.edu/sites/default/files/policies/docs/myleave_pref-guide_0.pdf)
- [21] <https://www.cu.edu/sites/default/files/My.Leave-%20Setting%20Your%20Preferences.pdf>
- [22] <https://www.cu.edu/employee-services/policies/createsubmit-timesheet-overtime-eligible-or-hourly-employees>
- [23] <https://www.cu.edu/sites/default/files/My.Leave%20Create-%20Submit%20a%20Timesheet%20-%20OT%20Eligible%20-%20Hourly.pdf>
- [24] [https://www.cu.edu/sites/default/files/policies/docs/myleave-timesheet-ot-exempt\\_0.pdf](https://www.cu.edu/sites/default/files/policies/docs/myleave-timesheet-ot-exempt_0.pdf)
- [25] <https://www.cu.edu/sites/default/files/My.Leave%20Timesheet-OT%20Exempt.pdf>
- [26] <https://www.cu.edu/search/site>
- [27] <http://www.dol.gov>
- [28] <http://www.socialsecurity.gov/>
- [29] <http://www.irs.gov/>
- [30] <https://content.cu.edu/psc/>
- [31] <http://www.socialsecurity.gov/forms/ss-5.pdf>
- [32] <http://www.irs.gov/pub/irs-pdf/fw4.pdf>
- [33] <https://www.cu.edu/employee-services/policies/employee-work-record-example-biweekly>
- [34] <https://www.cu.edu/employee-services/policies/employee-work-record-example-fiscal-year>
- [35] <https://www.cu.edu/employee-services/policies/employee-work-record-example-monthly>
- [36] <https://www.cu.edu/employee-services/policies/cu-foundation-payroll-deduction-gift-form>
- [37] <https://www.cu.edu/employee-services/business-partners-ppldrl/business-partner-resources/employee-services-procedures-5>
- [38] <https://www.cu.edu/employee-services/policies/moving-expenses-worksheets>
- [39] <https://www.cu.edu/employee-services/policies/direct-deposit-information>
- [40] <https://www.cu.edu/employee-services/policies/exempt-leave-record-example>
- [41] <https://www.cu.edu/employee-services/policies/address-phone-email-change-former-employeesurviving-spouse>
- [42] <https://www.cu.edu/employee-services/policies/address-phone-email-change-active-employees>
- [43] <https://www.cu.edu/employee-services/policies/emergency-contact>
- [44] <https://www.cu.edu/employee-services/policies/i-9-employment-eligibility-information>
- [45] <https://www.cu.edu/employee-services/policies/additional-cancel-colorado-state-tax-withholding-request>
- [46] <https://www.cu.edu/employee-services/policies/exemption-state-colorado-withholding>
- [47] <https://www.cu.edu/employee-services/policies/request-additional-federal-tax-form>
- [48] <https://www.cu.edu/employee-services/policies/request-exemption-local-city-occupational-privilege-tax-opt>
- [49] <https://www.cu.edu/employee-services/policies/w-4-form>
- [50] <https://www.cu.edu/employee-services/policies/w-9-es-business-estate-claims>