University Staff Payroll [1]

- University Staff
- Pay
- 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 banking day of the month.

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.

There’s more to your pay than receiving a paycheck. Ensure you understand your finances by reading your paycheck correctly, reviewing pay days, learning how to safeguard against lost paychecks and more.

Click on a tile to learn more about your pay
Pay Days

Read Paycheck
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[9]
- Tax guide for international students[10]
- Frequently asked questions: Filing income tax forms[11]

Related Information

- For specific immigration issues, please contact the appropriate campus international student and scholar office:
  - CU Boulder[12]
  - CU Colorado Springs[13]
  - CU Denver and Anschutz Medical Campus[14]
- 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.

**International Tax**

- International Tax Office's online appointment system
- International tax overview
- Tax reference for international visitors

**Resources**

- Officer and University Staff (formerly Exempt Professional) Handbook
- Resources for HCM Users
- Board of Regents
- Payroll Production Calendars
- Payroll Adjustments
- W-2
- University Staff Taxes
- CU Resources (in the employee portal)

**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.*

- My Leave - Setting your Preferences, Tracking Time and Requesting Leave
- My Leave - Selecting Earnings Codes

**Additional Resources**

- Four-campus search
- Department of Labor
- Social Security Administration
- Internal Revenue Service
- Procurement Service Center—Contact the PSC for travel and business expense reimbursements reported as taxable income.
- Social Security Application

**University Staff Payroll Forms**

**EMPLOYEE WORK RECORD**
Employee Work Record Example-Biweekly
Employee Work Record Example-Monthly

EXPENSES & DEDUCTIONS

Moving Expenses Worksheets

GETTING PAID

Direct Deposit Authorization: To access, log in to the employee portal.

PERSONAL INFORMATION

Emergency Contact
I-9 (Employment Eligibility Information)

TAXES

Request for Exemption From Local City Occupational Privilege Tax (OPT)
W-2/1042-S Reissue Request Form
W-4 Form
W-4 Forms for each state
W-9 for Employee Services Business-Estate Claims

Groups audience:
Employee Services

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

Links
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