

University Staff Payroll ^[1]

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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



[2]

READ PAYCHECK



[3]

DIRECT DEPOSIT



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PAY CARDS



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LOST CHECK



[6]

IMPUTED INCOME



[7]

CONTRACTS



[8]

The International Tax Office provides many resources to assist you in meeting your U.S. tax obligations.

Schedule an appointment with an International Tax specialist

All new international CU employees are required to meet with an international tax specialist to identify their tax status, complete proper tax forms, facilitate any available tax treaty benefits and clarify any tax filing responsibilities.

To prepare for your meeting:

- Bring your passport, I-94 [9] and immigration documents. A Social Security Number (SSN) is not required.
- Plan to review your entire history of presence in the U.S.

Book your appointment [10]

Guides and resources

- **International Tax Guide: New Hire Guide** [11]
- **International Tax Guide: Nonresident Alien (NRA) for U.S. Tax Purposes** [12]
- **International Tax Guide: Resident Alien (RA) for U.S. Tax Purposes** [13]
- **International Tax Guide: Tax Information for International Scholarship and Fellowship (Stipend) Recipients** [14]
- **Social Security Number Verification and Use** [15]
- **W-8 Forms for Non-U.S. Individuals and Entities** [16]

Request an access code for Glacier Tax Prep

To assist with U.S. tax filing obligations, nonresident alien students and employees who are sponsored by CU can use Glacier Tax Prep (GTP) software. This online tool can help you navigate the U.S.'s complex system and helps ensure all tax information and requirements are correct for an accurate federal tax return.

[Request an access code](#) [17]

Federal tax resources

- [Filing income tax forms FAQ](#) [18]
- [Form 1042-S](#) [19]
- [Form 8233](#) [20]
- [Form 8843 resource guide](#) [21]
- [2021 International Student Tax Workshops](#) [22]

Colorado tax resources

- [Colorado Form 104](#) [23]
- [Colorado quick answers – Individual income tax frequently asked questions](#) [24]
- [Income Tax Topic: Part-Year Resident & Nonresidents](#) [25]

Resources

- [Officer and University Staff \(formerly Exempt Professional\) Handbook](#) [26]
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- [CU Resources \(in the employee portal\)](#) [33]

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](#) [34]

- [My Leave - Selecting Earnings Codes](#) [35]
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Additional Resources

- [Four-campus search](#) [36]
- [Department of Labor](#) [37]
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University Staff Payroll Forms

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EXPENSES & DEDUCTIONS

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GETTING PAID

Direct Deposit Authorization: To access, log in to [the employee portal](#). [45]

PERSONAL INFORMATION

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Groups audience:

Employee Services

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

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- [19] <https://www.cu.edu/employee-services/1042-s-form-nonresident-international-employee-tax-statement>
- [20] <https://www.cu.edu/employee-services/business-partners-ppldrl/resources/es-procedures-guide/8233-form-nonresident-alien>
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