

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

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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**





CHECK

DATE

PAY TO THE  
ORDER OF

\$ \$ \$ \$ . \$ \$

*2.*

1234567890

1234567890

1234 7890

**READ  
PAYCHECK**



# DIRECT DEPOSIT



PAY TO THE  
ORDER OF

\$\$\$\$\$. \$\$

*J.*

1234567890

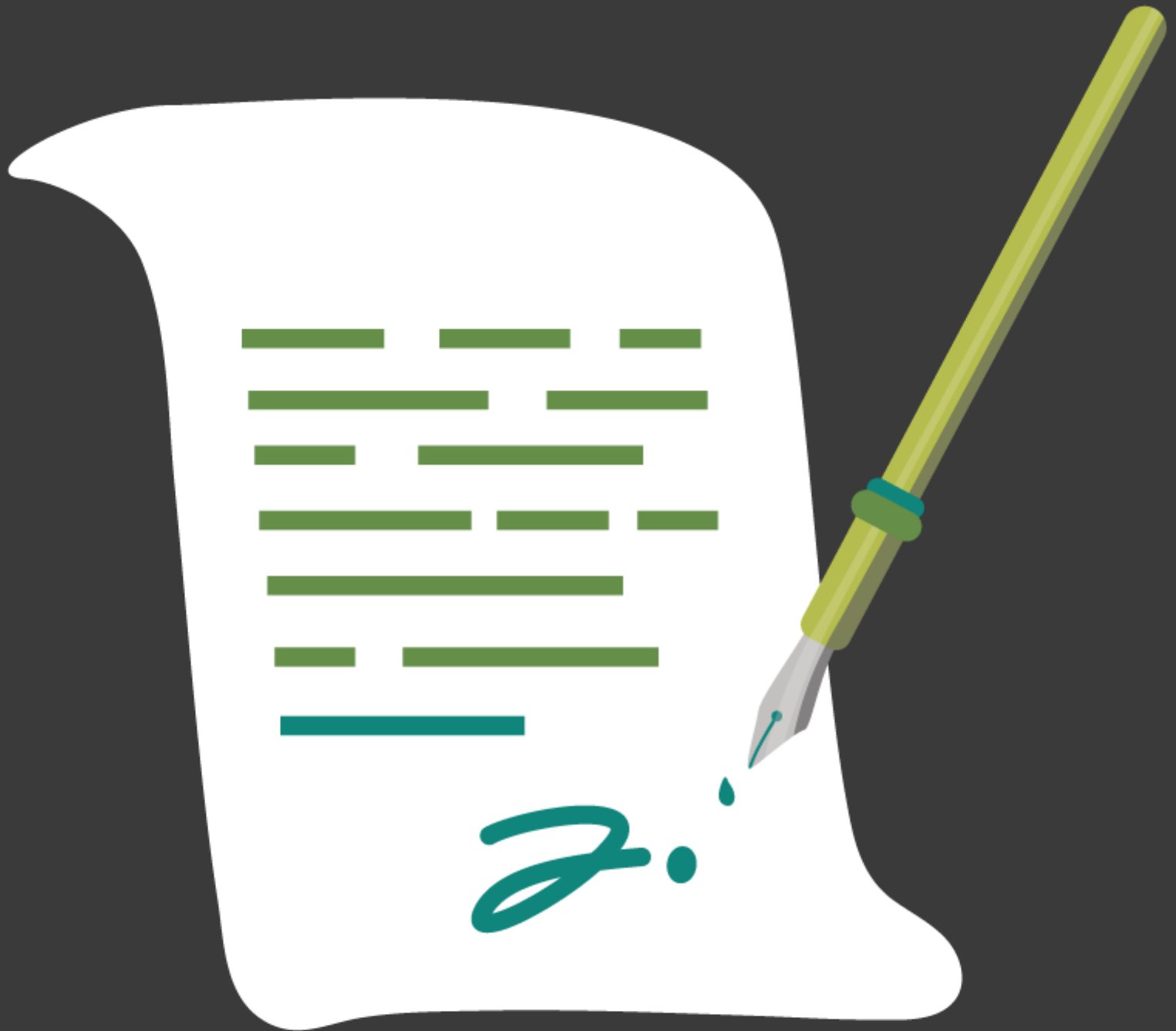
1234567890

1234567890

# LOST CHECK



# IMPUTED INCOME



# CONTRACTS

# SHIFT DIFFERENTIAL, ON-CALL & TRANSLATION PAY



## Resources

- [Officer and University Staff \(formerly Exempt Professional\) Handbook](#) [9]
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## 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](#) [17]
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## Additional Resources

- [Four-campus search](#) [19]
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## University Staff Payroll Forms

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### Groups audience:

Employee Services

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

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