Pay Employees [1]

To pay employees, you must:

1. **Identify payroll deadlines** [3] for each payroll cycle using our payroll calendars.
2. **Collect, enter and approve employees' time**. [4]
3. **Review the status of employees' pay** [4] and correct any pay errors [5].

The three payroll cycles are:

**Monthly**

1. **Find your employees' time-entry deadlines**
   
   *Please refer to your campus' payroll calendar for deadlines.*
   
   **Step-by-Step:** My Leave: Setting Preferences and Entering Time [6]

2. **Find your time approval deadline**
   
   *Please refer to your campus' payroll calendar for deadlines.*
   
   **Review Payroll Production Calendars** [7]

3. **Collect, enter and approve employees' time**
   
   **Collect and Enter Time** [4]

**Biweekly**
Biweekly paydays generally fall on Fridays. The reporting period for this cycle runs from the beginning of each two-week cycle through its end.

1. **Find your employees' time-entry deadlines**
   
   *Please refer to your campus' payroll calendar for deadlines.*
   

2. **Identify your time approval deadline**
   
   *Please refer to your campus' payroll calendar for deadlines.*
   
   Review Payroll Production Calendars [3]

3. **Collect, enter and approve employees' time**
   
   Collect and Enter Time [4]

### Off-cycle

If you miss the above deadlines, you must enter time for payment on the off-cycle period. This cycle pays employees each Friday.

1. **To pay employees on the off cycle,** you must enter their time into HCM by 5 p.m. Tuesday.

   Step-by-Step: Manually Entering Reported Time [8]
   
   *Note: You must ensure the "off cycle" option is selected.*

2. **If you manage employees who don't use My Leave:**

   Step-by-Step: Uploading CU Regular Earnings Files [9]
   
   *Note: Enter "Y" into the "off cycle" field of the CU Time Regular Earnings Template [10].*

### Valid reasons for using the off-cycle payroll

- late entry, or approval of hire or job changes
- incorrect entry of job data
- hours or amounts not entered or approved before payroll is processed (If this data is entered but not approved, users must go back and check the "off cycle" box.)
- late hire of employees
- late Social Security number obtained by an international employee

Check out the payroll cycle infographic [11] for reminders, tips and resources for each step of the process.

**Groups audience:**
Links
[1] https://www.cu.edu/hcm-community/pay-employees
[8] https://www.cu.edu/docs/sbs-manually-entering-reported-time