

## Pay Employees <sup>[1]</sup>

To pay employees, you must:

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

**Ensure proper pay.  
Use the Earning Codes and Pay Groups Job Aid.**

Find into which pay group your employees fall so you categorize them correctly.

[Common Earnings Codes and their Pay Groups](#) <sup>[2]</sup>

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**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 <sup>[6]</sup>
2. **Find your time approval deadline**  
*Please refer to your campus' payroll calendar for deadlines.*  
Review Payroll Production Calendars <sup>[7]</sup>
3. **Collect, enter and approve employees' time**  
Collect and Enter Time <sup>[4]</sup>

### **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.*

Step-by-Step: [My Leave: Setting Preferences and Entering Time](#) <sup>[6]</sup>

2. **Identify your time approval deadline**

*Please refer to your campus' payroll calendar for deadlines.*

[Review Payroll Production Calendars](#) <sup>[3]</sup>

3. **Collect, enter and approve employees' time**

[Collect and Enter Time](#) <sup>[4]</sup>

## 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](#) <sup>[8]</sup>

***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](#) <sup>[9]</sup>

***Note: Enter "Y" into the "off cycle" field of the [CU Time Regular Earnings Template](#)*** <sup>[10]</sup>.

## 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](#) <sup>[11]</sup> for reminders, tips and resources for each step of the process.

**Groups audience:**

HCM Community

**Right Sidebar:**

HCM: Resources Key

HCM: Document Library

HCM: Feedback

HCM: Submit a Ticket

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**Source URL:** <https://www.cu.edu/hcm-community/pay-employees>

**Links**

[1] <https://www.cu.edu/hcm-community/pay-employees>

[2] <https://www.cu.edu/hcm-community/job-aid-common-earnings-codes-and-their-pay-groups>

[3] <https://www.cu.edu/hcm-community/pay-employees/payroll-production-calendars>

[4] <https://www.cu.edu/hcm-community/collect-and-enter-time>

[5] <https://www.cu.edu/hcm-community/correct-pay>

[6] <https://www.cu.edu/docs/sbs-my-leave-basics-preferences-time-and-leave>

[7] <https://www.cu.edu/hcm-community/payroll-production-calendars>

[8] <https://www.cu.edu/docs/sbs-manually-entering-reported-time>

[9] <https://www.cu.edu/docs/sbs-uploading-cu-regular-earnings-files>

[10] <https://www.cu.edu/hcm-community/cu-time-regular-earnings-template>

[11] <https://www.cu.edu/hcm-community/payroll-cycle-timeline>