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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].

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 [2]

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.
   Step-by-Step: My Leave: Setting Preferences and Entering Time [6]

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

Groups audience:
HCM Community
Right Sidebar:
HCM: Resources Key
HCM: Document Library
HCM: Feedback

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