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[Home](#) > Pay Employees



To pay employees, you must:

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

**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](#) ^[1]

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](#) ^[5]
2. **Find your time approval deadline**
Please refer to your campus' payroll calendar for deadlines.
[Review Payroll Production Calendars](#) ^[6]
3. **Collect, enter and approve employees' time**
[Collect and Enter Time](#) ^[3]

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](#) ^[5]
2. **Identify your time approval deadline**
Please refer to your campus' payroll calendar for deadlines.
[Review Payroll Production Calendars](#) ^[2]

3. Collect, enter and approve employees' time

Collect and Enter Time ^[3]

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 ^[7]

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 ^[8]

Note: Enter "Y" into the "off cycle" field of the CU Time Regular Earnings Template ^[9].

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

^[10]

^[11]

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Links

^[1] <https://www.cu.edu/hcm-community/job-aid-common-earnings-codes-and-their-pay-groups>

^[2] <https://www.cu.edu/hcm-community/pay-employees/payroll-production-calendars>

^[3] <https://www.cu.edu/hcm-community/collect-and-enter-time> ^[4] <https://www.cu.edu/hcm-community/correct-pay> ^[5] <https://www.cu.edu/docs/sbs-my-leave-basics-preferences-time-and-leave>

^[6] <https://www.cu.edu/hcm-community/payroll-production-calendars> ^[7] <https://www.cu.edu/docs/sbs-manually-entering-reported-time> ^[8] <https://www.cu.edu/docs/sbs-uploading-cu-regular-earnings-files>

^[9] <https://www.cu.edu/hcm-community/cu-time-regular-earnings-template> ^[10]

<https://www.cu.edu/print/hcm-community/pay-employees> ^[11] <https://www.cu.edu/printpdf/hcm-community/pay-employees>