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Time & Labor Resources [1]

Get ready: Time & Labor is bringing changes to pay schedules

On Feb. 28, 2027, nonexempt (federal overtime-eligible) employees who are currently paid monthly will transition to a biweekly, pay-in-arrears schedule. The first biweekly pay period will run Feb. 28–March 13, and the first biweekly payday will be March 26.

This Payday Schedule Change (PDSC) [2] is a key milestone in the broader Time & Labor (T&L) project [3] and will introduce significant updates to payroll processing and HR operations over the next year.

Impact on HR and payroll operations

As more employees move to the biweekly schedule, payroll processing frequency will increase. At the same time, Time & Labor will automate several steps that are currently manual:

- Reported time will feed directly into Time & Labor and flow automatically into PeopleSoft Payroll.
- Timesheets, validations and pay rules will be system-generated.
- MyLeave file uploads and other manual adjustments will be eliminated.
- Payroll register reviews and post-payroll activities will occur after each biweekly and monthly payroll run.

These updates are expected to reduce manual workload, decrease the need for corrections and create a more stable foundation for future system improvements.

Leave processing alignment

Beginning Feb. 28, 2027, leave will be processed in the same pay period in which it is taken for both exempt and nonexempt employees. This aligns leave reporting across CU for the first time.

Recruiting and onboarding updates

Recruiting teams will inform applicants about the February 2027 transition. The hiring process for affected positions will include information about the required shift from monthly pay to biweekly pay.

Why the change is happening

Transitioning monthly nonexempt employees to a biweekly, pay-in-arrears cycle will:

- Improve payroll accuracy and reduce manual corrections.
- Reduce the lag time between earning federal overtime and being paid earned federal overtime.
- Improve the timeliness of first paychecks for newly hired employees.
- Allow leave taken in a pay period to be fully processed before payroll runs, aligning how leave balances are reflected on paystubs.
- Standardize timekeeping processes across all CU campuses.
- Continue to align with industry standards for payroll and FLSA compliance.

These goals reinforce ongoing work in the T&L project, which is replacing MyLeave and other systems with a unified PeopleSoft Time & Labor system. With these key objectives, the four university campuses, CU leadership and Employee Services aligned to implement this change after a thorough analysis that started in early 2024.

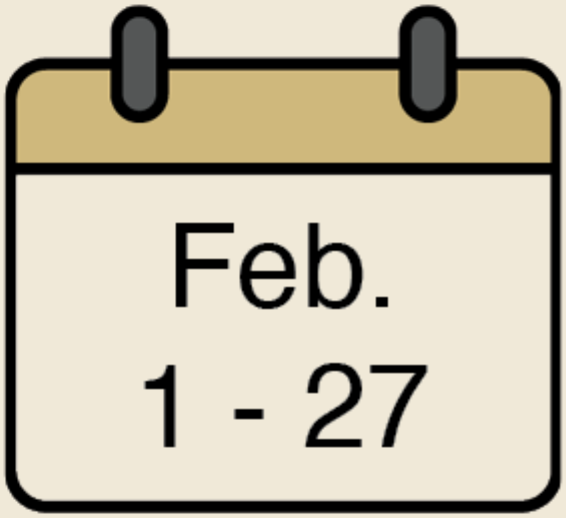
Support and resources for HR partners

You can visit the HCM Community Toolkit page [4] to find resources and take the Payday Schedule Change HR Partner Guide [5] Percipio course to help prepare for the change. Also consider taking the employee-focused Payday Schedule Change [6] Percipio course and visiting the Employee Services PDSC page [2].

To support impacted employees, CU will provide:

- A one-time transition payment to help affected employees adjust to the new schedule and cover the time between their last monthly payday and the first biweekly payday. This payment will be provided only to nonexempt employees hired **before Feb. 1, 2027**, who transition from monthly pay to biweekly pay.
- Guidance, resources and communication to help teams prepare for the new schedule.

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Download an accessible PDF [7]

How will employees be affected?

- Nonexempt employees on a monthly current pay schedule will move to a biweekly, pay-in-arrears schedule in February 2027.
- 9-month faculty and 1500 series or graduate assistant student employees will remain on a monthly schedule.
- Exempt (ineligible for federal overtime) employees hired before Feb. 28, 2027, will remain on monthly pay, with an optional biweekly opt-in opportunity in 2027.
- All staff, 12-month faculty and student new hires starting on or after Feb. 28, 2027 — both exempt and nonexempt — will automatically be placed on a biweekly, pay-in-arrears schedule, regardless of Fair Labor Standards Act (FLSA) exemption status.
- Employees with multiple appointments:
    - Due to the complexity, we are reviewing their FLSA status (exempt or nonexempt) to ensure pay group alignment for employees with multiple appointments is accurate before making a final determination.
    - Employees with multiple appointments and their supervisors will receive individualized updates as soon as the review is completed, well before the Feb. 28 go-live.

Questions?

For more information, visit the Payday Schedule Change page [2] or the main T&L Project page [8].

Groups audience:
HCM Community
Right Sidebar:
HCM: Time and Labor resources
HCM: T&L SBS Guides

Source URL:https://www.cu.edu/hcm-community/time-labor-resources

Links
[1] https://www.cu.edu/hcm-community/time-labor-resources [2] https://www.cu.edu/employee-services/time-labor/payday-schedule-change-nonexempt-employees [3] https://www.cu.edu/employee-services/time-labor [4] https://www.cu.edu/docs/hr-partners-toolkit [5] https://share.percipio.com/cd/Kp4hlFLla [6] https://share.percipio.com/cd/th_irQ7Dh [7] https://www.cu.edu/img/monthly-biweekly-transition-nonexempt-employees-v4-updated-new-datespng [8] https://www.cu.edu/it-gov/projects/time-and-labor-project