



# PAY ROLES

A newsletter for CU business partners

## Paycards to replace paychecks this summer

After July 1, CU will permanently swap paper checks for paycards, giving your employees an easier, greener and more secure means of getting paid.

The university has teamed with security services provider Brinks to issue CU employees Brink's Money cards, alternatives to paper paychecks and traditionally managed direct deposit accounts.

### Here's how paycards will work:

1. We'll notify employees who receive paper checks of the change by mail no later than April 30.
2. Those who do not set up an account for direct deposit by July 1 will receive paycards by mail.
3. Employees must activate their cards on payday, at which point they may begin using them for normal banking transactions.



### BENEFITS OF PAYCARDS

If you manage one of the 1,700 CU employees who still receive paper paychecks, here are some paycard benefits that you can share:

- Free bank and ATM use—Employees will have access to hundreds of banks and ATMs within a short distance of each CU campus, and they won't be charged additional fees. We'll provide a list of these institutions as we launch the paycard program.
- No credit approval process necessary

**SEE PAYCARDS, page 3**

### WHY PAYCARDS?

- By moving to paycards, CU could save more than \$50,000 a year on printing and mailing paper checks.
- CU is striving to comply with a Colorado statute that requires all state employers to pay 100 percent of its employees by direct deposit.
- Paycards allow you to place your money in an FDIC-secured bank without participating in traditional banking. While cash is gone if it's lost or stolen, you can immediately report a lost or stolen card to Brinks to ensure it is canceled, your money is safe and you receive a new card.



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## Upcoming deadlines

### April 2014 payroll deadlines

- Pay date: Monday, April 30
- Monthly time collection deadline: Friday, April 18
- Special off-cycle time collection: available beginning at 9 a.m. Monday, April 21
- Please ensure that your data changes/monthly time collection batches have been approved by 5 p.m. Friday, April 18. Unapproved batches will not be included in the payroll processing for April.

### April time collection deadlines

- 5 p.m. Friday, April 18: Monthly pay period ending April 30
- 5 p.m. Thursday, April 17: Biweekly pay period ending April 12
- Noon Tuesday, April 29: Special off-cycle payroll (OC) pay period ending April 29
- 5 p.m. Thursday, May 1: Biweekly pay period ending April 26

## No set date for return of direct deposit to portal

CU administrators have not yet announced a date when the university's direct deposit form will be replaced in the employee portal.

A team of developers is increasing the system's security to protect personal information—such as direct deposit selections—and make that information available to employees.

CU removed its direct deposit form from the portal this winter following a phishing attack that tricked some employees into sharing their portal passwords.

# Open Enrollment 14-15 runs April 28 – May 16

Employees will have three weeks to choose which medical, dental, vision, disability and life insurance plans will meet their needs throughout the coming fiscal year.

Open Enrollment 2014-15 begins at 8 a.m. Monday, April 28 and ends at 5 p.m. Friday, May 16. To help employees understand each plan, CU benefits professionals and plan carriers will hold sessions on each campus from May 6-13. (See the full schedule at [www.cu.edu/oe-calendar](http://www.cu.edu/oe-calendar).)

While plan rates and other details have yet to be released, there are several confirmed changes and additions that will affect employees, including:

- CU will no longer participate in State of Colorado plans. This means all classified staff employees who

work less than 50 percent time must now choose among CU plans. These classified employees will receive a letter outlining changes, and we encourage this population to attend an OE session.

- Employees who participate in CU Health Plan – Exclusive will be responsible for a \$150 copay each time they visit the emergency room. This copay will be waived if they are admitted to the emergency room.

- Children ages 5-11 who are covered by a CU Health Plan will soon be eligible to participate in a new child wellness program, Be Colorado's Brussels + Muscles.

Find plan updates and news as they become available by visiting [www.cu.edu/openenrollment](http://www.cu.edu/openenrollment).

## Contact HRMS and Payroll

*PayRoles is a monthly newsletter distributed by the University of Colorado's Employee Services department. If you need assistance, please contact us at:*

**Payroll phone:** (303) 860-4200, option 2

**Toll Free:** (855) 216-7740, option 2

**Email:** [PBS.Datachange@cu.edu](mailto:PBS.Datachange@cu.edu)

**Fax:** 303-860-4299

**Mail:**

University of Colorado – Employee Services

1800 Grant St., Suite 400

Denver, CO 80203

Campus Box: 400 UCA (for interoffice mail)



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EMPLOYEE SERVICES

# Join us April 21 – 24 for business partner meetings

The Employee Services team will be on your campus this month to fill you in on the latest information that impacts you and your teams.

## CU-Boulder

(East Campus): 9 - 11:30 a.m. Tuesday, April 22 in the Administrative Research Center, Room 620

## CU Colorado Springs

2 - 3:30 p.m. Wednesday, April 23 in University Center, Room 122

## CU Denver

9:30 - 11 a.m. Thursday, April 24 at the CU Building, 1250 14th St., Suite 150 - Auditorium

## CU Anschutz

1:30 - 3:30 p.m. Monday, April 21 at Building 500, N8200 Bushnell Auditorium

## CU System

1:30 - 3 p.m. Thursday, April 24 at 1800 Grant St., Conference rooms 501 - 503

## PAYCARDS: Cards more secure than paper checks or cash

- Get your money faster—You'll be able to use your card to withdraw or transfer the newly deposited funds starting at 7 a.m. MST on payday.

- Free replacement of lost cards—If you lose your card, call Brinks customer service for a free replacement. You will be eligible to receive one free replacement card each year.

- Online money management—Access everything from your balance to your

account history via Brinks' online account center.

- Free checks from Sky-light Financial, the processing side of Brinks—Order and receive free checks for your personal use.

For more information, visit <https://www.brinksmoney.com/account/faq.m>.

To help navigate the new process, Employee Services will hold several on-campus sessions later this spring. Look for more details in a future issue of *Pay Roles*.

## Managing retiring, resigning or terminating employees

### Phased retirement agreements

If you have an employee who has signed a phased retirement agreement, follow these steps to ensure he or she receives the proper pay and benefits:

1. Enter the employee's revised job data into the HRMS.
2. Email a copy of the employee's phased retirement agreement to Employee Services' Shelley Brown ([shelley.brown@cu.edu](mailto:shelley.brown@cu.edu)) to make necessary benefits adjustments.

### Departing academic-year faculty

If you have academic-year faculty members who are either resigning or retiring, please carefully review the type of contract they have to ensure they're paid properly.

- **9-pay-12 faculty contracts for employees departing after the academic year:** Check for any adjustments necessary for the May payroll—particularly to ensure these faculty members receive any earned-not-paid funds. Any 9-pay-12 employees who will continue working past spring will be paid throughout the summer, and will continue to contribute to their benefits plans. Please note: Large, final payouts to employees on 9-pay-12 contracts may affect their tax withholding amounts by bumping them into a higher tax bracket. As such, these employees must adjust their W-4 tax withholding amount, which they must do so by Tuesday, May 13, 2014. If you have questions, see step-by-step instructions for terminating 9-pay-12 contracts at <http://www.cu.edu/termination-9-pay-12>.



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