



# PAY ROLES

A newsletter for CU business partners

## Employee Services Expos coming soon

Play games, learn about ES services, enter to win an iPad

Wouldn't it be nice to get rewarded for learning more about the resources and benefits CU offers its employees? Maybe an iPad and other prizes would seal the deal? Employee Services is making that prospect a reality this spring.

Mark your calendars for the Employee Services Expos, this March and April on all CU campuses, and in the System Administration building. Employee Services provides employees more than their pay and benefits, and to make that message abundantly clear, the ES team is rolling out this game-inspired expo series to leave a lasting impression.

Stop by each booth to earn a



ticket, and get additional prizes when you answer questions about:

- free courses and training that are at your disposal as a CU employee.
- how pay is getting a little more eco-friendly.
- the keys to deciding which insurance plans make the most financial sense to you and your family.
- how opening a flexible spending account can lower your taxable income.
- How to use CU's popular tuition benefit.
- how many people are vying for the opportunity to work at the university.

**SEE EXPOS, page 4**

### Employee Services Expo dates

All expos run from 10 a.m. – 2 p.m.

**Monday, March 24:**

CU Anschutz, Research Building 2, Trivisible Room

**Tuesday, March 25:**

CU System Administration, 1800 Grant St., Denver, Conference rooms 501-503

**Wednesday, March 26:**

CU-Boulder, UMC, Glenn Miller Ballroom

**Thursday, March 27:**

CU Colorado Springs, University Center, Room 303

**Wednesday, April 9:**

CU Denver, 1250 14th St., Suite 150



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EMPLOYEE SERVICES

## Upcoming deadlines

### March 2014 payroll deadlines

- Pay Date: Monday, March 31
- Monthly time collection deadline: 5 p.m. Wednesday, March 19
- Special off-cycle time collection: available beginning at 9 a.m. Thursday, March 20
- Please ensure that your data changes/monthly time collection batches have been approved by the end of the day on Wednesday, March 19. Unapproved batches will not be included in the payroll processing for March 2014.

### March time collection deadlines

- 5 p.m. Wednesday, March 19: Monthly pay period ending March 31
- 5 p.m. Thursday, March 20: Biweekly pay period ending March 15
- Noon Tuesday, April 1: Special off-cycle payroll (OC) pay period ending March 30
- 5 p.m. Thursday, April 3: Biweekly pay period ending March 29

## Avoid paying out unearned vacation time to retirees

If you need to enter vacation or sick time for a CU retiree who is paid a daily rate, use a system override to enter that time as an hourly figure, versus a daily one. Otherwise, the retiree will be paid for 8 days—not 8 hours—of vacation. When it comes time to payout this leave, add an entry of 8 hours of “ATS” (Additional Time), and override the daily rate with an hourly one.

# Project team: three new HCM tools set

You may have to wait another 18 months to see all the improved features of CU’s new HR system—Human Capital Management (HCM)—but Employee Services has a quick preview of three of the system’s new functions.

Be sure to come to the next Business Partner meeting in April to learn more.

When the org chart feature launches, users will be able to select the names of employees within the org chart to request changes right from the structure without having to navigate to job or position data, better understand the roles they play at CU, and select available contact methods to communicate with them.

### PROFILES

HCM’s profiles feature expands on the job data already housed in the system by adding contextual information.

For any given job, the profiles tool will document its educational requirements, necessary training and more.

### PAYCHECK MODELER

This tool gives users the power to see the impact that hypothetical changes may have on their paychecks.

If, for instance, an employee chose to switch his deductions from pre-tax to post-tax, the paycheck modeler tool can show how that change will affect his or her pay going forward.

### ORG CHART

When the org chart fea-

### 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

**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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# Special off-cycle pay refinements continue

Since launching CU’s special off-cycle pay process in January, Employee Services’ payroll team has been using your feedback to determine the best way to improve time collection procedures. This change hasn’t been easy, and we truly appreciate your

patience as we incorporate your input. In the coming weeks, we’ll address some of your concerns by creating an off-cycle pay process that will accommodate employees paid both monthly and bi-weekly. Stay tuned for details.

**SEE OFF-CYCLE, page 4**

## What can I do during special off-cycle pay versus a monthly pay cycle?

PROCESS	SPECIAL OFF-CYCLE PAY
Biweekly pay	cannot be used for employees paid on a biweekly basis
My.Leave data	cannot incorporate time tracked in the My.Leave system (That will be incorporated into the employee’s next regular paycheck.)
Taxable earnings	cannot include taxable earnings codes unless you’re also processing regular wages from which you can subtract taxes
One-time payments	may be issued for one-time payments that were not included in the regular monthly pay cycle
Dock pay	cannot enter dock earnings if it will generate a negative gross amount
Vacation and sick time balances	can be made during this run
Gray days	cannot update time collection

## Request replacement tax forms today

Employees should expect wait times of five business days or more when they request replacements for their W-2 forms and international income withholding tax forms (1042-S forms). Encourage your staff members to make these requests as soon as possible to ensure they receive their forms by April 15. All requests are processed on a first-come, first-served basis. The Employee Services team has received hundreds of replacement requests, due in part to CU’s decision to remove downloadable W-2s from the employee portal to protect personal information from phishing attacks. Employees can receive reissued forms by selecting the following options on their request forms:

1. Mail the W-2 to the employee’s address, as indicated on the form.
2. Send the W-2 in encrypted format to the employee’s email address, as indicated on the form.
3. Allow the employee to pick up the W-2 from the Employee Services front desk. Employees must show their photo IDs on site.

## Business partner meeting notes now online

Never miss out on the latest updates for the business partner community; visit the new Business Partner Meetings page at [www.cu.edu/business-partner-meetings](http://www.cu.edu/business-partner-meetings).

Whether you attend each quarterly business partner meeting or have missed several, you can find all the presentations, agendas and meeting minutes through this online repository.



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## Notify employees of vacation balances before leave sweep

Do you have employees who have accrued the maximum amount of vacation—or who are nearing the maximum? It's time to help them schedule a get-away.

This month, Employee Services will send your department the first of four leave sweep reports, which identify all employees on your team who are nearing, or have reached or exceeded CU's maximum allowed leave balance. The report allows you to update any incorrect leave information in the system before ES runs the leave sweep in July.

Use these reports to notify employees of their leave status, and arrange to use or donate it, if allowed, by the end of the fiscal year, June 30, 2014.

ES will run and send additional leave sweep reports in May and June, before it sweeps all leave after the July 2014 payroll is processed. You will receive a final report following the sweep with full results.

## OFF-CYCLE: Ensures teams paid on time, accurately

### Why special off-cycle pay?

Paying your employees should be an easy and consistent process that ensures your team is paid on time. For those rare occasions when you miss the deadline for entering time, the special off-cycle pay process:

- allows you to enter time for monthly employees starting one day after regular, monthly time collection closes—all without delaying when those employees receive their pay.
- creates a more efficient, electronic means of correcting missed pay deadlines by largely replacing the manual and often tedious hand-drawn warrant request process.
- places more power in your hands by allowing

you to enter time, rather than relying upon the Employee Services payroll team to complete hand-drawn requests at staff members' availability.

Special off-cycle payroll opens the day after regular monthly time collection ends. It closes at noon on the last Tuesday of the month, or on rare occasions, on the first Tuesday of the month. See the detailed payroll calendar for your campus (<http://www.cu.edu/payroll-production-calendars/>) for details.

Need more information? Find answers to frequently asked questions, and see a visual mockup of this process in the Special Off-Cycle Pay Processing Guide (<http://www.cu.edu/sites/default/files/special-payroll-processing.pdf>).

## EXPOS: Posters coming soon

This month, Employee Services will help you spread the word about this event by sending promotional expo posters to your department to hang and distribute. Look for these posters in the mail the week of March 17. We've streamlined the poster distribution process by sending them to you directly, instead of making business partners request them. Learn more about the expos at [www.cu.edu/ESExpo](http://www.cu.edu/ESExpo), and stay tuned for more details!

## What's changed with hand-drawn requests?

Thinking about filing a hand-drawn request because you missed a time collection deadline? You may only make these requests if:

- You're correcting an erroneous payout of at least 20 percent (either overpaid or underpaid).
- You're paying an employee who has been terminated.

• You're correcting a pay error in the final paycheck for an employee who has resigned or retired.

• You're paying funds from a settlement.

If you meet these requirements, submit completed paperwork by noon Tuesday to ensure the employee is paid by direct deposit the following Friday.

