



# PAY ROLES

A newsletter for CU business partners

## HRMS won't get facelift before major upgrade

Employee Services is devoting nearly two years to perfecting its future human resources system—Human Capital Management—which means it won't be making many, if any, changes to its current Human Resources Management System, Jobs at CU website or My.Leave database.

"Unless something is broken in production, or there are new regulations we have to accommodate, we will not be making any more changes to the HRMS," says Lisa Affleck, director of technologies in CU's Employee Services.

Those regulations could include the Affordable Care Act, which are expected



to have strong impacts on HRMS, Affleck says.

The HCM system upgrade is targeted to go live in November 2015, and will present users with modernized features, tools and capabilities.

In the meantime, if you have any recommended additions or changes to the system, you can add them to a growing wish list of features to incorporate into the new HCM by emailing [ES.Technologies@cu.edu](mailto:ES.Technologies@cu.edu).

### Say goodbye to archived paycheck data in the portal

If you want to preserve your pay advices stored in the portal, now is the time to start printing and saving that information.

This summer, as we make several technology upgrades, we'll be removing from the portal all paycheck data that predates Jan. 1, 2011.

Once this information is removed, employees who wish to access older pay advices must request them from Employee Services.

The upgrades—which aim to improve the look and feel of the portal's content without compromising existing functionality—also will alter the appearance of W-2 Forms (when they return to the portal this summer) and information gathered from applicants on the Jobs at CU website. In the case of Jobs at CU, applicants will now see new fields indicating military, veteran and disability status.



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

EMPLOYEE SERVICES

**CU's rehired retirees to lose leave July 1**

If you manage CU retirees who have returned to work as staff members, remind them they will forfeit any accrued sick leave they do not use by Monday, June 30. While these employees also will forfeit their right to unused vacation leave starting July 1, CU will pay out those vacation balances. The change is a result of CU's [Hiring Working Retirees into Staff Positions](#) policy, which better enforces long-standing rules regarding maximum work limits and benefits eligibility for CU's working retirees.

**SOW forms changing July 1**

CU is revising the form it uses to hire independent contractors to ensure it follows a state law that penalizes employers for misclassifying independent contractors.

Starting on July 1, when you provide an independent contractor with a Statement of Work form—which outlines a contractor's services, compensation and method of getting paid—the form will include language about the Misclassification of Employees as Independent Contractors Act. Employers who violate MEICA may receive fines, or may be prohibited from receiving state funds or future contracts.

The new SOW form will require a more detailed description of each independent contractor's services and compensation.

Stay tuned for more details about the revised SOW and how to properly complete it. For more information about independent contractors, review the [IRS' definition of "independent contractor."](#)

# Simple steps to prepare for the end of the fiscal year

Use this calendar to better understand how payroll expenses will be charged as the fiscal year ends.

**Fiscal-year-end deadlines**

- Monthly pay cycle: June 1-30, 2014 (Pay ID 06/30/14)
- Biweekly pay cycle: June 8-21, 2014 (Pay ID 06/21/14)

All expenses paid during this time period are charged 100 percent to fiscal year 2013-14.

**Suggestions for a seamless year-end payroll**

**1. Time collection**

- Process time collection batches early to avoid last-minute problems.
- Confirm your backup person is trained and available to assist.
- Be accurate and timely to help ensure correct fiscal year charges.

**2. Overpayments**

- Departments receive full credit for overpayments fully recovered by June 30, and prorated credit for overpayments partially recovered by June 30.
- Remaining amounts will be credited when repaid.

**3. Hand-drawn Warrant Requests**

- Submit requests early to avoid last-minute problems.
- Requests received with complete information by noon Tuesday, June 24, will be included in the fiscal year 2013-2014 payroll.

**4. Payroll Expense Transfers (PET)**

- PET for charges incurred on or before Monday, June 30, may be processed through Monday, July 14.
- The journal date must be June 30.
- Transactions approved by 5 p.m. July 14, will be included in the fiscal year 2013-14 payroll.

- For processing questions, contact your campus accounting office.

- If you have technical difficulties when creating a PET, contact Shelley Brown at shelly.brown@cu.edu.

**5. Reports to Ensure Pay Accuracy**

- Use your payroll reports to confirm the accuracy of employee pay.
- Salary charges need to be as correct as possible for the fiscal year close.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>June 1</b>	2	3	4	5	6	7
8	9	10	11 5 p.m. – Original W-4 direct deposit forms due	12	13	14
15	16	17	18 5 p.m. – Time collection closes	19	20	21
22	23 Run payroll register report. 5 p.m. – Original w-4 direct deposit forms due	24 Noon – Hand-drawn check request deadline for fiscal year 2013-14  <i>Hand-drawn requests received after this cannot be guaranteed to be included in fiscal year 2013-14, except for termination for cause requests that meet the June 25 deadline.</i>	25 Noon – Termination for cause hand-drawn check deadline	26 10 a.m. – Check stops and advice pulls due  5 p.m. – Time collection closes	27	28
29	30	<b>July 1</b> Pay date for June	2 Run payroll register report.	3 Pay date for pay period ending on 6/21/2014	4 Employee Services closed for Independence Day	5 Biweekly pay period ends (6/22/14 – 07/05/14) <i>To be charged to fiscal year 2013-14</i>

### ES highlights big projects with ‘Coming Soon’ area

Feeling out of the loop on the CU projects that affect you most? Check out the [“Coming Soon” section of the Employee Services website](#) to read about the latest projects that will likely impact you and your team. Bookmark this page for status updates on ongoing projects, such as the upgrade of CU’s human resources system.

### Go green: Complete W-4 forms online

Help CU be more eco-friendly—and a lot more efficient—by directing your employees to the portal to make their W-4 Form selections instead of using a paper form.

Completing or updating the form online is simple; employees can log in to the portal, and select the “Payroll and Compensation” tab in the left-hand menu, followed by the “W-4” tab. Users can follow the on-screen instructions to make their selections. Please note: International employees should contact an international tax specialist for any changes to their W-4 forms to avoid withholding too few taxes and, in turn, owing the IRS when they file tax returns. International employees can schedule an online appointment with an international tax specialist through the portal using the steps above. By largely eliminating paper W-4 forms, we hope to make it easier for employees to provide critical information, decrease W-4 processing times and reduce waste.

# PERA offers five new workshops by request

Starting this June, the Public Employees’ Retirement Association is making it easier than ever for its CU members to understand their benefits and put them to use.

If your department has eight or more employee members of PERA, you can request a representative present one of five workshops at your office, or make a general department visit.

Interested groups can choose among the following workshops:

#### 1. PERA Fundamentals

PERA will outline how its monthly lifetime benefit is calculated, annual increases on the benefit, choices upon terminating PERA-covered employment, built-in survivor and disability benefits, access to 401(k) and 457 voluntary

tax-deferred savings plans, availability of post-retirement health insurance plans and much more.

#### 2. 401(k) and 457 Plan | Options

This session is for all employees, whether PERA participants or not. A general overview of the PERA-sponsored 401(k) and 457 plans, including features, benefits, investment options and fees.

#### 3. Purchasing Service Credit

Review requirements and other information to aid members in deciding whether or not to purchase service credit.

#### 4. Retirement Process

Review the retirement application process for the PERA Defined Benefit Plan,

**SEE PERA, page 7**

### 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)



## Don't let SERP details surprise student workers

Before you load up your summer student workers with tasks, give them a crash course in the Student Employee Retirement Plan (SERP).

While SERP is in effect year round, many students encounter it for the first time during the summer, which is why now is a great time to let student employees know that CU may withhold a portion of their paychecks to fund this benefit. CU's SERP is an alternative to Social Security for CU student employees who, by state law, must participate in a retirement plan but are not eligible to enroll in the university's mandatory 401(a) retirement plan. CU withholds 7.5 percent from participating

student workers' paychecks and places it into their SERP retirement-savings accounts.

CU student workers required to contribute to the SERP include:

- those who consistently work 40 hours a week, in any semester.
- undergraduate student employees enrolled in less than six credit hours.
- graduate student employees enrolled in less than three credits.

Get a quick refresher on the SERP with our [video tutorial](#), and encourage your student workers to view this online guide, as well as the SERP fact sheet, by hanging [this flier](#) in your office.

## Talk to your staff about merit pay

Merit increases for CU employees go into effect on July 1; are you prepared to talk to your staff about these changes?

### Classified staff merit pay

If you manage classified staff employees, direct them to our step-by-step guide on how to calculate their pay:

- [Classified staff with appointments of 50 percent time or greater](#)
- [Classified staff with appointments of less than 50 percent time](#)

### Merit pay for faculty and university staff

Because your department determines merit increases for faculty and university staff employees, it's your responsibility to communicate increases and answer questions about merit pay for these employees.

Fortunately, you can quickly calculate each employee's rate of increase and total compensation within HRMS. For detailed instructions, see CU's [Salary Upload Guide](#).

### Check out spring business partner meeting notes

Find notes, documents and presentations from Employee Services spring [business partner meetings online](#). Be sure to mark your calendars for the next set of business partner meetings, July 21-24, and check the meetings website for meeting times and locations.

### Eliminate confusion on Weight Watchers charges

Employees who participate in Be Colorado's Weight Watchers at Work program may notice some strange billing patterns from the program, but they can rest assured they're not being erroneously charged.

Be Colorado offers the program at a discounted rate, with a taxable subsidy, to primary members of any CU Health Plan. (Monthly participants pay \$17.18, and Web-only users pay \$7.58.)

Participants are responsible for paying the taxes on these subsidies, which will appear on their pay advices as taxable imputed income. The amount they pay is based on their withholding selections on their W-4 Form, and whether they are subject to FICA and/or Medicare tax withholdings.

Because Weight Watchers' billing and CU's payroll cycles don't always sync, participants may see two charges on one month's pay advice and no charges on another. If you or your participating employees have any questions, contact the payroll counselors in Employee Services at 303-860-4200, option 2.



### June payday is July 1

Let your monthly-paid employees know that their June paychecks will be issued on July 1 and **NOT** on June 30.

The university will not accept or approve any reimbursement requests for this payroll, and is not responsible for employee banking or overdraft fees.

This will be the only 2014 pay date that will not fall on the last day of the month, due to a State of Colorado directive to state agencies.

### Don't let leave get swept away

You have until Monday, June 30, to help your employees use, donate or schedule vacation or sick leave that has exceeded—or will likely exceed—CU's maximum annual leave allowance.

Employee Services will send department managers the last of several leave reports, which list those employees who have neared, accrued or exceeded the maximum amount of vacation. Employees who don't schedule, use or donate their leave before June 30 will forfeit any hours that exceed the maximum. For sick leave;

- University staff employees will maintain all sick leave as there is no maximum for this group.
- Classified staff who have accrued sick time above the maximum allowance will have those excess hours converted to vacation hours, using a 5-to-1 ratio (e.g., 5 sick hours = 1 vacation hour).

See details about [vacation and sick leave](#) on the Employee Services website.

# It takes two



## Ask employees to update phone numbers in the portal

Beginning this summer, University of Colorado employees will need a password and a phone number to access and update sensitive personal information in the portal. If they fail to do this, they will not be able to access or update information, and they will have to ask their department's payroll liaison for assistance.

To cut down on requests for your time, please ask employees in your department to update their information in the portal.

To ensure phone numbers are updated, CU has created an alert that will pop up when employees log into the portal. It will ask them to review, up-

date and confirm their information. Once this is complete, the alert will disappear.

An added security feature, called multi-factor authentication, will be implemented to place another layer of security between your personal information and potential unauthorized access. It takes two factors – “something you know” (your password) and “something you have” (your phone number) – to access and/or change direct deposit, W-2 and other information.

This security feature's success and usefulness hinges on you to keeping up-to-date phone numbers in the portal.

Check the [portal security upgrade](#) Web page for details.



# Get the word out to employees about paycards

## Learn more at June campus sessions

Employees who currently receive paychecks have less than two weeks to sign up for direct deposit before their paper pay will be permanently replaced with paycards.

Help us transition affected employees to one of these two pay formats by printing and posting the [paycard fliers](#) on the final pages of *Pay Roles*.

Information includes:

- June 9 is the deadline for employees paid biweekly to sign up for direct deposit
- June 11 is the deadline for employee paid monthly to sign up for direct deposit



- Employees who receive paper paychecks and do not sign up for direct deposit by the deadlines will automatically be mailed paycards.

Employee Services is coming to your campus in June to answer questions about paycards:

- **CU Anschutz:** 10 a.m. – 2 p.m. Tuesday, June 10, in Building 500, Room 800B

- **CU Denver:** 10 a.m. – 2 p.m. Thursday, June 12, at the Lawrence Street Building, in the 10th Floor Conference Room

- **CU-Boulder:** 12:30 p.m. – 4:30 p.m. Friday, June 13, in the UMC, Room 404; **and** Noon – 4 p.m. Monday, June 16, on the East Campus on the 3rd floor of the ARC Building, Room 310

- **UCCS:** 10 a.m. – 2 p.m. Thursday, June 17, in University Center, Room 126  
Learn more about paycards by visiting [www.cu.edu/es/paycards](http://www.cu.edu/es/paycards).

## PERA: Workshops coming to campuses in June

and learn about required PERA retirement forms and post-retirement issues.

### 5. PERACare

Learn about the PERACare Health Benefits Program, including eligibility, pre-Medicare and Medicare plan choices, prescription benefits and other topics.

To submit your request, complete the [online PERA workshop-by-request form](#). CU Financial Education staff will then work with you and PERA to schedule your event.

PERA also will be on each CU

campus in June to present the PERA Fundamentals Workshop.

Please download, print and hang your campus' PERA Fundamentals Workshop flier to help promote these workshops to your employees.

A PERA representative will be available at each information table to answer questions from 10 a.m. – noon and 1 – 2 p.m. Workshops run from noon – 1 p.m.

- **CU Colorado Springs**

Thursday, June 12  
University Center Theatre,  
Room 302

[Download flier](#)

- **CU Anschutz**

Tuesday, June 17  
Nighthorse Campbell Native Health Building, Room M24-103 Conference Room

[Download flier](#)

- **CU-Boulder**

Thursday, June 19  
University Memorial Center,  
Rooms 415-417

[Download flier](#)

- **CU Denver**

Wednesday, June 25  
Lawrence Street Center, Classroom 500-GSPA

[Download flier](#)



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

EMPLOYEE SERVICES



# What CU's new paycards mean for you

Starting July 2, the University of Colorado will no longer issue paper paychecks.

Now, as an employee who has received a paper check, you will receive a paycard in the mail. Each pay period, your pay will be loaded onto the card.

This is a major change, and we want you to be ready. Learn about how paycards work, benefits, fees and more at [www.cu.edu/es/paycards](http://www.cu.edu/es/paycards).



## Features of paycards

- **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. MDT on payday.
- **Free bank and ATM use**—Access to hundreds of banks and ATMs within a short distance of each CU campus, and you won't be charged additional fees.
- **Online money management**—Access everything from your balance to your account history via Brinks' online account center.
- **Ask for cash back at stores**—When making a PIN-based purchase at participating stores, including grocery stores, discount outlets and convenience stores, simply ask the cashier for cash back or use the PIN pad to indicate you'd like cash back.
- **Free replacement of lost cards**—If you lose your card, call Brinks' customer service for a free replacement. You'll be eligible to receive one free replacement card each year.
- **Take your card with you**—If you leave your position at CU, you can use your paycard to set up direct deposits with your new employer.

## Don't want a paycard? Enroll in direct deposit

If you would prefer direct deposit instead of a paycard, please complete and mail the Direct Deposit Authorization form. Find it at [www.cu.edu/es/direct-deposit](http://www.cu.edu/es/direct-deposit).

It must be received by 5 p.m. on Wednesday, June 11 for employees paid monthly or Monday, June 9 for employees paid biweekly.

If you have any questions, please call Employee Services at 303-860-4200, option 2, or toll-free at 1-855-216-7740.



## Qué significan para usted las nuevas “tarjetas de pago” de CU

A partir del 2 de julio, la Universidad de Colorado no emitirá cheques de pago.

Como empleado que actualmente recibe cheques, ahora usted recibirá una tarjeta de pago en el correo. En cada período de pago, su pago será cargado en la tarjeta. Este es un cambio muy importante, y queremos que esté preparado.

Entérese de cómo funcionan las tarjetas de pago, beneficios, costos y demás recursos en este website: [www.cu.edu/es/paycards](http://www.cu.edu/es/paycards)



### Características de la tarjeta de pago

- **Obtenga su dinero más rápido** - Usted podrá usar su tarjeta para retirar o transferir los fondos recién depositados a partir de las 7 am MDT (hora montaña) el día de pago.
- **Banco libre y ATM** - Acceso a cientos de bancos y cajeros automáticos localizados cerca de cada campus de CU, y sin costos adicionales para usted.
- **Administración de dinero en-línea** - Acceso al centro de cuentas en-línea de Brinks donde podrá consultar desde su saldo de cuenta hasta su historial de transacciones.
- **Dinero en efectivo en las tiendas** - Cuando haga compras con su tarjeta/PIN (clave) en las tiendas participantes, como supermercados, bodegas, y tiendas de descuento, puede recibir dinero en efectivo simplemente pidiéndole al cajero o poniendo su PIN en el teclado.
- **Sustitución gratuita de tarjetas perdidas** - Si pierde su tarjeta, llame al Servicio al Cliente de Brinks y pida su tarjeta de reemplazo gratis. Se permitirá una sustitución gratis por año.
- **Lleve su tarjeta con usted** - Si deja su empleo con CU, usted puede utilizar su tarjeta de pago para establecer depósitos directos con su nuevo empleador.

### ¿No desea tarjeta de pago? Inscríbase en Depósito Directo

Si prefiere el depósito directo en lugar de una tarjeta de pago, tiene que llenar y enviar el formulario de “Autorización de Depósito Directo” (Direct Deposit Authorization). Encuentre el formulario en este website: [www.cu.edu/es/direct-deposit](http://www.cu.edu/es/direct-deposit)

El formulario debe ser recibido antes de las 5 pm el miércoles, 11 de junio para los empleados que reciben pago mensualmente, o miércoles, 23 de junio para los empleados que reciben pago quincenalmente.