

JOB **DUE** **NEW** **PAY** **ROLES**

A newsletter for CU business partners

Returning retirees: Watch the clock

New policy limits hours retirees may work

A new University of Colorado policy asks CU retirees who return to the university as staff members to closely monitor and manage the number of hours worked.

Effective Jan. 1, the “Hiring Working Retirees into Staff Positions” policy better enforces a long-standing rule that retirees who rejoin the university as staff may only work 110 days a calendar year. The policy also enforces the maximum work limit of 140 days a year for a group of 50 returned CU retirees—10 on each CU campus and the System Administration office—who are granted special approval for the increased work time.

Under the policy, retirees who return to CU as staff members may work for a 9-month or

12-month period, or for another agreed-upon project timespan.

The policy also clearly defines whether these employees are eligible for CU or retirement benefits, overtime and other accommodations based upon three criteria:

1. Whether they are university staff members (formerly exempt professionals) or classified staff members;
2. Whether they are paid by the amount of hours or days they work; and
3. Whether they work more or fewer than nine months in a 12-month period.

How will this change affect you?

While returning retirees are

SEE RETIREEE, page 5

Save the date

Employee Services will hold business partner meetings later this month. Topics include the PeopleSoft HCM/FIN 9.2 Up-grade.

- **System:** 9-11 a.m. Jan. 27 in Rooms 502-03
- **Denver:** 1:30-3:30 p.m. Jan. 28 in XMBA Room
- **UCCS:** 1:30-3:30 p.m. Jan. 29 in UC 122
- **Boulder:** 9:-11:30 a.m. Jan. 30 at Old Main Chapel
- **AMC:** 1:30-3:30 p.m. Feb. 3 at Bldg. 500, N8200, Bushnell Auditorium



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EMPLOYEE SERVICES

Upcoming deadlines

Monthly payroll deadlines

- 5 p.m. Tuesday Jan. 21:
Monthly time collection deadline for Jan. 31, 2014, pay period. Examine the appropriate approval status reports and review pages, and ensure that data changes/ monthly time collection batches have been approved by the end of the day.
Any unapproved batches will not be included in payroll processing for January 2014.

Time collection deadlines

- 5 p.m. Tuesday, Jan. 21 -
Monthly Pay Period Ending 01/31/14
- 5 p.m. Wednesday, Jan. 22 -
Biweekly Pay Period Ending 01/18/14
- 5 p.m. Thursday, Feb. 6 -
Biweekly Pay Period Ending 02/01/14
- 5 p.m. Tuesday, Feb. 18 -
Monthly Pay Period Ending 02/28/14
- 5 p.m. Wednesday, Feb. 19,
2014 - Biweekly Pay Period Ending 02/15/14

Reminder about backup coverage

If you will be out of the office, check with your backup to ensure he or she will be available to process payroll in your absence.

Ensure that the individual approving the data submissions for payroll is aware of the timeline, and if out of the office, has selected and confirmed another backup approver.

Submitting an FSA claim? There's an app for that

CU Health Plan participants enrolled in an ASIFlex flexible spending account can now file claims through a new, free mobile app. The user-friendly mobile app allows users to review their accounts, and file claims quickly and easily using a phone or tablet, eliminating time-consuming scanning or copying of receipts. Flexible spending accounts allow participants to set aside pre-tax dollars to pay for expenses like co-insurance, co-pays, deductibles and most prescriptions.



Apple



Android



Download the app

Go to the App Store for Apple devices or the Google Play store for Android and search for ASIFlex. Or visit asiflex.com and simply scan the appropriate QR code. File a claim in just three easy steps.

1. Select "File New Claim."
2. Enter related claim information and, using your phone's or tablet's camera, take a picture

SEE APP, page 5

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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EMPLOYEE SERVICES

2014 W-4 form released

Employees encouraged to use portal for fast, simple updates

Employee Services asks that employees update their W-4 allowance through the CU Resources tab in the employee portal. The 2014 W-4 paper form should be used only for new hard copy requests. Previous year's forms are invalid and should be destroyed to avoid accidental use. W-4 forms from 2013 that were signed in 2013 will be accepted through Jan. 31, but they will be invalid if submitted after that date.

The new W-4 form is available on the ES website <https://www.cu.edu/pbs/forms/>. Remember: any alter-

ation of a W-4 form makes it invalid. This includes altering the year or any of the text, including the perjury statement. Any alterations will result in ES rejecting and returning the document to the employee for replacement.

Employee Services asks that employees review their W-4 in the employee portal to determine if filing status and/or the number of withholding allowances will need to change for the new tax year. International employees should meet with an International tax specialist to complete the W-4.

Questions? Call the Employee Services payroll line at 303-860-4200, ext. 2, or email employeeservices@cu.edu.

New state minimum wage in effect

Effective Jan. 1, the Colorado state minimum wage increased to \$8 per hour. The federal minimum wage remains at \$7.25.

Where an employee is subject to the state and federal minimum wage laws, the employee is entitled to the higher minimum wage rate. This means that the higher minimum wage rate of \$8 will apply.

To comply with the Colorado Department of Labor and Employment mandate, departments should print out



and post the 2014 Colorado Minimum Wage Order 27 Poster <http://www.colorado.gov/cdle/minimumwage> in an area frequented by employees. The corresponding 2014 federal minimum wage poster is available for printing and posting at <http://www.dol.gov/whd/regs/compliance/posters/flsa.htm>.

2014 by the numbers

- **\$8:** The Colorado minimum wage, effective Jan. 1.
- **6.2 percent:** Social Security tax rate for both employees and employers.
- **\$117,000:** Social Security wage base
- **0.9 percentage points:** employee Medicare tax rate increases (from 1.45 percent to 2.35 percent) on wages paid over \$200,000 in a year.
- **\$17,500:** The basic annual deduction limits for 401(k), 457, and 403(b) plans.
- **\$5,500:** Annual catch-up contributions for 401(k), 457, and 403(b) participants who are at least age 50 by the calendar year's end.
- **\$52,000:** The contribution limit for the 401(a) plans.
- **25 percent:** Federal supplemental tax rate (It's 39.6 percent for over \$1 million).
- **4.63 percent:** Colorado supplemental tax rate.
- **\$0.235 per mile:** Federal standard reimbursement rate for relocation (moving) related mileage (non-taxable – see IRS website: <http://www.irs.gov/2014-Standard-Mileage-Rates-for-Business,-Medical-and-Moving-Announced>).
- **\$0.50 per mile:** The Colorado state reimbursement rate for mileage. For moving expenses, \$0.23 of this is nontaxable (MVN) and \$0.27 is taxable (MVT).

Additional information is available at <https://www.cu.edu/pbs/taxreminders.html>.



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EMPLOYEE SERVICES

Want your W-2 ASAP? Update your address in the portal by Jan. 15

To get W-2s as soon as possible, please ensure employee addresses on file with the university are correct.

Please run the address report available in HRMS and have your employees verify their information.

Or have employees go to the CU Resources area employee portal (my.cu.edu). On the left-hand navigation menu, employees can go to Personal Information and click on Employee Profile to update their address and other information.

The deadline for address changes to be included for W-2 processing is 5 p.m. Jan. 15.

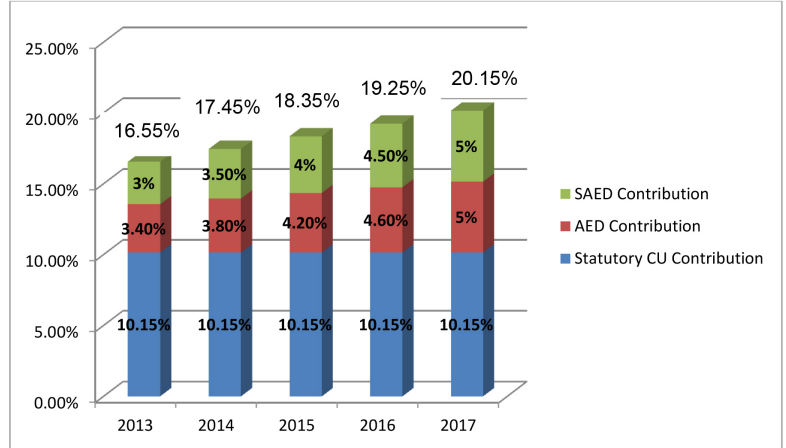
Employee Services will mail 2013 W-2s by Jan. 31, as required. Reissued copies of 2013 W-2s will be available starting Feb. 14.

1042-S mailed by March 15

Form 1042-S (foreign person's U.S. source income subject to withholding) will be mailed to employees by March 15, as required by regulation.

A notice will be placed in the news section of the Employee Services homepage at <https://www.cu.edu/es> and in the employee portal once these mailings are completed.

CU's annual PERA contributions



PERA contributions to increase in 2014

The University of Colorado will pay a rate 0.90 percentage points higher this year than it did in 2013 toward supporting the Public Employees' Retirement Association (PERA).

For the fifth consecutive year, the University of Colorado is contributing an increased amount to PERA, on behalf of its 7,900 CU employee members. The increase is the result of two Colorado laws aimed at ensuring PERA's financial future. To do so, it requires employers who offer PERA to make two types of contributions

that gradually increase each year, Amortization Equalization Disbursements (AED) and Supplemental Amortization Equalization Disbursements (SAED). The university—not university employees—makes these contributions.

The amount of money CU contributes to PERA is a percentage of the total pay earned by three groups: CU employees who are active PERA members; PERA retirees who work for the university; and CU employees who were eligible to participate in PERA with the university but opted out.

Hand-drawn warrants are so 2013.

Oh, you hadn't heard?

Keep up to date on payroll changes with back issues of **Pay Roles: A newsletter for CU business partners** at www.cu.edu/es/pay-roles.

CU cuts the checks, moves to paycards

CU pay is going increasingly green in 2014, starting with how it pays employees.

As early as this spring, any employee who hasn't enrolled in CU's direct deposit payroll program will receive his or her money on a university-issued paycard, delivered to the employee's homes.

The cards will function similarly to a debit card; employees may activate their paycards, then use them to pay bills, transfer and withdraw funds, and more. They also will be able to check fund balances and report problems online or by phone.

The new payroll option will help CU save money in paycheck printing costs, and will provide employees a more secure means of receiving their earnings through an FDIC-insured account, says Lisa Affleck, director of CU

Employee Services' Technologies and Production team.

Paycards also are more resilient than paper paychecks, which can easily get lost amid other pieces of mail and disintegrate in the wash.

You can help your employees enroll in CU's direct deposit program at any time by directing them to CU's Payroll Direct Deposit Authorization Form, which they can submit to Employee Services.

Other 2014 green initiatives:

- CU's payroll staff is replacing physical pay advices with electronic versions, available online through the CU employee portal.
- Employee Services is encouraging people to use its soon-to-be-launched website to complete forms electronically rather than printing physical ones.

APP: View balance, get paid

of the receipts to attach as documentation.
3. File the claim.

The ASIFlex mobile app also allows you to conveniently view information regarding your account, including:

- your annual election amount
- previously-submitted claims
- unfinished claims
- remaining balance in your account
- payments from and contributions to your account.

Special payroll replaces hand-drawn warrants

Employee Services will debut the special off-cycle payroll process in HRMS beginning Jan. 22.

New HRMS menu navigation will allow business partners to create off-cycle time collection batches. This special payroll process allows business partners to create off-cycle time collection batches at the end of each month to accommodate late pay, one-time payments and other payments that would have been processed via hand-drawn requests for monthly employees.

To learn more about this process, please review the procedures document available for download at <https://www.cu.edu/pbs/procedures/>.

RETIREE: Use remaining vacation by June 30, 2014

responsible for recording and tracking the hours they work, their managers should continue to monitor worked hours and work with the campus HR office to select the appropriate appointment type.

If you require employees to complete a timesheet other than My.Leave, make it easily accessible and clearly communicate deadlines.

Managers also should note that, with the exception of some classified staff, returning retirees in staff positions no longer may accrue sick or vacation leave.

The university has given these employees until June 30, 2014, to use any accrued sick leave. CU will pay these employees any remaining vacation balances.

