

## WEB RESOURCES

PBS Home Page:

[www.cu.edu/pbs](http://www.cu.edu/pbs)

New Employee Tool Box:

[www.cu.edu/pbs/newempl.html](http://www.cu.edu/pbs/newempl.html)

Forms-Payroll:

[www.cu.edu/pbs/payroll/forms-payroll](http://www.cu.edu/pbs/payroll/forms-payroll)

IRS Home Page:

[www.irs.gov](http://www.irs.gov)

Social Security Administration:

[www.socialsecurity.gov](http://www.socialsecurity.gov)

CU Faculty Handbook:

[www.cu.edu/content/faculty-handbook](http://www.cu.edu/content/faculty-handbook)

If you have further questions about any of the information described in this summary, additional information can be found at:

[www.cu.edu/pbs](http://www.cu.edu/pbs)



### University of Colorado

Payroll & Benefit Services

3100 Marine Street, 6th Floor

575 SYS

Boulder, CO 80309-0575

Phone: 303-735-6500

Toll free: 1-877-627-1877

Fax: 303-735-6599

E-mail: [payrollbenefit.services@cu.edu](mailto:payrollbenefit.services@cu.edu)

### Customer Service Office Hours

Monday – Friday

8:00 a.m. – 5:00 p.m.

*Professional Resources. Quality Service. Educated Decisions.*



*This brochure briefly describes payroll practices for Academic-Year Faculty appointments at the University of Colorado. Additional information may be obtained from Payroll & Benefit Services (PBS) or online at [www.cu.edu/pbs](http://www.cu.edu/pbs). If there are any differences between the information contained in this brochure and university policies, state fiscal rules or laws, or federal rules or laws, those policies, rules and laws will govern. The payroll practices described in this brochure may be changed, modified, or eliminated at any time. Receipt of this brochure is not a promise or guarantee of employment.*



# PAYROLL FACTS FOR ACADEMIC-YEAR FACULTY

Who Can Answer My Payroll Questions?

Why Is My Employee ID Important And How Can I

Find It?

What Payroll Forms Do I Need?

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Web Resources



University of Colorado

Boulder • Colorado Springs • Denver and Health Sciences Center

The **University of Colorado (CU)** values the financial security of every employee, and understands that there is more to choosing and remaining with an employer than salary. The university strives to ensure that all employees are paid correctly and on time, and provides professional counseling services to help with your payroll questions.

### WHO CAN ANSWER MY PAYROLL QUESTIONS?

Each department has a payroll liaison or campus contact responsible for assisting employees with specific questions related to their appointment and pay. Department payroll contacts are responsible for all department payroll functions, such as maintaining an employee's correct personal information, compensation rates and hourly wages. Get to know your department's payroll liaison. He or she can help you with payroll questions. Your department payroll contact is your primary source for assistance with your payroll questions.

You can also call Payroll & Benefit Services (PBS) with more detailed payroll questions. PBS is a centralized CU administration department located in Boulder that provides service to all CU universities – UC Boulder, UC Denver, and UC Colorado Springs, and centralized CU administration departments. PBS business hours are 8 a.m. to 5 p.m., Monday through Friday. PBS payroll counselors are available for walk-in assistance. They can also be reached at 303-735-6500, option #2, or toll free at 1-877-627-1877, option #2, or via e-mail at [payrollbenefit.services@cu.edu](mailto:payrollbenefit.services@cu.edu). More information is available on the Payroll & Benefit Services website [www.cu.edu/pbs](http://www.cu.edu/pbs).

### WHY IS MY EMPLOYEE ID IMPORTANT AND HOW CAN I FIND IT?

CU uses an Employee ID number instead of your social security number to help protect your personally identifiable data. You will need your Employee ID number to fill in payroll and benefit forms, and when conducting business with PBS. Employee ID numbers are issued at the time your appointment is entered into the human resources management system by your department payroll liaison. Contact your department payroll liaison for your Employee ID number.

### WHAT PAYROLL FORMS DO I NEED?

#### The Current Year W-4

Tax calculation defaults to single with zero allowances for both federal and state withholding until PBS receives a valid W-4 for the current tax year.

#### Direct Deposit Form

State fiscal and university policies require all new employees to have direct deposit. Employees must provide documentation showing financial institution's routing number and employee's account number (i.e. voided check). Employees can select up to three financial institutions of their choice. Deposits can be a flat dollar amount or percent of net pay.

W-4 and Direct Deposit information can be changed throughout the year. Please see the Payroll Due Date Schedule [www.cu.edu/pbs/payroll/resources/dates.html](http://www.cu.edu/pbs/payroll/resources/dates.html) for monthly deadlines. Forms are available at [www.cu.edu/pbs/payroll/forms-payroll](http://www.cu.edu/pbs/payroll/forms-payroll). They can be completed online, printed, and mailed to PBS.

### WHEN IS PAYDAY—WHAT ARE MY CONTRACT OPTIONS?

The pay period is from the first day of the month to the last day of the month and pay day is the last working day of each month *except* for June. June payment is made on the first working day in July. New employees have 30 days to select their contract pay option.

**UC Denver:** Academic Year 08-09 contract pay options for new faculty can be viewed at [www.cu.edu/pbs/payroll/groups/ay-appointments.html](http://www.cu.edu/pbs/payroll/groups/ay-appointments.html). Contact your department for assistance.

**UC-Boulder and UC-Colorado Springs:** New academic year faculty have two pay options to select from.

**9 PAY 9** salary payment schedule distributes pay over the academic year - September through May. Pay is not distributed in June, July and August. If you select the **9 PAY 9 option**, health, dental, and optional life premiums will be billed June through August.

OR

**9 PAY 12** salary payment schedule distributes pay over a 12-month period – September through August.

See your department payroll liaison/contact to select your contract pay option.

### HOW WILL I BE NOTIFIED OF PAYMENT?

Employees can access their pay advices online via the campus portals.

#### Boulder Employees

Use CUConnect at [cuconnect.colorado.edu/uPortal](http://cuconnect.colorado.edu/uPortal).

For assistance in accessing this portal, employees may call CUConnect at 303-735-HELP (4357) or send an e-mail to [help@colorado.edu](mailto:help@colorado.edu).

#### System, UCD, UCCS Employees

Use myCU at [my.cu.edu](http://my.cu.edu).

For assistance with myCU, please call 303-492-9999 or send an e-mail to [mycu@cu.edu](mailto:mycu@cu.edu).

Employees are responsible for reviewing their Advice of Deposit to confirm all personal data, payment types, tax status, deductions, contributions, financial institutions and last four digits of bank account number(s) are correct.

### WHAT IS THE FICA (OASDI, MEDICARE) RATE?

The tax rate for Social Security (OASDI) is 6.2% of eligible income. The OASDI tax has a maximum limit that changes annually. Annual limits are available at [www.ssa.gov/OACT/COLA/cbb.html](http://www.ssa.gov/OACT/COLA/cbb.html). Medicare tax is 1.45% of eligible income. Medicare tax does not have a maximum annual limit.

### HOW DO I SET UP VOLUNTARY DEDUCTIONS?

Voluntary deductions such as parking, Colorado Combined Campaign, CU Foundation, etc., vary by campus. Contact the appropriate campus office for information.

### HOW DO I GET REIMBURSED FOR MOVING EXPENSES?

CU provides moving expense reimbursement for eligible employees through an accountable plan which requires original receipts. Credit card charge statements are not acceptable for reimbursement. Your department payroll liaison or contact can assist you with the process for reimbursement. Please contact your department payroll liaison to determine whether or not you are eligible for moving expense reimbursement. Employees must account for moving expenses within **60 days** after they were incurred.

### ADDITIONAL INFORMATION

- ♦ PBS highly recommends that you attend a new employee benefits orientation. Benefit-eligible employees have **31 days** from the date of hire to enroll in benefits.
- ♦ Employees are responsible for reporting over and under payments. The university is legally required to recover all overpayments.
- ♦ Please keep your mailing address information current and provide your payroll liaison with a change of address form when necessary. Payroll information, W-2s, and other important correspondence are sent to this address.
- ♦ Please notify your payroll liaison immediately if you need to change your direct deposit, your payroll information is incorrect or the security of your direct deposit account has been compromised.
- ♦ Paid vacation leave is not provided.
- ♦ Contact your department for sick leave options.

Consult with department liaison or the Faculty Handbook on policies and procedures governing your appointment.