

Calculating a Paycheck

HCM HRGL Webinar

Employee Services
September 15, 2020
3 - 4 pm

Calculating a Paycheck

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Calculating a Paycheck: Today's Topics

HCM Payroll Overview

Compensation & Funding
Entries

Assemble the Paycheck

Calculate Earnings

Calculate Taxes &
Deductions

Distribute Payroll

HCM Payroll Overview



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EMPLOYEE SERVICES

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HCM & Payroll



HCM Data

Master Record of
Human Resources &
Payroll Data

Campus Users:

Enter/approve
employee,
compensation, and
funding data

Track work/leave
Upload batch files



Create Payroll

System Teams ensure
HCM upgrades,
functionality and
updates

Benefits Team
manages eligibility
Payroll Team creates
paychecks



Post Processing

Campus funding rules
established

Funding applied to
paychecks

HCM creates
accounting lines

Pay journals feed to
FIN



Downstream Impact

Payroll posts to FIN
Encumbrances post
to FIN

FIN payroll fringe
allocations applied

Personnel effort
verified in the
Electronic Personal
Effort Reporting
System (ePERS)



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EMPLOYEE SERVICES

Who gets paid?

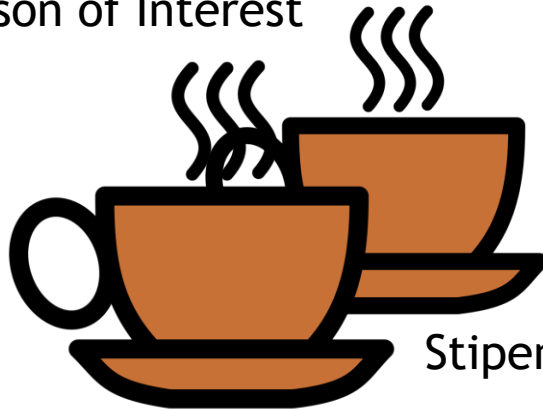
<https://www.cu.edu/docs/benefit-eligibility-matrix>



Person of Interest



Employee Relationship



Stipend Recipient



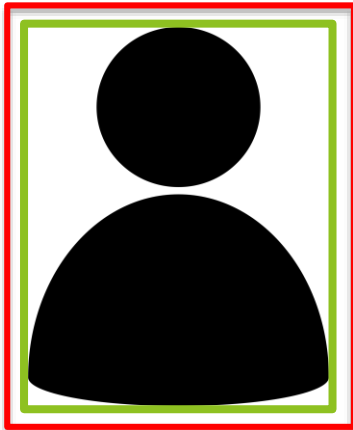
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Person, Position & Funding

Person



Employee effort

Position



Job Code
Reg/Temp
Full/Part Time
FSLA Status

Funding



100% effort



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EMPLOYEE SERVICES

Job Data, Pay, & Funding

Job Data



Match Employee
to Position

Compensation



Funding



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EMPLOYEE SERVICES

Compensation & Funding

Compensation



- ▶ Job Data
 - ▶ Compensation Tab
 - ▶ Contract Pay
- ▶ My Leave - Additional Time in Timesheets
- ▶ CU Time - Upload Additional Earnings and Exception Time
 - ▶ My Leave Upload
 - ▶ Manual Entry
 - ▶ Batch Upload
- ▶ ePAR Additional Pay
 - ▶ One Time Pay in CU Time
- ▶ CU Create Additional Pay
 - ▶ Recurring Pay in Payroll for North America

Funding



- ▶ Position Funding
 - ▶ Job Data Comp follows Position Funding
 - ▶ Contract Pay uses current position funding
- ▶ My Leave - Ad hoc SpeedTypes added to Events
- ▶ CU Time - CU Time Override SpeedType for Earnings
 - ▶ My Leave Upload
 - ▶ Manual Entry
 - ▶ Batch Upload
- ▶ ePAR Additional Pay -
 - ▶ One Time Pay Funding
- ▶ Create Additional Pay
 - ▶ Recurring Pay Funding



Payroll Team Creates Paychecks

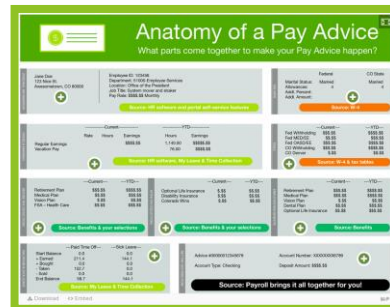
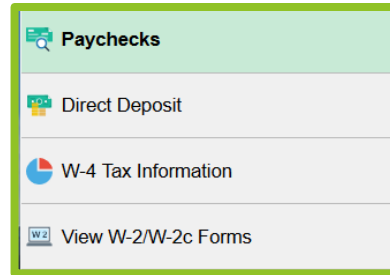
Verify payroll data used to create paychecks

Calculate employee pay, taxes, and deductions

Calculate employer payroll expense

Create pay advice

Distribute pay to employee



Commitment Accounting

Department Budget Table

DBT Account Overrides

Create Account Codes

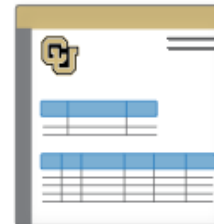
Create Payroll Encumbrances

Create Fringe Encumbrances

Create accounting lines & FIN pay journals



CU-Data



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Compensation & Funding Entries



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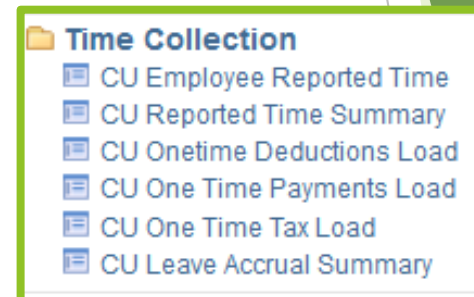
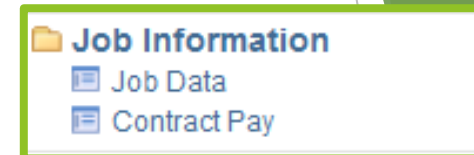
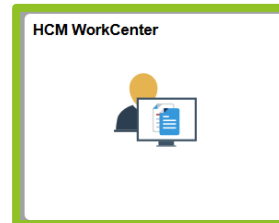
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Compensation

- ▶ Job Data
 - ▶ Compensation Tab
 - ▶ Contract Pay
- ▶ My Leave - Additional Time
- ▶ CU Time - Upload Additional Earnings and Exception Time
 - ▶ My Leave Upload
 - ▶ Manual Entry
 - ▶ Batch Upload
- ▶ ePAR Additional Pay
 - ▶ One Time Pay in CU Time
- ▶ CU Create Additional pay -
 - ▶ Recurring Pay in Payroll for North America



Job Data Rate of Pay

Compensation Rate 3,354.000000 *Frequency M MON Sal

Comparative Information

Pay Rates

Annual	40,248.000000	USD	Daily	154.800000	USD
MON Sal	3,354.000000	USD	Hourly	19.350000	USD

Default Pay Components

Pay Components

Personalize | Find | First 1 of 1 Last

Amounts | Controls | Changes | Conversion

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 BASEM	0	3,354.000000	USD	M	

Monthly	\$ 3,354.00	12	\$ 40,248.00	Annual
Annual	\$ 40,248.00	2080	\$ 19.35	Hourly
Hourly	\$ 19.35	8	\$ 154.80	Daily



Contract Details

Contract Pay | Contract Pay Options

Employee Empl ID Empl Record 0

Contract ID 0000006 Status Active Recalculate Contract

Contract Information

*Effective Date 09/01/2019

Contract Pay Type AY Faculty Pdr/12 Months

*Payment Term Pay Over 12 Months

*Monthly Frequency M MON Sal Calculation Method Actual

Pay Period Hours *Daily Hours 8.00

*Assign Hours To Not Applicable

*Contract Begin Date 09/01/2019 *Contract End Date 05/31/2020

Payment Begin Date 09/01/2019 Payment End Date 08/31/2020

Actual Start Date 09/01/2019 Termination Date 05/31/2020

Last Payment Date School Schedule

Contract Pay

- HCM WorkCenter

Contract Payment Details

- Payroll for North America >
- Employee Pay Data USA >
- Contract Payment Details

Contract Payment Details

Employee Empl ID Empl Record 0

Contract ID 0000005 Status Complete Recalculate Contract No

Contract Payment Sequence

Contract Sequence 0 Effective 09/01/2018

Contract Information

Company CU University of Colorado

Pay Group MON Faculty - Contracts

Contract Begin Date 09/01/2018 Contract End Date 05/31/2019

Payment Begin Date 09/01/2018 Payment End Date 08/31/2019

Contract Worth 96210.00

Contract Calendar

Holiday Schedule School Schedule Work Schedule

Pay Rates

Payment Summary

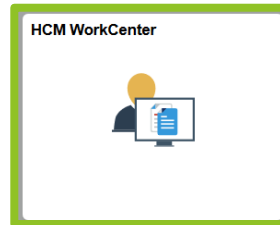
Rejected Payments and Actual Earnings

Status	Pay Period End Date	Off Cycle	Separate Check	Work Days	Contract Regular	Paid Not Earned	Earned Not Paid	Total Paid	Worked	Leave of Absence	Contract Regular	Paid Not Earned	Earned Not Paid	Paid Leave	Earnings Total	Unpaid Leave	Worked
1 Payroll Confirmed	09/30/2018	N	0	20	10690.00	0.00	-2672.50	8017.50	9867.68		10690.00	0.00	-2672.50	0.00	8017.50	0.00	9867.68
2 Payroll Confirmed	10/31/2018	N	0	23	10690.00	0.00	-2672.50	8017.50	11347.85		10690.00	0.00	-2672.50	0.00	8017.50	0.00	11347.85
3 Payroll Confirmed	11/30/2018	N	0	22	10690.00	0.00	-2672.50	8017.50	10854.46		10690.00	0.00	-2672.50	0.00	8017.50	0.00	10854.46
4 Payroll Confirmed	12/31/2018	N	0	21	10690.00	0.00	-2672.50	8017.50	10361.08		10690.00	0.00	-2672.50	0.00	8017.50	0.00	10361.08



Payroll Funding

- ▶ **Position Funding**
 - ▶ Job Data Comp follows Position Funding
 - ▶ Contract Pay uses current position funding
- ▶ **My Leave** - Ad hoc SpeedTypes added to Events
- ▶ **CU Time** - Override SpeedType
 - ▶ ePAR One Time Pay
 - ▶ My Leave Upload
 - ▶ Manual Entry
 - ▶ Batch Upload
- ▶ **ePAR Additional Pay** -
 - ▶ One Time/Recurring Pay
- ▶ **Create Additional Pay**
 - ▶ Recurring Pay Funding



- ▶ **Position Management**
 - ▶ Position Information
 - ▶ Position Summary
 - ▶ Position History
 - ▶ Budget Status
 - ▶ Vacant Budgeted Positions
 - ▶ Position Funding History
 - ▶ Funding Entry



- ▶ **Time Collection**
 - ▶ CU Employee Reported Time
 - ▶ CU Reported Time Summary
 - ▶ CU Onetime Deductions Load
 - ▶ CU One Time Payments Load
 - ▶ CU One Time Tax Load
 - ▶ CU Leave Accrual Summary



- ▶ **ePAR**
 - ▶ ePAR Actions
 - ▶ ePAR Approval
 - ▶ ePAR Status
 - ▶ Inquire ePAR Transactions

- ▶ **Employee Pay Data**
 - ▶ Create Additional Pay



CU Position Funding

CU Position Funding History

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Position Number 00001234

Job Code

Department

Description

Case Sensitive

Search Results

View All First 1-2 of 2 Last

Position Number	Description	Job Code	Department
00001234	Program Manager	2345	11007
00001234	External Relations Program Mgr	2345N	60130

CU Position Funding History

Funding

Find | View All First 1 of 5 Last

Position Number 00663991 Grounds & Nursery I Budget End Date 06/30/19

Job Code D8E1XX Grounds & Nursery I Department 10492

Funding Begin Date 07/01/2018 Status Active Eff Seq 0 Date Entered 06/08/2018

Distribution

Personalize | Find | First 1 of 1 Last

	Combination Code	Description	% of Distribution	Fund Code	Organization	Program Code	Project	Sub Class	Funding End Date	Project End Date
1	11016214		100.000	10	10493	16463				



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My Leave - Ad Hoc SpeedType

Add/Edit Event

*From Date: 05/27/2020 *Time: 08 : 00

*To Date: 05/27/2020 *Time: 17 : 00

Include Lunch

Amount: 8.000 [Details](#)

*Reporting To: Job 0 Joshua Navarro (Supervisor)

*Earnings Code: Add'l Regular Hours

*Status: Mark as Worked

Description:

SpeedType: 61000013

Calendar-Month | Calendar-Week | Calendar-Day | **Timesheet** | Department Employees

*Pay Period Ending: 12/01/18 - 12/31/18 leave to be reported for 01/31/19 Job 0, Posted Essential Services Employee:

Job: 0, Department: 51000 -- Time Worked from 12/01/2018 through 12/31/2018. Based on standard hours per week of 40
 Posted (Approved on , by), (Submitted on 01/15/2019 07:59)

Totals

Send To HRMS	Earn Code	Description	Hours	Rate	Total
N	RGS	Regular Earnings Salary	0	1	0.000
N	HOL	Holiday	8	1	8.000
Y	VAC	Vacation Leave	32.0	1	32.000
TOTAL:			40.0		40.000

Speed Types

Speed Type	Send To HRMS	Earn Code	Description	Hours	Rate	Total
Y		VAC	Vacation Leave	32	1	32.000

CERTIFICATION: I certify (1) The hours and minutes shown herein are a complete and accurate record of time worked each day and for the reporting period. All leave taken and/or overtime earned or taken as compensatory time was reported and approved by my supervisor. (2) The Speedtype identified above are appropriate to pay these hours, and the percentage of time attributed to each reflects the actual effort expended on the project(s) specific to the Speedtype listed. (3) If applicable, student employee is enrolled in the proper number of credit hours, pursuant to campus specific student employment guidelines.

OVERTIME ELIGIBILITY: Any overtime or compensatory time worked MUST have supervisory approval in advance, and will be paid at the rate of one and one-half times my hourly rate. Failure to receive advance approval for overtime or compensatory time worked may result in a corrective or disciplinary action which may include termination of University employment.

CU Time - My Leave Upload

CU Department Timesheet Review

Compensation Frequency
 Monthly Bi-Weekly Annual

Pay Period End Date

Personalize | Find | View 100 | First 1-5 of 2752 Last

Department	Description
<input type="checkbox"/> 10000	Boulder Campus
<input type="checkbox"/> 10001	Office of the Chancellor
<input type="checkbox"/> 10002	Boulder Faculty Assmly
<input checked="" type="checkbox"/> 10003	Staff Council
<input type="checkbox"/> 10004	Office of Data Analytics

Empl#	Name	Empl ID	Dept	Pay Group	FLSA Status	Payment Status	Batch ID
<input type="checkbox"/> 0							

CU Reported Time

Earnings Begin Date 07/01/2019 Earnings End Date 07/31/2019

Company CU University of Colorado Pay Group USX University Staff Exempt

Department 30089 CLAS-Advising

Empl ID Empl Record 0 Name

Employee Reported Time Details

Regular Earnings

Seq Nbr	Off Cycle ?	Batch Run ID	Position Number	Business Unit	Job Code	SpeedType	Sep Check Nbr	Entry Type	Status	Approver Name	Approval Date	Date Time Modified	Date Time Created	Earnings Code	Reported Hours
1	<input type="checkbox"/>							My Leave	Sent to Payroll		08/14/2019	08/20/2019 05:46:33 PM	08/14/2019 11:35:20 AM	VAC	14.17
2	<input type="checkbox"/>							My Leave	Sent to Payroll		08/14/2019	08/20/2019 05:46:33 PM	08/14/2019 11:35:20 AM	VDK	-10.83
3	<input type="checkbox"/>							My Leave	Sent to Payroll		08/14/2019	08/20/2019 05:46:33 PM	08/14/2019 11:35:20 AM	SCK	8.00



CU Time - Manual Entry

CU Reported Time

Earnings Begin Date 07/28/2019 Earnings End Date 08/10/2019

Company CU University of Colorado Pay Group STU Student Workers

Department 30055 Business School

Empl ID Empl Record 0 Name

Employee Reported Time Details

Regular Earnings

Seq Nbr	Off Cycle ?	Batch Run ID	Position Number	Business Unit	Job Code	SpeedType	Sep Check Nbr	Entry Type	Status	Approver Name	Approval Date	Date Time Modified	Date Time Created	Earnings Code	Reported Hours
1	<input type="checkbox"/>							Manual Time Sheet	Sent to Payroll		08/12/2019	08/16/2019 09:42:30 AM	08/12/2019 10:13:54 AM	STH	10.00

CU Reported Time

Earnings Begin Date 01/01/2019 Earnings End Date 01/31/2019

Company CU University of Colorado Pay Group COT Classified OT Eligible

Department 10492 I&S Business Svcs/HR

Empl ID Empl Record 0 Name

Employee Reported Time Details

Regular Earnings

Seq Nbr	Off Cycle ?	Batch Run ID	Position Number	Business Unit	Job Code	SpeedType	Sep Check Nbr	Entry Type	Status	Approver Name	Approval Date	Date Time Modified	Date Time Created	Earnings Code	Reported Hours
1	<input checked="" type="checkbox"/>							Manual Time Sheet	Sent to Payroll		02/04/2019	02/06/2019 11:45:04 AM	02/04/2019 11:58:39 AM	SCA	-6.66
2	<input checked="" type="checkbox"/>							Manual Time Sheet	Sent to Payroll		02/04/2019	02/06/2019 11:45:04 AM	02/04/2019 12:02:01 PM	VAA	-27.08
3	<input checked="" type="checkbox"/>							Manual Time Sheet	Sent to Payroll		02/04/2019	02/06/2019 11:45:04 AM	02/04/2019 12:02:02 PM	DK1	-2.26
4	<input checked="" type="checkbox"/>							Manual Time Sheet	Sent to Payroll		02/04/2019	02/06/2019 11:45:04 AM	02/04/2019 12:03:34 PM	VCT	11.88



CU Time - Batch Upload

CU Regular Earnings load

Run Control ID clm160531 Report Manager Process Monitor

Process Request Parameters

*Company *Batch Run ID

File must be comma seperated (.csv), e.g. onetimeded.csv

*Attached File

File Format

Line 1 is header row (Required).
Data: Fields should be in the same order below. Required fields are in red. Optional fields in blue. (Optional fields still needs to be included in the file header, just leave those values blank if not applicable)

OffCycle, Emplid, Empl_Rcd, Earns Begin Date, Earns End Date, EarnCode,
Additional Pay Shift, Tax Periods, Tax Method, Benefit Deduction Override, Ben Ded Subset ID, General Deduction Override, Gen Ded Subset ID,
SpeedType, Hours or Amounts

ePAR One Time Pay - CU Time

ePAR Additional Pay ReadOnly

Step 1 of 2: ePAR Additional Pay Action/Reason Selection DisplayOnly Switch View:

Transaction Details

PAR Action: Additional Pay Action: Additional Pay Document ID: ePAR Additional Pay
 Request ID: Reason Code: One Time Payment Document Instance: 465542
 ePAR Status: Approved Effective Date: 03/01/2019 Document Status: System Update / Completed
 Effective Seq: 0 GoTo:

Employee Details

Name: Empl ID: Empl Rcd: 0
 Profile Type: Profile ID: Last Personnel Action:
 Historical ePARs Pending ePARs Last Transaction Date:

Action/Reason Selection

Action: Reason:
 Effective Date: *End Date:

Additional Pay Info

*Earnings Code: Additional Pay Flat
 *Earnings:

New Funding

Empl ID: 279690 Empl Record: 0 Total Earnings: 300.00 Amt Pct

Personalize | Find | | First Last

	Earnings	Department	Project	Speedtype	Product	Fund Code	Distribution %		
1	300.00	40058		41089212	1100	10	100.000		



CU Time - Override SpeedType

CU Reported Time

Earnings Begin Date 08/01/2019 Earnings End Date 08/31/2019

Company CU University of Colorado Pay Group USX University Staff Exempt

Department 10948 OIT-Administration

Empl ID Empl Record 0 Name

Employee Reported Time Details

Regular Earnings

Seq Nbr	Off Cycle ?	Batch Run ID	Position Number	Business Unit	Job Code	SpeedType	Sep Check Nbr	Entry Type	Status	Approver Name	Approval Date	Date Time Modified	Date Time Created
1	<input type="checkbox"/>					11003963		OneTime Payment	Sent to Payroll		08/15/2019	08/20/2019 05:48:43 PM	08/15/2019 08:59:17 AM

Earnings Code	Additional Pay Shift	Tax Periods	Tax Method	Deductions Taken	Deduction Subset ID	General Deductions Taken	General Ded Subset ID	Hours	Amount
MVT									3405.120



ePAR Recurring Pay

ePAR Additional Pay ReadOnly

Step 1 of 2: ePAR Additional Pay Action/Reason Selection DisplayOnly Switch View:

Transaction Details

PAR Action: Additional Pay Action: Additional Pay Document ID: ePAR Additional Pay
 Request ID: Reason Code: Create Recurring Payment Document Instance: 493249
 ePAR Status: Approved Effective Date: 08/01/2019 Document Status: System Update / Completed
 Effective Seq: 0 GoTo:

Employee Details

Name: Empl ID: Empl Rcd: 1
 Profile Type: Profile ID: Last Personnel Action:
 Historical ePARs Pending ePARs Last Transaction Date:

Action/Reason Selection

Action: Additional Pay Reason: Create Recurring Payment
 Effective Date: 08/01/2019 End Date: 01/31/2020

Additional Pay Info

*Earnings Code: TPD Temporary Pay Differential
 *Earnings: 1,666.67
 Goal Amount:

New Funding

Empl ID: 238434 Empl Record: 1 Total Earnings: 1,666.67 Amt Pct

Personalize | Find | | First 1-2 of 2 Last

	Earnings	Department	Project	Speedtype	Product	Fund Code	Distribution %			
1	833.33	20144	25A3910	63012219	1200	30	50.000			
2	833.34	20144		63400304	1100	34	50.000			

Create Additional Pay

Create Additional Pay

Employee [] Empl ID [] Empl Record 1

Additional Pay Find | View All First 1 of 1 Last

*Earnings Code TPD Temporary Pay Differential

Effective Date Find | View All First 1 of 1 Last
Effective Date 08/01/2019

Payment Details Find | View All First 1 of 2 Last

*Addl Seq Nbr 1 End Date 01/31/2020
Rate Code [] Reason Not Specified
Earnings \$833.33
Hours [] Hourly Rate []
Goal Amount [] Goal Balance []
Sep Check Nbr []
 Disable Direct Deposit
 Prorate Additional Pay
 OK to Pay

Applies To Pay Periods
 First Second Third Fourth Fifth

Job Information
Employee Type Salaried Standard Hours 40.00
Compensation Rate \$5,192.910000 Frequency Monthly

Default Job Data
Position 00686285
Business Unit []
Department []
Job Code 1309 Sr Professional Research Asst
Combination Code []
GL Pay Type []
Shift Not Applicable

Job Data Override
Position 00686285
Business Unit UAMC
Department 20143 SOM-DERM GENERAL OPERATIONS
Job Code 1309 Sr Professional Research Asst
Combination Code 63012219 Edit ChartFields
GL Pay Type []
*Addl Shift Use Job Shift

Create Additional Pay

Employee [] Empl ID [] Empl Record 1

Additional Pay Find | View All First 1 of 1 Last

*Earnings Code TPD Temporary Pay Differential

Effective Date Find | View All First 1 of 1 Last
Effective Date 08/01/2019

Payment Details Find | View All First 2 of 2 Last

*Addl Seq Nbr 2 End Date 01/31/2020
Rate Code [] Reason Not Specified
Earnings \$833.34
Hours [] Hourly Rate []
Goal Amount [] Goal Balance []
Sep Check Nbr []
 Disable Direct Deposit
 Prorate Additional Pay
 OK to Pay

Applies To Pay Periods
 First Second Third Fourth Fifth

Job Information
Employee Type Salaried Standard Hours 40.00
Compensation Rate \$5,192.910000 Frequency Monthly

Default Job Data
Position 00686285
Business Unit UAMC Anschutz Medical Center
Department 20143 SOM-DERM GENERAL OPERATIONS
Job Code 1309 Sr Professional Research Asst
Combination Code []
GL Pay Type []
Shift Not Applicable

Job Data Override
Position 00686285
Business Unit UAMC
Department []
Job Code 1309 Sr Professional Research Asst
Combination Code 63400304 Edit ChartFields
GL Pay Type []
*Addl Shift Use Job Shift



Assemble the Paycheck



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Pay in a Single Paycheck

Compensation

Job Data

Record 0

Pos #1

Comp



CU Time
Create
Pay



Job Data

Record 1

Pos #2

Comp



Taxes and Deductions

FICA: OASDI/Meditax
Retirement
Benefits

Funding Distributed

Position
Funding

Funding
CU Time
Create
Pay

Position
Funding

Taxes and Deductions

Proportional with position(s) pay and funding
Special pay position funding or CU Time override
Special pay deductions exceptions



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Paycheck Scenarios (+ Time)

Multi Employee Records

- ▶ Multi Record #s
- ▶ Multi Positions

Multi Earnings End Dates

- ▶ Previous Leave Periods
- ▶ Late Pay from Previous Period
- ▶ Mid-Month Funding Dates

Multi Earn Codes

- ▶ Leave amounts (VAC, SCK, PPL, FSK, ADM)
- ▶ Other Pay (DK1, OTM)
- ▶ Additional Pay (Restricted) (MVP, UPI, Work Study)
- ▶ Additional Pay (Unrestricted) (APF, UOC)
- ▶ Work Study (Restricted)

Multi Pay Period End Dates

- ▶ Check Pulls
- ▶ Overpayments
- ▶ Manual Check Updates



Paycheck Scenarios

Single Paycheck Pay Periods - Multiple Earnings Periods

<ul style="list-style-type: none">▶ Regular Earnings - Record 0<ul style="list-style-type: none">▶ Current Earnings Period	  
<ul style="list-style-type: none">▶ Regular Earnings - Record 1<ul style="list-style-type: none">▶ Funding 1st - 15th	  
<ul style="list-style-type: none">▶ Regular Earnings - Record 1<ul style="list-style-type: none">▶ Funding 16th - 30th	  
<ul style="list-style-type: none">▶ Leave Earnings - Record 0<ul style="list-style-type: none">▶ VAC, SCK Previous Period	  
<ul style="list-style-type: none">▶ Leave PPL - Record 0<ul style="list-style-type: none">▶ Campus Funding, Previous Period	  
<ul style="list-style-type: none">▶ Other Pay - Record 0<ul style="list-style-type: none">▶ Overtime, Dock, Previous Period	  



Paycheck Scenarios

Single Paycheck Pay Period - Multiple Earn Codes

- ▶ Record 0
 - ▶ Additional Pay (MVP-Restricted)



- ▶ Record 0
 - ▶ Additional Pay (UPI-Restricted)



- ▶ Record 0
 - ▶ Additional Pay (APF-Unrestricted)



Single Paycheck Pay Period – Multiple Earn Codes

- ▶ Record 0
 - ▶ Work Study Earn Codes



- ▶ Record 0
 - ▶ Late Pay - Work Study Codes



Paycheck Scenarios

Multiple Paycheck Pay Periods - Single Earnings Period

CHECK PULL - REC 0 PAY

- ▶ Regular Earnings - Record 0
 - ▶ PULL Current Earnings Period
- ▶ Regular Earnings - Record 1
 - ▶ PULL Current Earnings Period



REENTER - REC 1 PAY

- ▶ Regular Earnings - Record 1
 - ▶ REENTER - Previous Period



Paycheck Scenarios

Multiple Paycheck Pay Periods - Single Earnings Period

OVERPAYMENT - REC 0 PAY

- ▶ Regular Earnings - Record 0
 - ▶ Current Earnings Period
- ▶ Regular Earnings - Record 1
 - ▶ Current Earnings Period



REPAY POSTED - REC 0 PAY

- ▶ Regular Earnings - Record 0
 - ▶ CREDIT - Previous Period



Paycheck Scenarios

Multiple Paycheck Pay Periods - Single Earnings Period

JOB DATA ERROR - REC 0 PAY

- ▶ Regular Earnings - Record 0
 - ▶ Current Earnings Period
- ▶ Regular Earnings - Record 1
 - ▶ Current Earnings Period



MANUAL CHECK - REC 0 PAY

- ▶ Regular Earnings - Record 0
 - ▶ POSITION CHANGE
 - ▶ JOB CODE CHANGE
 - ▶ EARNINGS CODE CHANGE-
Previous Period



Calculating Earnings



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FSLA Compensation Rules

Non-Exempt Employees	Exempt Employees
Most employees in the United States covered by FLSA rules	FLSA exemption for executive, administrative, professional and outside sales employees and certain computer employees
Pay based upon hourly rate for hours worked at least at minimum wage	Pay based upon min salary of \$684/week not subject to minimum wage
Paid for overtime over 40 hrs/week	Exempt from overtime pay
Timesheets track hours worked	Hours worked are not tracked
Timesheets track exception time	Exception time approved
Leave time approved and certified	Leave time approved and certified
Monthly Salary = Hourly rate * 2080 hrs/yr)/12 months	Annualized hourly rate used to determine exception time liability



Regular Rate of Pay

Regular Rate of Pay Formula	Example paid Weekly	55 hours @ 12.00 + \$100 Bonus
Total Hours Worked x Rate of Pay + Non- Discretionary bonus	= Regular Pay	55 * \$12 = \$660 \$660 + \$100 = \$760
Regular Pay / Hours Worked	= Regular Rate of Pay	\$760 / 55 = \$13.82/hr
Hours Worked - 40	= Overtime Hours	55 - 40 = 15 hrs
Regular Rate of Pay x .5	= Overtime Rate of Pay	\$13.82 * .5 = \$6.91
Overtime Rate of Pay x Overtime Hours	= Overtime Premium Pay	\$6.91 * 15 = \$103.65
Total Regular Pay + Overtime Premium Pay	= Total Compensation	\$760 + 103.65 = \$863.65



Gross Up Calculations

$$\frac{\text{Desired Net Payment}}{100\% - \text{Total Tax \%}} = \text{Gross Amount of Earnings}$$

PAYCHECK SUMMARY	Employee	Employee Rates	Employee Rates
Add'l Pay	\$4000.00		
Federal Withholding	yes	22%	22%
State Withholding	yes	4.63%	4.63%
OASDI	yes	6.2%	6.20%
Meditax	yes	1.45%	1.45%
PERA	no	10%	10.90%
AED	no	0%	5.00%
SAED	no	0%	5.00%
401 A	no	5%	10.00%
TOTAL		34.28%	

Fed Supp	22.00%
State Supp	4.63%
OASDI	6.20%
MediTax	1.45%
	34.28%

100%	34.28%	65.72%
4000	65.72%	\$ 6,086.43
\$ 6,086.43	22.00%	\$ 1,339.01
\$ 6,086.43	4.63%	\$ 281.80
\$ 6,086.43	6.20%	\$ 377.36
\$ 6,086.43	1.45%	\$ 88.25
Gross Up to cover tax		\$ 2,086.43
\$ 6,086.43	\$ (2,086.43)	\$ 4,000.00



Moving Reimbursements

<https://www.cu.edu/docs/moving-expense-procedures-and-resources>

Reimbursement / Flat Allowance (MVT) Taxation

Gross Up or Net Calculation?

Desired Gross Award Amount:

Check Estimate

Gross Pay:

Total Taxes:

Meditax 1.45%: \$58.00

OASDI 6.2%: \$248.00

Federal Withholding 22%: \$880.00

CO State Withholding 4.63%: \$185.20

Net Pay:

Reimbursement / Flat Allowance (MVT) Taxation

Gross Up or Net Calculation?

Desired Net Award Amount:

Check Estimate

Gross Pay:

Total Taxes:

Meditax 1.45%: \$88.25

OASDI 6.2%: \$377.36

Federal Withholding 22%: \$1,339.01

CO State Withholding 4.63%: \$281.80

Net Pay:



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EMPLOYEE SERVICES

Calculating Taxes & Deductions



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Payroll Taxes & Deductions

Taxes	Deductions
Federal	Cafeteria Plan Contributions - Before Tax <ul style="list-style-type: none">- Health Dental Life Vision Disability- FSA HAS
Meditax	
Social Security	
State	Cafeteria Plan Contributions - After Tax <ul style="list-style-type: none">- Health Dental Life Vision Disability
Local	Mandatory Retirement Contributions <ul style="list-style-type: none">- 401A, PERA, Student Retirement
	Voluntary Retirement Contributions <ul style="list-style-type: none">401K, 403b, 457
	Voluntary Deductions



2020 Wages Subject to FICA

https://www.ssa.gov/policy/docs/quickfacts/prog_highlights/RatesLimits2020.pdf

Compensation Types

Gross Wages (Minus Café Plan Pre-Tax)

+ Additional Pay (Discretionary/Non-Discretionary Pay)

+ Taxable Employer Life Premium (>50K)

FICA (OASDI & Meditax)	Employee	Employer
Social Security = OASDI (Old Age, Survivor and Disability Insurance) (Not for PERA members)	6.2%	6.2%
OASDI Max Earnings	\$137,700	
Meditax	1.45%	1.45%
Meditax Max Earnings	No Limit	



Wages Subject to Income Tax

<https://www.irs.gov/publications/p15>

Deductions	Employee	Employer
Gross Wages (Minus Café Plan Pre-Tax)		
+ Additional Pay (Discretionary/Non-Discretionary Pay)		
+ Taxable Employer Life Premium (>50K)		
- Café Plan Pre-tax		
- PERA Contribution	10%	10.9%
- 401A Contribution	5%	10%
- Voluntary Retirement Contribution (Not Roth)	Variable	None
= Wages for Federal/State Tax	W-4 election	None
Supplemental Wages (i.e, bonuses, commissions, overtime pay, payments for accumulated sick leave, severance pay, awards, prizes, back pay, reported tips, retroactive pay increases, and payments for nondeductible moving expenses)	22%	None



Supplemental Tax

HCM Query: Earnings Codes

Earn Code	Earn Code Descr	Add to Gross Pay	Subject to FWT	Subject to FICA	Eligible Retirement Plans
APF	Additional Pay Flat	Y	Y	Y	401k, 403b, 401a, 457, PERA
INC	Incentive Pay	Y	Y	Y	401k, 403b, 401a, 457, PERA
UOC	UPI On Call Incentive Pay	Y	Y	Y	401k, 403b, 401a, 457, PERA
UPI	University Physicians Inc	Y	Y	Y	401k, 403b, 401a, 457, PERA
VCT	Vacation @ Separation	Y	Y	Y	401k, 403b, 401a, 457, PERA
SKS	Sick Leave @ Retirement Payoff	Y	Y	Y	401k, 403b, 457, PERA
ADP	One Time Pay - Res and Student	Y	Y	Y	401k, 403b, 401a, 457
AWR	Awards - Taxable	Y	Y	Y	401k, 403b, 457
BON	Bonus	Y	Y	Y	401k, 403b, 457
REC	Recruitment Incentive Pay	Y	Y	Y	401k, 403b, 457
LSA	Legal Settlement-No Retirement	Y	Y	Y	
MVT	Moving Expense - Taxable	Y	Y	Y	
REF	Referral Award	Y	Y	Y	
SEV	Severance	Y	Y	Y	
TTF	Taxable Tuition FICA	N	Y	Y	
TTW	Taxable Tuition Waiver	N	Y	Y	



2020 Taxes & Deductions

Taxes and Deductions	Employee	Employer
Federal Withholding Tax (FWT)	W-4	No
State Withholding Tax (SWT)	W-4 (in CO)	No
Federal Supplemental Tax	22% Fed; 4.63% State	No
Meditax: (Wage - Café Pre-tax + (Life > 50K))	1.45%	1.45%
Social Security (OASDI): based upon (Wage - Café Plan Pre-tax) (Not for PERA participants)	6.2%	6.2%
401A	5% Reduce FTW/STW base	10%
PERA (prior PERA 401(A) participant subject to ER AED (5%) and ER SAED (5%))	10% Reduce FTW/STW base	10.9% + 5.0% + 5.0%
Student Retirement (UG<6 hrs, G<3 hrs, summer, 40+ hrs/wk) (no OASDI/Meditax)	7.5%	
401K, 403b, 457 (voluntary deduction)	Reduce FTW/STW base Reduce net pay	
Cafeteria Plan Contributions - Before Tax	Reduce FTW/STW base Reduce FICA base Reduce net wages	Reduce FICA base
Cafeteria Plan Contributions - After Tax	Reduce net pay only	
Voluntary Deductions	Reduce net pay only	



Employer Benefit Costs

<https://www.cu.edu/docs/faculty-staff-rate-sheet>

Cost

Medical

Dental

Vision

Short Term
Disability

Long Term
Disability

Optional Life

Optional Term
Life

Voluntary
AD&D

MONTHLY RATES FOR THE 2020-21 PLAN YEAR Faculty, Officers, University Staff and Classified Staff

Medical Plans	CU Health Plan – Exclusive			CU Health Plan – Extended		
	TOTAL RATE	CU COST	YOUR COST	TOTAL RATE	CU COST	YOUR COST
Employee only	\$585.58	\$533.08	\$52.50	\$610.08	\$533.08	\$77.00
Employee + Spouse	\$1,213.36	\$1,024.86	\$188.50	\$1,259.36	\$1,024.86	\$234.50
Employee + Child(ren)	\$1,092.10	\$973.60	\$118.50	\$1,128.10	\$973.60	\$154.50
Family	\$1,732.22	\$1,487.22	\$245.00	\$1,795.22	\$1,487.22	\$308.00
Medical Plans	CU Health Plan – High Deductible			CU Health Plan – Kaiser		
	TOTAL RATE	CU COST	YOUR COST	TOTAL RATE	CU COST	YOUR COST
Employee only	\$533.08	\$533.08	\$0.00	\$642.08	\$533.08	\$109.00
Employee + Spouse	\$1,039.86	\$1,024.86	\$15.00	\$1,321.36	\$1,024.86	\$296.50
Employee + Child(ren)	\$987.60	\$973.60	\$14.00	\$1,162.10	\$973.60	\$188.50
Family	\$1,506.22	\$1,487.22	\$19.00	\$1,865.72	\$1,487.22	\$378.50



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EMPLOYEE SERVICES

Distribute Payroll



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Fund & Post to FIN (Finance)

Paycheck Amounts	EE Pays	ER Pays	HCM Creates Accounting Lines to post to FIN
Earnings & Leave		<input checked="" type="checkbox"/>	TO FIN
Additional Pay		<input checked="" type="checkbox"/>	TO FIN
Taxes			
Social Security	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TO FIN
FICA/Medicare	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TO FIN
Deductions			
PERA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TO FIN
401a ORP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TO FIN
Health/Dental/Life	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TO FIN
Other Deductions	<input checked="" type="checkbox"/>		



Commitment Accounting Rules

Department Budget Table (DBT)

- Suspense
- Position Funding Distributions
- Taxes and Deductions

Setup Features

- DBT Exception Pool Rules
- Account Override Exceptions
- Deduction Exception
- Account Codes
- Tax Liability
- Payroll Encumbrances
- Fringe Rate Encumbrances



DBT Campus Funding Models

Campus	Suspense	Earnings	Taxes Deductions	Fringe
Boulder	Department	Position Funding Entry Form	Pooled	FIN Reallocation Varied Rates
Colorado Springs	Campus		Pooled	FIN Reallocation Varied Rates
Denver	Campus		Follow Earnings (Post Doc > Override)	FIN Reallocation Flat Rates
Anschutz Medical Campus	Department & Campus			
System	Campus		Override	None



DBT Earnings Defaults

Dept Budget Date | Dept Budget Defaults | **Dept Budget Earnings** | Dept Budget Deductions | Dept Budget Taxes

Set ID UCOLO Department 21434 CSPH-Epidemiology General Ops Fiscal Year 2019
 Budget Begin Date 07/01/2018 Offset Group CUOFF
 Budget End Date 06/30/2019

Budget Cap
 Per Budget Level Per Earn/Tax/Ded

Level Find | View All First 1 of 2 Last
 Department Position Pool Jobcode Position Appointment

Position Number 00699684 Grad Assistant
 *Effective Date 11/01/2018 Eff Seq 0 *Status Active Date Entered 11/01/2018
 Budget Level Cap 0.00 *Currency USD

Earnings Distribution Personalize | Find | 1-6 of 6 Last
 Combination Code | Distributed | Earning Code Description | Combination Code Description | Exclusion Fringe Group | Redirect Combo Code

Earnings Code	*Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %
1	1	63012571	07/31/2017		100.000
2	1	61029668			100.000
3	1	52600067			100.000
4	1	62846319			100.000
5	1	62846319			100.000
6	1	62846319			100.000



Deductions NOT Distributed

Count of Source	imn											
Row Labels	00 - General	10 - Medical	11 - Dental	20 - EE Bas Lif	30 - STD	31 - LTD	4Y - 401(a) ORP	70 - PERA	71 - PERA AED	72 - PERA SAED	7T - FICA Accr	7U - 401a Accr
+ CRG - Contract												
+ CRX - Student Contract												
+ ENP - Earnings Earned Not Paid		6	6	6	6	6	6	6	6	6		
+ LTP - Late Payment												
+ OTM - Overtime	3	3	3	3	3	3						
+ REG - Regular Earnings												
+ RGS - Regular Earnings Salary												
+ SKS - Sick Leave @ Retirement Payoff	6	6	6	6	6	6						
+ VCT - Vacation @ Separation	6	6	6	6	6	6						
+ XRG - Addt'l Regular Hours												

Deductions listed with a number are NOT distributed with the earnings listed. For example, all the deductions will follow RGS, but only mandatory retirement will follow OTM, SKS, and VCT.

Deductions NOT Distributed

Count of Source	Column											
Row Labels	00 - General	10 - Medical	11 - Dental	20 - EE Bas Lif	30 - STD	31 - LTD	4Y - 401(a) ORP	70 - PERA	71 - PERA AED	72 - PERA SAED	7T - FICA Accr	7U - 401a Accr
Additional Pay Form												
⊕ APF - Additional Pay Flat	3	3	3	3	3	3					3	3
⊕ AWR - Awards - Taxable	6	6	6	6	6	6						
⊕ BON - Bonus	6	6	6	6	6	6						
⊕ LEG - Med - Legal	6	6	6	6	6	6						
⊕ MVT - Moving Expense - Taxable	6	6	6	6	6	6	6	6	6	6		
⊕ TPD - Temporary Pay Differential	3	3	3	3	3	3						
⊕ UOC - UPI On Call Incentive Pay	6	6	6	6	6	6						
⊕ UPI - University Physicians Inc	6	6	6	6	6							
Additional Pay Other												
⊕ MVA - Moving Expenses - Acard												

Deductions listed with a number are NOT distributed with the earnings listed. For example, none of the deductions will follow MVT, but mandatory retirement will follow APF, AWR, BON, LEG, TPD, UOC and UPI.

MVA is imputed income only, and generates taxes but has no additional amount to create any deduction distributions.



Account Code Categories

<https://www.cu.edu/controller/accounting-finance/chartfields-attributes>

<https://www.cu.edu/controller/accounting-finance/chartfields-attributes/account-quick-reference-card>

<https://www.cu.edu/controller/accounting-finance/chartfields-attributes/chart-accounts>

- ▶ Faculty salaries & wages 400000 - 402199
- ▶ Student faculty salaries & wages 402200 - 402499
- ▶ Officer/exempt salaries & wages 402500 - 404999
- ▶ Classified staff salaries & wages 405000 - 407499
- ▶ Hourly wages 407500 - 409999
- ▶ Faculty benefits 418400 - 422209
- ▶ Student faculty benefits 422210 - 422499
- ▶ Officer/exempt benefits 422500 - 424999
- ▶ Classified staff benefits 425000 - 427499
- ▶ Hourly benefits 427500 - 429999



Account Code Earning Examples

405100	Class FTP Pay	A	Z	R	F
405341	Class FTT Oth Pay	A	Z	T	F
405200	Class PTP Pay	A	Z	R	P
405400	Class PTT Pay	A	Z	T	P

400100	Fac FTP Pay	1100	1199	R	F
401355	Fac FTT Pay	1100	1199	T	F
401300	Fac PTP Pay	1100	1199	R	P
401400	Fac PTT Pay	1100	1199	T	P

407600	Std Hr Pay	4101	4499	R	F
407600	Std Hr Pay	4101	4499	R	P
407600	Std Hr Pay	4101	4499	T	F
407600	Std Hr Pay	4101	4499	T	P

400840	PoDocFell FT Stipends	3201	3201	R	F
400840	PoDocFell FT Stipends	3201	3201	T	F
402065	PoDocFell PT Stipends	3201	3201	R	P
402065	PoDocFell PT Stipends	3201	3201	T	P
495201	PreD Fell Stipends HRMS	3202	3204	R	F
495201	PreD Fell Stipends HRMS	3202	3204	R	P
495201	PreD Fell Stipends HRMS	3202	3204	T	F
495201	PreD Fell Stipends HRMS	3202	3204	T	P
495202	Std Fell Stipends HRMS	3205	3206	R	F
495202	Std Fell Stipends HRMS	3205	3206	R	P
495202	Std Fell Stipends HRMS	3205	3206	T	F
495202	Std Fell Stipends HRMS	3205	3206	T	P
495301	Participant Stipends-HRMS	3207	3207	R	F
495301	Participant Stipends-HRMS	3207	3207	R	P
495301	Participant Stipends-HRMS	3207	3207	T	F
495301	Participant Stipends-HRMS	3207	3207	T	P

Determined by Job Code, Regular/Temporary, Full/Part time status



Account Code Deduction Examples

418422	Fac FTP Dental Ins	1100	1199	R	F	11	Dental
418423	Fac FTP Disab Ins	1100	1199	R	F	30	Short-Term Disability
418423	Fac FTP Disab Ins	1100	1199	R	F	31	Long-Term Disability
418430	Fac FTP FICA Cnt	1100	1199	R	F	7T	FICA Accrual
418420	Fac FTP Health Ins	1100	1199	R	F	10	Medical
418421	Fac FTP Life Ins	1100	1199	R	F	20	Employee Basic Life
418450	Fac FTP Oth Ben	1100	1199	R	F		
418433	Fac FTP Oth RtrPl	1100	1199	R	F	4Y	401(a) ORP Retirement
418433	Fac FTP Oth RtrPl	1100	1199	R	F	7U	401(a) Accrual
418431	Fac FTP PERA	1100	1199	R	F	70	PERA
418431	Fac FTP PERA	1100	1199	R	F	7V	PERA Accrual
418435	Fac FTP PERA AED	1100	1199	R	F	71	PERA AED
418432	Fac FTP PERA Mmk	1100	1199	R	F	40	401(k)
418432	Fac FTP PERA Mmk	1100	1199	R	F	46	403(b)
418432	Fac FTP PERA Mmk	1100	1199	R	F	49	457 Deferred Comp
418436	Fac FTP Supp PERA AED	1100	1199	R	F	72	PERA Supplemental AED



Fringe Rate Examples

FY2021 (Effective July 1, 2020)

Employee Type	Rate
Regular Faculty	29.0%
Prof Exempt & Research Faculty FT Classified permanent FT & PT, All - except LASP	37.0%*
Prof Exempt & Research Faculty PT Prof & Classified temporary FT & PT	17.7%*
Student Faculty	12.3%
Hourly	1.3%
Athletics Director/Coaches	14.5%
Police Officers	34.3%
LASP Prof Exempt & Research Faculty Classified permanent FT & PT	36.1%
LASP Leave Rate	25.1%

[Fringe Benefit Rates by Job Code - FY 2021](#) | [FY 2021 Fringe Components](#) | [DHHS Negotiation Agreement FY 2021](#)

UCB

Fringe Benefit	Current FY 2019-20 Rates	Projected FY 2020-21 Rates
Worker's Compensation	0.182%	0.167%
Unemployment Compensation	0.045%	0.039%
<i>Sub-Total Worker's Comp. & Unemployment</i>	0.227%	0.206%
Termination Pay	1.190%	1.095%
Retiree Health	0.896%	0.511%
Total	2.313%	1.812%

UCD/AMC



HR/GL Payroll Reporting

HCM Payroll Data	CU-DATA Payroll Data
Position Funding History Funding Queries Time Entry <i>Create Additional Pay</i>	
Payroll Register Acct Detail Paycheck Distribution Payroll Register	mFIN Compensation Summary mFIN Payroll Transactions mFIN Outstanding Encumbrances
	mFIN Financial Detail <i>mFIN SpeedType Summary</i> <i>mFIN Account Tree List</i>



UCD OGC PET Template

www.ucdenver.edu/research/Research%20Administration%20Documents/PET%20Employee%20Salary%20Template.xls

Department - Section	
Monthly Salary Sources	
July 2017 - June 2018	
Name	MD, PhD, Etc
Start Date	xx/xx/xxxx
Term Date	
Rank	
FTE	1.00
UCD ID #	xxxxxxx
UCD Record #	0
UCD Position #	00xxxxxx
CU Medicine Provider #	
Annual Salary: 9/1/17	\$ 50,000
Annual Salary: 7/1/17-8/31/17	\$ 40,000

	<i>LPI - Section ST - xxxxxxxx</i>	<i>LPI Taxes & Benefits</i>	<i>STxxxxxx -- Description (PI) -- Date / Project End Date</i>	<i>STxxxxxx -- Description (PI) -- Date / Project End Date</i>	<i>Monthly Salary</i>	
August	2,666.67	762.03	333.33	333.33	3,333.33	0.00
September	3,333.33	952.54	416.67	416.67	4,166.67	0.00
October	3,333.33	952.54	416.67	416.67	4,166.67	0.00
November	3,333.33	952.54	416.67	416.67	4,166.67	0.00
December	3,333.33	952.54	416.67	416.67	4,166.67	0.00
January	3,333.33	952.54	416.67	416.67	4,166.67	0.00
February	3,333.33	952.54	416.67	416.67	4,166.67	0.00
March	3,333.33	952.54	416.67	416.67	4,166.67	0.00
April	3,333.33	952.54	416.67	416.67	4,166.67	0.00
May	3,333.33	952.54	416.67	416.67	4,166.67	0.00
June	3,333.33	952.54	416.67	416.67	4,166.67	0.00
Annual Total	38,666.67	11,049.42	4,833.33	4,833.33	48,333.33	69049 w/benefits
% of Salary as of 6/30/18	80.000%		10.00%	10.00%	100.00%	1.4286086
NIH Info						
% of salary cap \$187,000						



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EMPLOYEE SERVICES

UCD PET Calculator - Salary

http://www.ucdenver.edu/about/departments/finance/Pages/Tools_PETCalcs.aspx

Let's get started.		
INPUT SECTION		
		<i>Where to get these values?</i>
1. Enter the employee's monthly salary amount		Go to New PET Request and search for the employee and pay period. On the earnings tab add all earnings in the Earnings Code Summary Section.
2. Enter the employee's monthly benefits amount		Add up the amounts in the Tax Class Summary and Deduction Code Summary.
3. Enter the payroll account code for the salary		Enter the payroll account code for the employee's salary. This is found on the earnings tab.
4. Enter F&A rate for the project		F&A rate for the project can be found on the monthly financial statement. Make sure to enter it in a % format when using the spreadsheet version of this tool.
5. Enter the amount of salary that you want to move		If it's the total salary for the pay period, copy the amount from #1.
6. Is the employee a faculty on contract pay? (earn code CRG)		Only answer this question if the payroll account code is 400100. Answer Yes or No. 9-month faculty do not earn vacation and sick leave accruals, thus Term Pay fringe allocation doesn't apply to their salaries.
<i>do not enter/change anything below this line</i>		
RESULT		
Applicable fringe benefit allocations for FY2011:		
Worker's Compensation	#N/A	
Unemployment Insurance	#N/A	
Term Pay at separation	#N/A	
Retiree Health & Life Support	#N/A	
Total Impact of the PET on the project #DIV/0!		
This includes:		
Salary	\$ -	This is the amount of salary you wanted to move with a PET
Benefits	#DIV/0!	This is the amount of benefits that will be included in the PET in addition to the salary (this plus the salary should match the PET summary page total)
Fringe Benefit Allocations	#N/A	This is the amount of fringe benefit allocations that will be processed to the project at month end
F&A	#DIV/0!	This is the amount of F&A that will be added to the project as a result of this PET



UCD PET Calculator - Deficit

http://www.ucdenver.edu/about/departments/finance/Pages/Tools_PETCalcs.aspx

INPUT SECTION		
		<i>Where to get these values?</i>
1. Enter the employee's monthly salary amount		Go to New PET Request and search for the employee and pay period. On the earnings tab add all earnings in the Earnings Code Summary Section.
2. Enter the employee's monthly benefits amount		Add up the amounts in the Tax Class Summary and Deduction Code Summary.
3. Enter the payroll account code for the salary		Enter the payroll account code for the employee's salary. This is found on the earnings tab.
4. Enter F&A rate for the project		F&A rate for the project can be found on the monthly financial statement. Make sure to enter it in a % format when using the spreadsheet version of this tool.
5. Enter the amount of deficit that needs to be cleared		Enter the amount of the project's budget deficit. This is the amount the project is spent over the budget.
6. Is the employee a faculty on contract pay? (earn code CRG)		Answer Yes or No. Faculty on contract pay do not earn vacation and sick leave accruals, thus Term Pay fringe allocation doesn't apply to their salaries. The earn code can be found on the earnings tab.
<i>do not enter/change anything below this line</i>		
RESULT		
Applicable fringe benefit allocations for FY2011:		
Worker's Compensation	#N/A	
Unemployment Insurance	#N/A	
Term Pay at separation	#N/A	
Retiree Health & Life Support	#N/A	
Process a PET for salary in this amount--	#DIV/0!	Move exactly this amount in salary with the PET and your project budget deficit should be zeroed out.
The PET will result in the following additional transactions:		
Benefits	#DIV/0!	This is the amount of benefits that will be included in the PET in addition to the salary (this plus the salary should match the PET summary page total)
Fringe Benefit Allocations	#DIV/0!	This is the amount of fringe benefit allocations that will be processed to the project at month end
F&A	#DIV/0!	This is the amount of F&A that will be added to the project as a result of this PET
Total Impact of the PET	#DIV/0!	This amount should equal your deficit amount.



Calculating a Paycheck: Today's Topics

HCM Payroll Overview

Compensation & Funding
Entries

Assemble the Paycheck

Calculate Earnings

Calculate Taxes &
Deductions

Distribute Payroll

Thank You

CU System HR/GL Team
hcm_community@cu.edu

**HCM
HRGL
Webinar**



END