

ES Leave Program

CU FAML I Contract Employee Time Entry and Payroll Processing Roles & Responsibilities

CU FAML I Contract Pay Processing Roles & Responsibilities

The purpose of this guide is to capture the steps associated with entering time and processing payroll for employees paid on contract who are on an approved leave of absence under the CU FAML I leave program. This guide will also capture applicable roles and responsibilities associated with each step in the process. Steps 2-4 will be repeated for each applicable pay period that an employee is on an approved leave.

Steps for Contract Pay Processing

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Step 1: Leave Application and Approval

Action Required	Who is Responsible	Additional Considerations
Submit <i>Leave Application</i> form in employee portal	Employee	If an employee is incapacitated, a family member, supervisor, or PPL may submit the application on their behalf using the Leave Application Weblink .
Notify Supervisor and HR contact of leave request	Employee Services (ES) Leave Team	Employee Services reserves the right to withhold notification if the leave start date is more than 30 days in the future and the employee has requested confidentiality.
Send employee information regarding eligibility and next steps	ES Leave Team	NA
Submit required leave documentation (medical certification, FAML I Supplemental Paid Leave form, etc.)	Employee	Employees may submit documentation to leave@cu.edu or via fax to 303-860-4299.
Make leave approval/denial decision and communicate decision to employee, supervisor, and HR contact	ES Leave Team	Supervisors should pay close attention to and take note of the approved leave schedule to ensure employees are following the approved leave schedule.
Appeal leave decision, if applicable	Employee	Employees may choose to appeal an adverse FAML I determination by submitting an appeal form in their employee portal. For reasons an employee may choose to submit an appeal, please visit the CO FAML I website .

Step 2: Leave Plan and Usage

Action Required	Who is Responsible	Additional Considerations
Calculate FAML I wage replacement benefit and the amount of supplemental leave needed	ES Leave Team	NA
Communicate <i>Leave Plan</i> to employee	ES Leave Team	Supervisor and PPL will be copied on the employee's <i>Leave Plan</i> .
Provide employee sick leave balances to ES Leave Team as of the employee's leave start date	HR Contact/PPL	<p>The HR Contact and PPL will be responsible for providing sick leave balances to the ES Leave Team and should do so as soon as possible after receiving the <i>Leave Plan</i>.</p> <p>Balances may be required for temporary contracted employees, as these balances are only updated in HCM once per semester.</p>
Submit <i>Leave Usage Report</i> via individualized link no later than the 5 th of each month following the end of the pay period	Employee	If the employee is incapacitated, a supervisor or PPL is required to submit the report on their behalf using the individualized <i>Leave Usage Report</i> link provided to the employee.
Send a copy of the <i>Leave Usage Report</i> to supervisor and HR contact/PPL	ES Leave Team	<p>Employees will designate the appropriate HR contact/PPL by entering name and email address on the Leave Usage Report form.</p> <p>Supervisors should pay close attention to the <i>Leave Usage Report</i> and notify leave@cu.edu of any discrepancies.</p>

Step 3: Monthly Contract Payments

Action Required	Who is Responsible	Additional Considerations
Place the employee on Leave with Pay or Leave without Pay in HCM Job Data for applicable consecutive leaves of absence	ES Leave Team	HR Contact/PPL should refrain from placing an employee on a leave of absence in HCM Job Data as this will impact the Leave Team's ability to pay FAML I benefits.
Send FAML I wage replacement to payroll for processing	ES Leave Team	
Upload supplemental leave into <i>CU Time</i> for payroll processing	ES Leave Team	<p>The Leave Team will use the employee's available sick leave and/or PPL balance along with the employee's documented supplemental paid leave preferences to supplement their CU FAML I benefit.</p> <p>The Leave Team will use a <i>Paid Family Leave – Other</i> earnings code to account for department-tracked sick leave.</p> <p>The Leave Team will use a <i>Paid Family Leave – Sick</i> earnings code to account for sick leave that is listed in HCM.</p>

Step 4: Payroll Processing

Action Required	Who is Responsible	Additional Considerations
Calculate payroll	ES Payroll Processing Team	NA
Run queries to reconcile leave and pay; make adjustments based on approved leave plans as needed and as they are discovered	ES Leave Team/Payroll Processing Team	Contract hourly rates will be calculated and applied in order for regular earnings to be appropriately reduced during periods of FAMLI leave.
Confirm payroll	ES Payroll Processing Team	NA
Review payroll register; pull/reissue checks on off-cycle as needed	ES Leave Team/Payroll Processing Team in partnership with HR Contact/PPL	NA

Step 5: Sick Leave Reconciliation

Action Required	Who is Responsible	Additional Considerations
Track the amount of sick leave used each month to supplement CU FAMLI payments	ES Leave Team	<p>The Leave Team will also track sick leave usage for non-FAMLI leave cases (FMLA and/or Parental Leave only).</p> <p>The employee will be placed on a Leave without Pay when all paid leave has been exhausted.</p>
Report total sick leave used and ending balances at the end of the employee's approved leave of absence	ES Leave Team	The Leave Team will provide this information to the employee and the HR Contact/PPL.

Retroactive Payroll Processing

More information coming soon...