

## **Classified Staff Payroll** <sup>[1]</sup>

- [State Classified](#)
- [Pay](#)
- [Resources](#)
- [Forms](#)

State classified employees are part of the Colorado Personnel System, and subject to both Colorado and CU employment guidelines, rules, regulations and policies.

These employees must submit monthly leave records showing exception time, including all leave usage. Non-exempt employees must report specific hours worked (i.e., time in and out). CU has multiple options for documenting hours worked and exception time; please verify with your department how it records time and follow that procedure.

Both the employee and his/her supervisor must sign the leave record verifying the accuracy of leave usage and balances.

There's more to your pay than receiving a paycheck. Ensure you understand your finances by reading your paycheck correctly, reviewing pay days, learning how to safeguard against lost paychecks and more.

**Click on a tile to learn more about your pay**





CHECK

DATE

PAY TO THE  
ORDER OF

\$ \$ \$ \$ . \$ \$

*2.*

1234567890

1234567890

1234 7890

# READ PAYCHECK



# DIRECT DEPOSIT



PAY TO THE  
ORDER OF

\$\$\$\$\$. \$\$

*Handwritten signature*

1234567890

1234567890

1234567890

# LOST CHECK



# IMPUTED INCOME



# CONTRACTS

# SHIFT DIFFERENTIAL, ON-CALL & TRANSLATION PAY



## Handbooks, Guides & Other Documents

- [State Employee Handbook](#) [9]
- [Resources for HCM Users](#) [10]
- [Payroll Production Calendars](#) [11]
- [W-2](#) [12]
- [Payroll Adjustments](#) [13]
- [CU Resources \(in the employee portal\)](#) [14]

## My Leave Step-by-Step Guides

*CU has multiple options for documenting hours worked and exception time. You must verify with your department how it records hours/time and follow that procedure.*

- [My Leave - Setting your Preferences, Tracking Time and Requesting Leave](#) [15]
- [My Leave - Selecting Earnings Codes](#) [16]

## Additional Resources

- [Four-campus search](#) [17]
- [Department of Labor](#) [18]
- [Board of Regents](#) [19]
- [Social Security Administration](#) [20]
- [Internal Revenue Service](#) [21]
- [Procurement](#) [22] [Service Center](#) [23]—Contact the PSC for travel and business expense reimbursements reported as taxable income.
- [Colorado Department of Personnel and Administration](#) [24]
- [Social Security Application](#) [25]
- [Department of Personnel Rules and Procedures](#) [26]
- [Colorado PERA—"Working After Retirement"](#) [27]



## Payroll Forms for Classified Staff

### EMPLOYEE WORK RECORD

Example: Biweekly <sup>[28]</sup>

Example: Fiscal Year <sup>[29]</sup>

Example: Monthly <sup>[30]</sup>

### EXPENSES & DEDUCTIONS

Colorado WINS Membership Form <sup>[31]</sup>

Colorado WINS Membership Termination Form <sup>[32]</sup>

Moving Expenses Form - IRS Form 3903 <sup>[33]</sup>

Moving Expenses Worksheets <sup>[34]</sup>

### GETTING PAID

Direct Deposit Authorization: To access, log in to the employee portal. <sup>[35]</sup>

### PERSONAL INFORMATION

Emergency Contact <sup>[36]</sup>

I-9 (Employment Eligibility Information) <sup>[37]</sup>

### TAXES

Request for Exemption From Local City Occupational Privilege Tax (OPT) <sup>[38]</sup>

W-2/1042-S Reissue Request Form <sup>[12]</sup>

W-4 Form <sup>[39]</sup>

W-4 Forms for each state <sup>[40]</sup>

W-9 for Employee Services Business-Estate Claims <sup>[41]</sup>

#### Groups audience:

Employee Services

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**Source URL:** <https://www.cu.edu/employee-services/classified-staff-payroll-0>

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[12] <https://www.cu.edu/docs/w-21042-s-reissue-request-form> [13] <https://www.cu.edu/employee-services/payroll-adjustments> [14] <https://www.cu.edu/employee-services/cu-resources-training> [15] <https://www.cu.edu/docs/sbs-myleave-setting-preferences-submitting-time> [16] <https://www.cu.edu/docs/jaid-myleave-selecting-earnings-codes> [17] <https://www.cu.edu/search/site> [18] <https://www.dol.gov/> [19] <https://www.cu.edu/regents/regent-laws> [20] <http://www.socialsecurity.gov> [21] <https://www.irs.gov/> [22] <https://www.cu.edu/psc> [23] <https://content.cu.edu/psc/> [24] <https://www.colorado.gov/dpa/> [25] <http://www.socialsecurity.gov/forms/ss-5.pdf> [26] <https://www.colorado.gov/pacific/sites/default/files/Rules7-1-13.pdf> [27] <https://www.copera.org/sites/default/files/documents/2-55.pdf> [28] <https://www.cu.edu/employee-services/policies/employee-work-record-example-biweekly> [29] <https://www.cu.edu/employee-services/policies/employee-work-record-example-fiscal-year> [30] <https://www.cu.edu/employee-services/employee-work-record-example-monthly> [31] <https://www.cu.edu/docs/colorado-wins-membership-form> [32] <https://www.cu.edu/docs/colorado-wins-membership-termination-form> [33] <https://www.cu.edu/docs/moving-expenses-form-irs-form-3903> [34] <https://www.cu.edu/docs/moving-expenses-worksheets> [35] <https://my.cu.edu/> [36] <https://www.cu.edu/docs/emergency-contact> [37] <https://www.cu.edu/docs/form-i-9> [38] <https://www.cu.edu/docs/add-or-cancel-colorado-tax-withholding-form> [39] <https://www.cu.edu/docs/w-4-instructions> [40] <https://www.cu.edu/docs/state-w-4-forms> [41] <https://www.cu.edu/docs/w-9-es-business-estate-claims>