

CU Medicine  
Payroll Procedures

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**1. PURPOSE**

The objective of this procedure is to provide an informational guideline for managers and supervisors in payroll processing.

**2. PAYROLL FREQUENCY AND PAYROLL PROCESSING SCHEDULE**

Payroll for CU Medicine is processed on a monthly basis with the pay period ending on the last day of each month and checks or direct deposits issued on the first business day of the following month.

At the beginning of each calendar year, CU Medicine Supervisors, Managers, and Directors, will receive an updated Payroll Processing Schedule. It is the supervisor's responsibility to make sure his/her changes are turned in on time to ensure the employee's file is correct. It is the employee's responsibility to make sure his/her timecard is filled out accurately in Ceridian's Time and Attendance for payroll processing. The Payroll Processing Schedule can be accessed on the Human Resources Page under Forms and Schedules on the CU Medicine intranet.

**3. CERIDIAN SELF-SERVICE**

Ceridian Self-Service is used for hiring, stipends, salary changes, changes to an employee's job title or department, changes in the employee's status and terminations. All activities are due the same day as timecard due date. The due dates are on the Payroll Processing Schedule. Any activities received after the due date will be processed the following month.

**4. TIME CARDS**

All time is recorded using electronic timecards in Ceridian's Time and Attendance system. Employees should accurately fill out his/her own timecard and electronically sign it each month. Supervisors are responsible for verifying each monthly timecard for accuracy and electronically approving them.

Timecards are due approximately the 20<sup>th</sup> day of the current month to Human Resources. Refer to the Payroll Processing Schedule on the Human Resources page under Forms and Schedules on the CU Medicine intranet for the due date. Adjustments to the previous month's timecards are due to Human Resources by the first Friday of the following month. (Example: January timecard adjustments are due on the first Friday in February)

Below is a description of the different types of hours that appear on an employee timecard:

**Regular hours** – actual hours worked in a day.

**Extra-regular hours** (pertains to non-exempt employees) – Hours over 40 in a workweek that include some type of non-work pay, i.e. Holiday, PAL, EI, etc. Extra regular hours are paid at the employee's regular pay rate.

*Example: Monday is a Holiday (8 hrs) and you worked Tuesday thru Friday (8 hours a day) and you also worked four hours on Saturday. The four hours on Saturday are considered extra-regular hours because you really did not work 40 hours Monday thru Friday, you only worked 32 hours.*

**Overtime hours** – Non-exempt employees are eligible for overtime pay. They must **actually work** over 40 hours in a work week (Sunday thru Saturday) or over 12 hours in a day to be paid overtime hours.

**Personal Accumulated Leave (PAL) hours** - PAL is used for both vacation and short-term sick leave. Employees are entitled to use his/her PAL hours after they have a sufficient accumulation of hours. Each employee is allowed to use **only** the hours they have accumulated as of the first of the month. Every July 1, employees are granted an additional PAL day based on his/her FTE. PAL hours accumulated are listed on each employee's check stub. Employees, supervisors and managers can access the balances through Ceridian Time and Attendance. Employees are allowed to carry over 160 PAL hours maximum per calendar year. Anything over 160 hours will be forfeited.

**Holiday Pay** – CU Medicine offers ten paid holidays per year. Refer to the Holiday Schedule on the Human Resources page under Forms and Schedules on the CU Medicine Intranet for the recognized holidays for the current year. Part time employee's holiday hours are prorated based on his/her FTE percentage.

**Extended Illness (EI)** - Employees are entitled to use his/her EI hours after they have sufficient accumulation. In the event of illness, EI may be used after an employee has been ill for longer than two consecutive days. The first two days are drawn from PAL time and any additional days should be drawn from EI. EI time may be drawn upon immediately if the employee is hospitalized, requires medically necessary surgery, or has a physician's statement for a medical leave of five or more consecutive days. A maximum of 480 hours may be carried over per calendar year. Employees may be entitled to convert EI hours to PAL. Please contact Human Resources for further explanation.

**Jury Duty** –Employees are compensated for missed time due to serving as a juror. Employees should notify his/her Supervisor or Manager when they receive a jury duty summons and submit the Jury Certification Report to HR to be filed in their personnel records.

**Funeral Leave** – Employees are compensated for up to five days in the event of a death in the employee’s immediate family. For non-immediate family members, a maximum of one day of paid leave may be given to allow the employee to attend funeral activities. Please contact Human Resources for additional details and specific questions regarding funeral leave.

**Leave Without Pay (LWOP)** – Is only available to an employee who has an approved FMLA. Otherwise LWOP is not available. An employee on an approved FMLA, who has exhausted his/her EI and/or PAL banks, will be charged leave without pay.

Timecards are checked for:

- 1) Supervisor’s/Manager’s approval
- 2) Vacation/Leave time approval
- 3) OT status/eligibility

If there is a discrepancy, Supervisors/Managers will be contacted.

## **5. PAY ADVANCES**

Employees are allowed a maximum of two pay advances per calendar year. Pay Advance Request forms can be picked up in Human Resources, via the CU Medicine intranet or on Ceridian Self-Service. Employees need to complete the form and return it to Human Resources for approval and processing. Forms are due by Noon on Thursdays to Human Resources and checks are available for pick up on Fridays between the hours of 8:00am and 2:00pm in the Human Resources department.

Pay advances are processed weekly, except during the week when payroll is being processed for the next pay period.

Maximum amount allowed on a pay advance is equal to the total number of hours currently worked in the month times the hourly rate. A flat amount may be taken if not requesting the maximum amount.

The advance will be deducted from the employee’s next paycheck.

## **6. DIRECT DEPOSITS AND CHECKS**

CU Medicine employees have two options in receiving pay, either by direct deposit or by check. If choosing direct deposit, employees will receive a hard check for the first payday while a pre-notification is sent for account verification. Direct deposit can be stopped/started at any time.

Direct deposit is money wired from CU Medicine’s account to the employee’s account via ACH. The advantages of having direct deposit are:

- 1) No waiting in line at the bank
- 2) Funds are available on the first day of the month unless it is a holiday or weekend pay date
- 3) No lost checks due to mail delivery

Physical checks are mailed two business days prior to pay date. If an employee does not receive his/her check by pay date, he/she should contact Human Resources for reissue. Pay statements can be accessed in Ceridian Self-Service.

Checks will only be reissued three business days after the check is mailed. If an employee does not want his/her check mailed, he/she must contact Human Resources.

Checks cannot be delivered by courier, but may be picked up in the Human Resources department no later than 4 PM on the pay date by request only. If the check has not been picked up three business days after payday, the employee will be notified and the check will be mailed.

Questions or errors on paychecks must be addressed to Human Resources at 303-493-7600.

#### **7. PAYROLL REPORTS AND CORRECTIONS**

Administrators/Managers can access payroll information in Ceridian Self-Service.

If an employee is charged to the wrong department and the correct department is reflected in Ceridian Self-Service, contact CU Medicine Finance via [FinanceGeneral@cumedicine.us](mailto:FinanceGeneral@cumedicine.us)

If an employee is charged to the wrong department and Ceridian Self-Service reflects the incorrect department, log-in to Ceridian Self-Service and correct the department.

#### **8. FEE COORDINATION ALLOCATION AND GENERAL LEDGER**

The Centralized Fee Coordination allocation is calculated based on a fee coordinator's assigned distribution in each cost center. A detailed centralized fee coordination general ledger report is sent to each Director of Finance and Administration as supporting documentation for expense code 9512. This report is distributed with the payroll general ledger report.

The allocation includes salary, benefits, parking, CPT and ICD-9 books, employment advertising, and misc. expenses utilized by each department. This cost will appear on each department's CU Medicine financial statements as an allocation under expense code 9512.

If the amount you are being allocated appears to be incorrect, please contact CU Medicine Finance via [FinanceGeneral@cumedicine.us](mailto:FinanceGeneral@cumedicine.us).