

COLORADO STATE UNIVERSITY-PUEBLO

Payroll Department Policies

Policy Owner: Payroll Department, Business Financial Services

Effective Date: 9/17/2026

1. Purpose and Scope

These policies establish the general requirements for payroll processing at Colorado State University Pueblo.

The policies apply to employees paid through University payroll, including monthly salaried employees and biweekly hourly employees. Payroll processing is performed in Workday and is supported by applicable University systems, service providers, and employee self-service resources.

Workday is the University's primary system for human resources, payroll information, timekeeping, employee self-service, and benefits administration. ADP is the designated provider supporting payroll tax processing, tax reporting, tax remittances, tax forms, and related payroll tax services.

2. Payroll Department Responsibilities

The Payroll Department has the following responsibilities:

1. Verify payroll data to ensure employees and student employees are paid accurately and timely.
2. Process approved expense transfers and payroll journal entries.
3. Verification of additional types of pay, including supplemental pay, uniform allowances, tips, overtime, shift differentials, and other authorized payments.
4. Coordinate the processing of tax withholding, direct deposit, and other payroll-related employee information through the designated University systems.
5. Process authorized payroll deductions, including taxes, retirement contributions, benefit deductions, garnishments, tax levies, child support, and other applicable deductions.
6. Process benefit-related payroll deductions based on elections and changes authorized through Workday from Human Resources (HR).
7. Coordinate with ADP regarding federal, state, local, and other payroll tax processing, reporting, remittances, tax forms, and related compliance activities.
8. Remit amounts withheld through payroll to the appropriate agency, vendor, retirement plan, benefit program, or other authorized recipient.
9. Prepare and submit federal, state, local, and other required payroll reports and filings.
10. Calculate, withhold, and remit amounts ordered by courts or other authorized governmental agencies, including garnishments, tax levies, and child support.
11. Prepare or coordinate employee tax forms and maintain payroll records in accordance with applicable requirements.
12. Certify applicable PERA data and maintain PERA-related payroll records.

13. Process back pays, tax adjustments, overpayments, underpayments, and other payroll corrections resulting from approved changes or late submissions.
14. Process stop payments, supplemental payments, special checks, and other authorized payroll payment adjustments.
15. Maintain or recommend policies and practices designed to support compliance with applicable federal, state, and local payroll requirements.

Payroll processes information based on authorized inputs. Payroll does not independently authorize employee compensation, employment status, leave, benefits elections, or other employment decisions.

The initiation of a payroll or payment does not constitute final approval. Required payment releases and other approvals must be completed by authorized University approvers in accordance with University procedures. See 17 below for HR responsibilities.

3. Payroll Systems and Employee Resources

Workday Employee Self-Service

Workday is the University's primary system for human resources and payroll information. Employees use Workday, as applicable, to:

- Review payroll and employment information;
- Enter time worked;
- Maintain personal information;
- Establish or update payment elections;
- Establish or update tax elections;
- Complete benefit elections and qualifying-life-event changes;
- Review applicable deductions and payment information;
- Review pay statements; and
- Submit or review other payroll-related information.

Employees access Workday using their University credentials and applicable multifactor authentication requirements. Workday provides access to payroll, timekeeping, personal information, and benefits resources.

Employee Resources:

- CSU Employee Portal: [CSU Employee Portal Login](#)
- Workday Employee Self-Service: [CSU Workday Login](#)
- How to Submit Time: [Time Submission Help Link](#)
- How to Approve Time: [Time Approval Help Link](#)
- How to View and Print Payslips: [View & Print Payslips Help Link](#)

- Payroll Calendar and Payroll Resources: <https://www.csupueblo.edu/office-of-financial-management/payroll.html>
- 2026 Payroll Master Schedule: [2026 Payroll Master Schedule](#)
- FY 2027 Fringe Benefit Rates: [CSU FY27 Federally Approved Fringe Benefit Rates](#)

Employees can view and print pay statements through Workday.

ADP and Payroll Taxes

ADP supports University payroll-related tax processing, including:

- Federal income tax withholding;
- State and local income tax withholding (excluding ADP specified items);
- FICA and Medicare tax processing;
- Payroll tax reporting and remittances;
- Tax filings;
- Tax forms; and
- Other payroll tax compliance activities.

Employees who need to change federal or state tax withholding must submit a new Form W-4 through the current process designated by Payroll.

ADP Employee Access: [Sign in | AdminDefault](#)

GLACIER

International employees, international students, scholars, foreign nationals, and other applicable individuals use GLACIER to provide immigration, visa, residency, tax-treaty, and related information needed to support tax residency determinations, tax withholding, and tax reporting.

GLACIER Employee Access: <https://www.arcticintl.com/portalmvc/Login>

Individuals who need GLACIER access or assistance must follow the instructions provided by HR, Payroll, or the applicable University office.

GLACIER is used for payroll tax withholding and residency-related determinations. It is separate from any tax return preparation program that may be made available to international students or scholars.

Student Employment Resources

Work-Study information for student employees is available through the Student Financial Services page: [Work Study Information Link](#)

Student Financial Services manages Federal Work-Study and regular student hourly employment. Student employees must meet applicable enrollment and employment requirements.

4. Work Provisions and Definitions

Established Work Week

An established work week is any regularly recurring period of 168 hours, consisting of seven consecutive 24-hour periods, designated as a period of work for an employee.

The established work week for University departments begins at 12:01 a.m. Saturday and ends at 12:00 a.m. the following Saturday, unless otherwise established by applicable University policy or plan.

Hours Worked

Hours worked is time for which an employee is entitled to compensation.

For employees eligible for overtime, hours worked generally include time during which the employee is required to be on duty at the employer's premises, at a prescribed workplace, or is otherwise suffered or permitted to work, whether or not the work was specifically requested.

Hours worked may include time spent in idleness, incidental activities, and productive labor when the employee is required or permitted to remain available for work.

Meal Periods

Scheduled meal periods are discretionary and are not counted as work time when the employee is relieved from duty for the entire meal period.

Meal periods must be at least 30 minutes unless a different requirement applies under applicable law or University policy. If an employee is materially interrupted or is not completely free from duties, the meal period may be considered work time.

Work Breaks

Work breaks are discretionary. When provided, breaks of up to 15 minutes are generally considered work time.

Work breaks must not:

- Offset other work time;
- Substitute for paid leave;
- Be taken at the beginning or end of the workday; or
- Be used to extend a meal period.

5. Payroll Frequency and Processing

The University generally processes:

- Monthly payroll for applicable salaried employees; and
- Biweekly payroll for applicable hourly, student and work-study employees.

The applicable payroll schedule, employee classification, Workday pay group, and official Payroll Calendar determine the payroll cycle for an employee.

Student employees and non-student hourly employees are paid on a biweekly schedule. Student employees are generally paid every other Friday for hours worked during the applicable prior pay period. The official Payroll Calendar controls the applicable pay period and pay date. See Employee Resources above for the Master Payroll Calendar link.

Time Entry and Approval

1. Employees required to report time must enter time worked accurately and daily in the designated University system.
2. Time must be submitted no later than the deadline published in the current Payroll Calendar. Unless an earlier deadline applies, time should be entered and approved no later than 5:00 p.m. Mountain Time on Friday of each week.
3. Supervisors and designated approvers must review and approve time entries daily or by the applicable deadline.
4. Overtime and other special pay must be approved in accordance with University procedures.
5. Missing, inaccurate, rejected, or late time entries must be corrected promptly. Off-cycle payrolls are at Payroll's discretion, employees can expect pay in next bi-weekly period.

Hourly employees and supervisors must use Workday or another University-designated process for time entry and approval.

Direct Deposit

State employees are expected to participate in the Direct Deposit Payroll Program unless an exception is approved by the State Controller or authorized delegate.

Employees must submit a new direct deposit authorization through Workday or another University-designated process when changing the financial institution or account into which wages are deposited.

If changes are made to direct deposit, they will not be effective until Payroll validates.

Late or Incomplete Information

Late or incomplete information may be processed in a subsequent payroll cycle, through retroactive pay, or through an approved off-cycle process, depending on the circumstances and applicable University procedures.

6. Deadlines

Job Offers and New Hires

1. Fully executed job offers must be submitted to Human Resources by the 15th of the month for end-of-month payroll.
2. Non-student hourly job offers must be submitted to Human Resources before the employee begins working.
3. Human Resources must receive acceptable documents, or an acceptable receipt for the application of those documents, necessary to complete Form I-9 Employment Eligibility Verification within three business days of the date-of-hire.
4. Employees may not be paid through University payroll if required employment eligibility documentation has not been completed.
5. Departments should allow sufficient time for all required signatures and approvals. As a general administrative practice, departments should allow at least one week for each required signature.

Payroll Deductions and Direct Deposit

Changes to payroll deductions, direct deposit information, and other employee payment information must be submitted by the applicable cutoff published in the current Payroll Calendar.

Payroll Close Days

Payroll close dates are published in the official Payroll Calendar and generally occur before the applicable payday.

Special fiscal-year-end close dates, including the July payroll close, may differ from the standard schedule. Employees and departments must follow the current Payroll Calendar or specific instructions issued by Payroll.

7. Overtime

Overtime Definition

Overtime is the time an employee in a position eligible for overtime is directed or allowed to work in excess of a 40 hour established work week, except as outlined in special plans. Work over 8 hours on a single work day may be balanced by time off in the same work week at a time mutually agreeable to the employee and supervisor. Overtime will not accrue until more than 40 hours are accrued in a single work week. Work over 12 hours in a day, in the state of Colorado, is considered overtime.

Overtime Eligibility

The Human Resources Department individually reviews all state classified positions and designates each as either eligible or ineligible for overtime. These determinations are based upon the criteria contained in the Fair Labor Standards Act (FLSA). Departments and/or employees who question the stated designation may ask that a review be conducted.

Requests should be submitted to the Director of Human Resource of the Human Resources Department. Information concerning the FLSA criteria is available in the Human Resources Department.

All employees paid on an hourly basis are eligible for overtime regardless of the noted overtime designation for the appropriate job classification, with the exception of certain employees in computer related occupations who are paid at an hourly rate exceeding \$27.63. Employees in computer related classes normally exempt from overtime whose hourly rates exceed this minimum are paid their normal hourly rate for all hours worked.

Note: Students should not be working more than 20 hours in a week, and no more than 12 hours per day.

8. General Payroll Information

Payroll Documents

Workday time entries and other payroll records are the primary documents used to record and authorize regular pay, overtime, supplemental pay, and other special pay.

Payroll documents must be:

- Accurate and complete;
- Submitted by the applicable deadline;
- Reviewed by knowledgeable supervisors or approvers;

- Protected against unauthorized changes or fraudulent entry;
- Approved by authorized personnel; and
- Retained in an approved access-controlled location.

Pay and Pay Periods

Salaried employees are generally paid monthly on the last state workday of the month in accordance with the official Payroll Calendar.

Students and non-student hourly employees are paid biweekly in accordance with the official Payroll Calendar.

Pay statements are made available through Workday. Employees are responsible for reviewing their pay statements and promptly reporting suspected errors.

Tax Withholding

Federal, state, local, Medicare, and other applicable payroll taxes are processed through ADP based on the employee's tax information and applicable payroll requirements.

Employees must update Tax Elections in Workday when changing federal or state tax withholding in accordance with the Internal Revenue Service (IRS).

Scholarship, fellowship, stipend, or other payments that are not processed through Payroll may be subject to separate tax reporting and withholding rules.

Moving Expense Reimbursements

Moving expense reimbursements may be treated as taxable income in accordance with applicable federal and state requirements.

Additional guidance is available in University [Moving Expenses & Procedures](#).

Advances

The University does not permit advance payments or loans against future pay unless specifically authorized by applicable law and University policy.

Earnings Statements

Earnings statements and pay advices are available through Workday.

Employees who do not receive or cannot access an earnings statement should contact Payroll.

Employees must maintain current mailing and contact information in Workday. Tax forms and final pay information will be provided through the current University-designated system or mailed to the address on file, as applicable. Mailing addresses must be updated by the end of calendar year for W-2.

9. Termination Pay

Employees who retire, resign, are discharged, or otherwise terminate employment will be paid amounts due in accordance with applicable law, University policy, and the applicable payroll schedule.

Termination pay may include:

- Salary or wages earned through the termination date;
- Approved supplemental or special pay;
- Accrued annual leave, when payable;
- Allowable sick leave, when payable;
- Authorized deductions; and
- Other amounts required or permitted by University policy.

Termination pay will be processed after all required personnel and payroll documents have been completed.

Time Limitations for Termination Pay

1. Employees who resign or otherwise terminate employment will be paid in accordance with applicable law and the next applicable regular payroll schedule, unless an earlier payment is required.
2. Employees discharged by the University will be paid within the timeframe required by applicable law and University policy.
3. Accrued leave does not extend the applicable deadline for payment.
4. Departments must promptly submit termination actions and support documentation to Human Resources and Payroll.

Taxes on Termination Pay

Income earned may not be deferred until the next calendar year for tax purposes. The Internal Revenue Code states that if income is available in a calendar year it is taxable in that year. As an example, employees retiring on November 30 (last day worked) will receive their regular pay for November on the November payday. Pay for accumulated annual leave and the allowable sick leave will also be received in the same November paycheck. Employees should consult a qualified tax adviser regarding individual tax consequences.

Payroll will process applicable withholding and reporting through ADP.

10. Payroll Deductions, Benefits, and Payments

Employees are subject to mandatory deductions, including applicable:

- Federal, state, and local income taxes;
- FICA and Medicare taxes;
- Retirement contributions;
- Court-ordered payments;
- Garnishments;
- Tax levies;
- Child support; and

- Other deductions required by law or University policy.

Employees may authorize voluntary deductions made available by the University.

Amounts owed to the University for Unpaid Parking Fines and other valid obligations will be deducted from the employee's paycheck after written notice of the pending deduction has been sent to the employee.

Benefits Administration

Benefit elections and qualifying-life-event changes must be completed through Workday or another University-designated process.

Workday is the system of record for employee benefit elections and changes unless the applicable plan or University instructions identify another process.

Employees must follow current Human Resources and Benefits instructions for:

- Initial benefit elections;
- Open enrollment;
- Qualifying life events;
- Benefit cancellations;
- Leave without pay;
- Retirement;
- Termination; and
- Changes in employee classification.

Payroll applies authorized deductions and remits applicable amounts to the appropriate retirement, insurance, benefit, tax, or other recipient.

State classified and state classified hourly employees are eligible to enroll in the State of Colorado insurance plans. The State's contribution to the insurance plans is paid if the employee works at least 1 full (8-hour) work day per month. Insurance premiums for the employee's share will be deducted if the employee receives enough pay to cover the costs.

Deduction Priority

Deductions are applied in accordance with applicable law, University policy, and the following general priority:

1. Required federal, state, and local taxes;
2. Court-ordered child support, garnishments, tax levies, and liens;
3. Required retirement and benefit deductions;
4. Other legally required deductions;
5. University obligations for which appropriate notice has been provided; and

6. Voluntary deductions.

Changes in Employee Category/Deductions

When an employee changes category (Academic Faculty or Administrative Professional to State Classified or State Classified to Academic Faculty or Administrative Professional) all voluntary deductions for the category the employee is leaving will be canceled and new deduction enrollment forms appropriate to the new category must be completed.

Changes to payroll deductions must be turned in in accordance to the official Payroll Calendar on that month's paycheck.

Changes to insurance must be discussed with the Human Resources office.

Leave Without Pay

Employees going on special leave or leave without pay must contact Human Resources, Benefits, and Payroll regarding continued benefit coverage and any required premium payments.

Termination of Deductions and Benefits

Voluntary deductions will terminate at the end of the contract period. At the time of termination, amounts owed the University for Travel Advance, athletic tickets, accounts receivable or any amount agreed to by the employee will be deducted from the final paycheck.

When an Academic Faculty or Administrative Professional retires or terminates employment with the University, coverage under the CSU- Pueblo Benefits Plan will terminate at the end of the following month in which employment ceases. Payroll deductions for insurance premiums will be taken out of the last paycheck unless indicated by the employee to Human Resources.

Premiums for state classified insurance plans will be deducted from a terminating employee's last payroll check to pay for coverage for that current calendar month. Coverage ends at the end of the month of termination

Employees should contact Human Resources or Benefits regarding coverage end dates and post-employment benefit options.

Benefits Questions: csup_hr@csupueblo.edu

11. FMLI

Applicable Family and Medical Leave Insurance, or FMLI, employee deductions, employer contributions, benefit-related payments, and leave-related payroll adjustments are processed in accordance with current legal requirements, applicable benefit determinations, and University procedures.

Human Resources is responsible for applicable employment and leave information.

Payroll is responsible for:

- Validating authorized FMLI-related information;
- Processing applicable payroll entries and deductions;
- Coordinating applicable employer contributions;
- Processing approved payroll adjustments; and

- Performing related reconciliations.

Benefits Questions: csup_hr@csupueblo.edu

12. Overpayments and Underpayments

The University makes every effort to ensure employees are paid accurately. Errors to employee payrolls may occasionally result in an overpayment or underpayment.

Timing of SunLife approval of FAML leave can create overpayments.

Recovery of Overpayments

1. Overpayments of salary, wages, benefits, or other amounts must be repaid in accordance with applicable law, University fiscal rules, and approved University procedures.
2. The University fiscal rules require the repayment of any salary, wage or other overpayments made to State employees. Amounts owed by an employee to the University require immediate arrangement for payment.
3. If the overpayment is nominal, it may be deducted from the employee's next pay. In some cases, overpayment may be significant and require a repayment schedule not to exceed six months.
4. The Payroll Department will establish a repayment schedule based on the particular facts involved in each case.
5. Repayment arrangements should recover the overpayment as quickly as practicable while considering applicable legal requirements and potential undue hardship.
6. If an acceptable repayment arrangement cannot be established, the University may offset the amount owed against amounts otherwise due and payable to the employee when permitted by law.
7. Any remaining overpayments at the time of termination will be deducted from final termination pay.

Underpayments

According to policy adopted by the Executive Budget Committee in December 1994, when underpayments occur, the University limits back pay awards to a 2-year period. The 2-year period is defined as the 24-month period immediately preceding the date the error was discovered. This policy does not apply to state classified personnel.

Employees and departments must promptly report suspected underpayments to Payroll or Human Resources.

13. Payroll Vendor and Payment Changes

The University may change payroll, benefits, retirement, tax, insurance, or other payment vendors or administrators.

When a vendor or payment arrangement changes:

- The University will issue applicable employees or department communications;
- Workday deductions and related payroll processes will be updated as needed;

- Employees must follow current enrollment, payment, tax, and self-service instructions;
- Payroll and tax-related activities may be transitioned to ADP or another designated provider;
- Benefits elections must continue to be completed through Workday unless otherwise directed; and
- The current Payroll Calendar and official University communications control over prior notices or vendor information.

This policy intentionally does not embed vendor-specific payment dates, vendor account details, or temporary transition arrangements.

14. Confidentiality and Information Security

Payroll and employee information must be protected from unauthorized access, use, disclosure, alteration, or loss.

Employees, supervisors, departments, Human Resources, Payroll, and other authorized users must:

- Access payroll information only for legitimate business purposes;
- Use approved University systems and communication channels;
- Avoid sending sensitive information through unsecured methods;
- Protect Social Security numbers, tax information, bank information, benefit information, and other confidential employee data;
- Store payroll records only in approved access-controlled locations; and
- Report suspected unauthorized access, loss, or disclosure through applicable University channels.

Sensitive payroll information must not be included in unsecured email or shared drives unless approved security controls are in place.

15. Records Retention

Payroll, tax, benefit, deduction, payment, reconciliation, approval, and supporting records must be retained in accordance with University record-retention requirements and applicable law.

Records must be:

- Complete;
- Accurate;
- Accessible to authorized personnel;
- Protected from unauthorized alteration or destruction; and
- Disposed of only in accordance with the applicable retention schedule.

University Record Retention Policy: [CSU Record Retention Policy Link](#)

16. FICA Medicare Tax

Employees hired after March 31, 1986, generally must have FICA Medicare Tax withheld, except where an applicable student or other statutory exemption applies.

The Medicare tax rate is applied in accordance with current federal requirements and does not have an annual wage cap. The University is responsible for the corresponding employer contribution.

Payroll tax withholding and reporting are administered through ADP.

17. HR Responsibilities

Human Resources is responsible for maintaining and authorizing employee and employment information that affects payroll, including:

- Employee records and employment status;
- Job, position, supervisory, and organizational information;
- Compensation and pay-rate information;
- New hires, transfers, promotions, reclassifications, and terminations;
- Leave and absence information;
- Benefits and retirement eligibility information;
- Employment classifications and overtime designations; and
- Other authorized employee information that affects payroll.

Human Resources is responsible for:

1. Reviewing and approving applicable employment actions in accordance with University procedures.
2. Entering or coordinating authorized employee, position, compensation, leave, and employment-status changes in Workday.
3. Coordinating with hiring departments to ensure required employment documentation is completed before an employee begins work or is paid, as applicable.
4. Coordinating the completion of Form I-9 Employment Eligibility Verification within the required timeframe.
5. Reviewing and communicating employee classification, overtime eligibility, leave status, and other employment-related determinations.
6. Coordinating with Benefits regarding benefit eligibility, elections, qualifying life events, leave without pay, retirement, and termination-related benefit changes.
7. Providing Payroll with timely and authorized information needed to process payroll accurately.
8. Reviewing and approving employee-related changes that affect compensation, deductions, benefits, retirement, or leave.
9. Responding to employee questions concerning employment records, job changes, compensation, leave, benefits, retirement, and employment status.

10. Coordinating with Payroll and other University offices when payroll-impacting employee information requires correction or clarification.

Human Resources does not process payroll, initiate payroll payments, approve the release of payroll payments, or independently change payroll records without appropriate authorization and supporting documentation.

18. Questions and Support

Employees should contact the following resources:

- **Human Resources or Benefits:** Submit a help case through Workday for employee records, job changes, compensation, leave, employment status, benefits, and retirement matters. For non-Workday related matters, email: csup_hr@csupueblo.edu.
- **Payroll:** Submit a help case through Workday for pay, deductions, tax forms, pay statements, payroll processing, payroll deadlines, and payroll corrections. For non-Workday related matters, email: csup_payroll@csupueblo.edu.
- **Supervisor or Department Timekeeper:** For time entry, time approval, overtime, and departmental payroll submissions.

In-person assistance is available in **Administration Building, Room 211**, during open office hours, Monday through Friday, from **11:00 a.m. to 2:00 p.m.**, subject to University operating schedules.