

Anschutz HR Community Meeting

December 2, 2025



Agenda

Adrienne Howarth-Moore, Associate Vice Chancellor
& Chief Human Resources Officer

- **Welcome and Introductions**
- **Chat and Ground Rules**

Florie Montoya, Assistant VC, Human Resources

- **FLSA Clean Up**
- **Leave Payout Mini-Training**

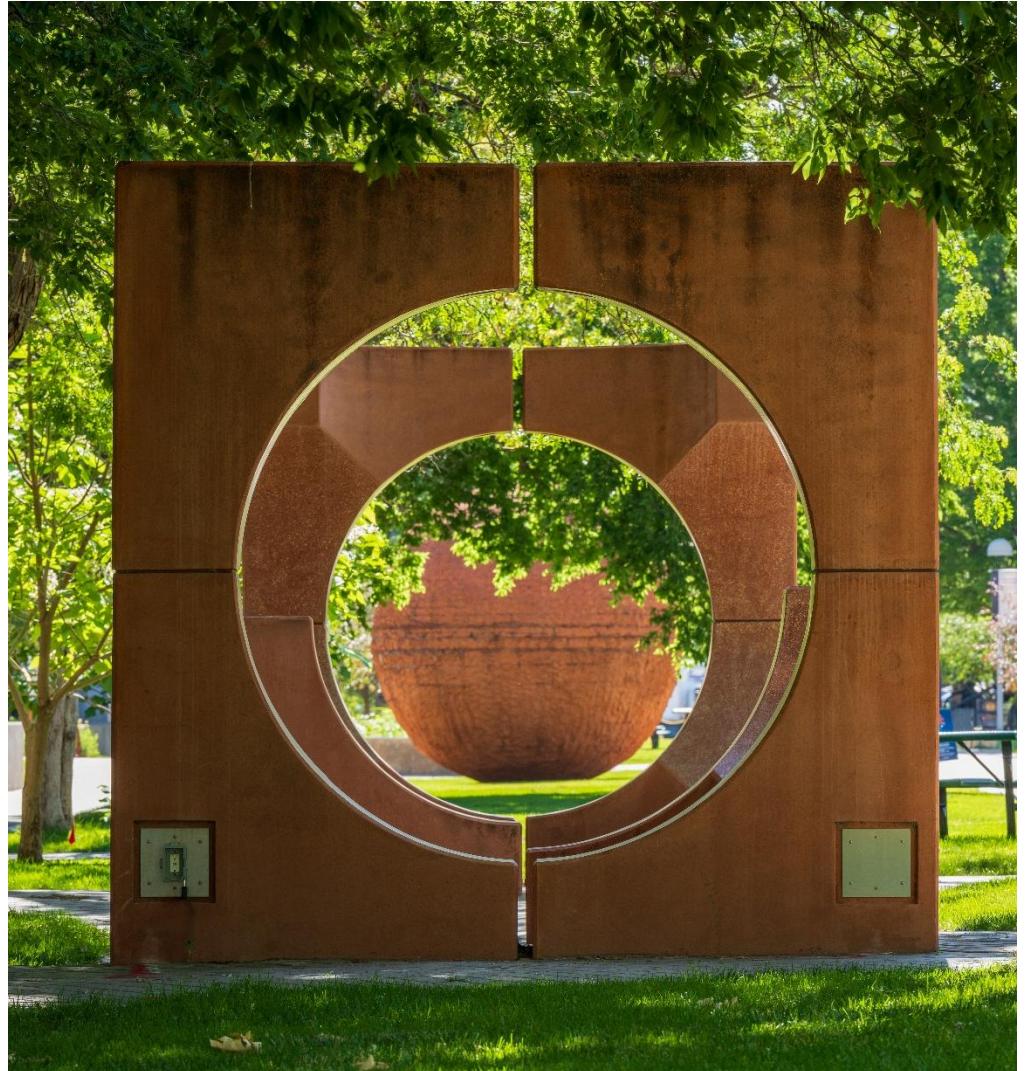
Megan Bohn, Director, HR Operations

- **Meet HRvy! HR's new AI Chatbot**

Justin Loiselle, HCM Program Director, Human Resources

- **Time & Labor Project Update**

Wrap Up





FLSA Clean Up

Florie Montoya, Assistant VC, Human Resources

FLSA Salary Threshold Reminder

November 2024 Changes:

- **Federal Judge ruled to strike down all components of the proposed FLSA overtime final rule including July 1, 2024, and January 1, 2025, salary threshold amounts and triennial updates.**
- **Anschutz decided to maintain the July 1 salary threshold of \$43,888.**

FLSA – Positions subject to salary test

Reminder - Positions subject to salary test and duties test

- Post Docs
- PRA, Senior PRA, Research Associate, Senior Research Associate
- University Staff
- Classified Staff
- Staff Retirees (University Staff and Faculty based on work)
- Pharmacy Residents (1469 - Instructor Fellow job code)
- Visiting Researchers (1313, 1308 job codes)

Please ensure the salary test is completed/applied for new hires and changes in FTE and non-exempt designation/comp time language is included in offer/addendum letters if below \$43,888. Reminder: no annualization of part-time salaries.

FLSA – Clean Up Completed

Entry Level University Staff

- **Adjusted positions previously designated as non-exempt based on being “in training.”**
- **Shifted to exempt if at or above the \$43,888 salary threshold.**

FLSA – Clean Up Underway

- **Executive Assistants**
- **Classified supervisors who meet unit supervisor designation in classified specifications.**
- **Other university staff supervisors who meet this designation.**
- **HRBPS – On-going:**

Review positions above \$43,888 threshold where duties could justify exempt. Submit changes via transaction center for review by TAC.

FLSA – Time and Labor

Non-Exempt employees will move to bi-weekly pay when Time and Labor goes live (proposed for September 2026)

- **Important: Ensure pay group aligns with FLSA designation or position will error during transition**
- **FLSA designated in Position in HCM**
- **Pay Group designated in Job Data in HCM**
- **For staff, TAC responsible for updating FLSA in Position**
- **For staff, HRBP responsible for updating pay group in Job Data in HCM.**
- **TAC sending reminder e-mail to HRBP to update pay group if change to FLSA, % of time**
- **For faculty, schools responsible for updating FLSA and pay group**

FLSA – Pay Groups

Examples:

- **Classified NE/Paygroup should be COT**
- **University Staff NE/Paygroup should be UOT**
- **Classified Exempt/Paygroup should be CLX**
- **University Staff Exempt/Paygroup should be USX**

FLSA – Multiple Appointments

If individual has multiple appointments, can only have one FLSA designation (all appointments Exempt or all appointments Non-Exempt)

Currently reviewing multiple appointment population and will reach out with proposed changes and further guidance.

Programming HCM/TBT so that when hiring a new employee and they have another appointment, system will not let you proceed if FLSA designation does not match. More to come on this soon.

In Time and Labor, system will display all appointments.

FLSA – Resources (Pay Groups/Multiple Appointments)

Resources:

HCM Campus Call Recording (October 7): [HCM Campus Calls | University of Colorado](#)

Job Code Crosswalk/Setup – CUES_HCM_JOB_CODE_CRSWLK Returns a list of active job codes with Job Code defaults, including Empl Type and Pay Group.

Default Earnings Codes and Their Pay Groups – Job Aide

[hcmjaid-default-earnings-codes-pay-grouppdf-1](#)

Job List – CUES_HCM_JOB_LIST

Displays employee data including Job Code, Pay Group, Empl Type, and Comp Frequency

FLSA Cleanup

Discussion/Questions?



Leave Payout Mini Training

Florie Montoya, Assistant VC, Human Resources

Felipe Avalos, HR Principal Pro

Processing Leave Payouts

Leave Payout Forms and Location

Exhibit A – Calculation Sheet for State Classified Staff

Exhibit B – Calculation Sheet for Officers, University Staff and 12 Month Faculty

Exhibit C – Unused Leave Separation Pay Form

Location in Anschutz Human Resources page where you can find the current forms:

<https://www.cuanschutz.edu/offices/human-resources/hr-business-partners/hrbp-employee-categories-resources#ac-separation-retirement-leave-payout-forms-and-processes-3>

University of Colorado Denver | Anschutz Medical Campus

Unused Leave Calculation Sheet for State Classified

Exhibit A

This form is completed by the department/unit to calculate unused and vacation leave balances for a classified employee who is separating or retiring from the University.

Employee ID#	Employee Name LAST, First		
Vacation Leave	Hours	Sick Leave	Hours
Vac. Lv. balance in HCM System: AS OF _____ (date)		Sick Lv. balance in HCM System: AS OF _____ (date)	
Used vacation leave entered in CU Time has not processed for: Previous month: Current term month:	-	Used sick leave entered in CU Time has not processed for: Previous month: Current term month:	-
Vacation leave balance accrued**:(Current term month)	+ _____	Sick leave balance accrued**: (Current term month)	+ _____
A - Balance at Separation:	= _____	A - Balance at Separation:	= _____
B - *Max vacation leave allowed: LOS in HR _____ find Max below	= _____	B - *Max sick leave allowed: 360 + 6/30/88 bal _____	= _____
Vacation Leave Payout Enter the lesser of line A or B	_____	C - Enter the lesser of line A or B	= _____
Line C x .25 = sick balance pay-off _____			

CLASSIFIED STAFF LEAVE ACCRUAL AND PAYOUT GUIDE

Vacation Leave (Accrual based on 100% FTE)		Sick Leave (Accrual based on 100% FTE)			
LOS /Yrs. Of Service*	Max. Accrual*	Payout	Max. Accrual*	Payout	
1-36 (1 - 3 yrs)	8/mo 192 hrs.	Upon death, termination or retirement, unused leave is paid out up to the maximum accrual rate.	Hired 7/1/88 or later, 360 hrs.	Upon death, or if eligible to retire upon termination, % of unused leave is paid out to the maximum accrual rate.	
37-60 (4 - 5 yrs)	9/mo 216 hrs.				
61-120 (6 - 10 yrs)	11/mo 264 hrs.		Hired before 7/1/88, individual amount equal to 6/30/88 amount + 360 hrs.		
121-180 (11 - 15 yrs)	13/mo 312 hours				
180+ (16 yrs & above)	16/mo 384 hrs.				

* Computed from 1st calendar day of the month following hire unless employee began work on the 1st working day (then that month).
* Over-accrued amounts are forfeited each 7/1.

* Over-accrued sick leave up to 80 hrs. is converted to vacation leave each 7/1 on a 5:1 ratio (5 hrs of sick converts to 1 hr. vacation leave).

**Use this formula to calculate vacation and sick leave accruals for mid-month separations:

Hours worked (including paid leave)
in month of separation X Employee's accrual rate = Leave accrued for separating month
Total number of work hours in month (see above annual; 6.66 sick/personal)

Attach this form to Exhibit C-Separation Pay Form

fp5-07a - revised 7/1/2022

**Exhibit A – Calculation Sheet for State
Classified Employees Only**

-Max monthly vacation accrual is up to 16 hours depending on scheduled standard hours and years of service, and max monthly sick accrual is up to 6.66 hours depending on scheduled standard hours

-Max vacation payout hours are up to 384 depending years of service and leave balance

-No cap on sick accrual, but max sick payout is 25% of 360, depending on leave balance, except for employees hired before 7/1/1988.

-Calculate vacation and sick accruals to the 2nd decimal point and round up (exp: 125.127 round to 125.13)

-If leave was used during the previous and current months and not yet processed, enter for processing

-To calculate prorated leave accruals for current month, see calculation at bottom of form A

University of Colorado Denver | Anschutz Medical Campus

Unused Leave Calculation Sheet for Officers, University Staff, and 12 month Faculty

Exhibit B

This form is completed by the department/unit to calculate unused and vacation leave balances for an officer, university staff, or faculty employee who is separating or retiring from the University.

Employee ID# _____	Employee Name _____		
Vacation Leave	Hours	Sick Leave	Hours
Vac. Lv. balance in HMC System: AS OF _____ (date)		Sick Lv. balance in HCM System: AS OF _____ (date)	
Used vacation leave entered in CU Time has not processed for: Previous month: Current term month:	-	Used sick leave entered in CU Time has not processed for: Previous month: Current term month:	-
Vacation Leave balance accrued**:(Current term month)	+	Sick Leave balance accrued**: (Current term month)	+
A - Balance at Separation:	=	A - Balance at Separation:	=
B - *Max Vacation Leave allowed:	= 352	B - *Max sick allowed = Greater of 960 or ^(a) 5/1/01 Balance	=
Vacation Leave Payout Enter the lesser of line A or B		C - Enter the lesser of line A or B	=
Line C x .25 = sick balance pay-off			

OFFICERS, UNIVERSITY STAFF, and FACULTY LEAVE ACCRUAL AND PAYOUT GUIDE			
Vacation Leave (Accrual based on 100% FTE)		Sick Leave (Accrual based on 100% FTE)	
Max. Accrual	Payout*	Max. Accrual	Payout*
accrual of 14.67 hr/mo up to 44 days (352 hours)	Upon death, termination, or retirement, unused leave is paid out up to the maximum accrual rate.	accrual of 10 hr/mo with No limit.	Upon death, or if eligible to retire upon termination, $\frac{1}{4}$ of unused leave up to a maximum of $\frac{1}{4}$ of 120 days accrual. Payment may exceed this limit if employee has unused sick leave in excess of 120 days on May 1, 2001 ^(a) and this balance has been documented and approved on a University leave record form or equivalent approved form.
Vacation accrual may not exceed forty-four (44) days (352 hours) on July 1 of every year.	Over-accrued amounts are forfeited each 7/1.	(a) If the documented unused sick leave balance on May 1, 2001 is in excess of 120 days, payment will be for $\frac{1}{4}$ of the May 1, 2001 balance or any unused portion of that balance at the time of separation. If the sick leave balance upon termination is less than the documented balance on May 1, 2001, payment shall be for $\frac{1}{4}$ of the lesser balance.	

*Use this formula to calculate vacation and sick leave accruals for mid-month separations:

Hours worked (including paid leave)
in month of separation X Employee's accrual rate = Leave accrued for separating month
Total number of work hours in month (14.67 annual; 10 sick/personal)

Attach this form to Exhibit C-Separation Pay Form

fp5-07b - revised 5/1/2025

Exhibit B – Calculation Sheet for Officers, University Staff and 12 Month Faculty

-Max vacation payout is 352 hours depending on balance

-There is no cap on sick accrual balance, but max sick payout is 25% of 960 hours depending on balance. Except for employee's balance on 5/1/2001

-Max monthly vacation accrual is 14.67 hours and 10 sick hours depending on scheduled standard hours

-When calculating vacation and sick accruals, calculate to the 2nd decimal point and round up (exp: 125.127 round to 125.13)

-To calculate the prorated current month's leave accrual, see calculation at bottom of form B

-If the termination entry was approved before payroll starts processing, MyLeave entries may not load for previous month usage and will need to include them in exhibit B

Unused Leave Separation Pay Form

Exhibit C

This form is completed by the department/unit to obtain approval for payment of unused sick and annual leave balances to an employee who is separating or retiring from the University. You must attach exhibit A (classified staff) or B (officers, university staff, and 12 month faculty) and documentation supporting final hours to be paid.

► Please Note the following instructions: 1) All boxes must be completed; 2) Email signed form and supporting documentation to HR Leave Payout at hr.leavepayout@ucdenver.edu; 3) Department enters approved leave payout "HOURS" in CU Time under Batch & My Leave & Manual tab; 4) Department approves the entries in HCM.

Pay Period End Date:	CU Time - Earnings Begin and End Date

Employee ID#	Employee Name (LAST, First)	Last day worked _____
Job Code #:	Job Code Description:	Check one box below: <input type="checkbox"/> Retirement Date _____ <input type="checkbox"/> Effective Date of Termination _____
Dept #:	Department Description:	

Type of Leave	Earnings Code	Hours	Hourly Rate	Total Payout	Leave Pool Speed Type
Vacation Leave to be paid from Exhibit A or B	VCT			-	62846319
Sick Leave to be paid from Exhibit A or B	SKS (retirements only)			-	62846319

EMPLOYEE SIGNATURE: (acknowledges that balances are correct pending HR review)	Date:
Name of Initiating Department/Supervisor authorizing payment (please print):	
Signature of Initiating Department/Supervisor authorizing payment:	Date:
Initiating Department Contact:	Phone #:
Approval	
Human Resource Office	Date: _____
	Phone #: _____

CU Denver | CU Anschutz Central Human Resources should return the approved form to:

Name: _____
 Email: _____

Attach Exhibit A or B & other documentation

Revised 10/19/16

Exhibit C – Unused Leave Separation Pay Form

- Pay Period End Date is the last day of the month (11/30/25)

- Earnings begin and end date (exp: last day worked 11/30 you would use begin date 11/1/25 and end date 11/30/25)

- From job data, use termination date as Last Day Worked (11/30/25) and the Effective date is the following day (12/1/25)

- The hourly pay rate is entered to the 6th decimal point using Job Data information (exp: 33.401965)

- The vct and sks hours are entered up to the 2nd decimal point (exp: 60.27)

- Employee signature is not required to process the leave payout and recommended not to have employee sign it before HR conducts its review and approval process

CU HCM User WorkCenter

CU HCM User WorkCenter

WorkCenter Resources

HCM Navigation

ePAR

- ePAR Actions
- ePAR Approval
- ePAR Status
- Inquire ePAR Transactions

Personal Information

- Modify a Person
- Person Organizational Summary
- Maintain Person of Interest
- Emergency Contact

Job Information

- Job Data
- Contract Pay

Position Management

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

Profile Management

- Person Profiles
- Non-person Profiles
- Training

Time Collection

- CU Employee Reported Time
- CU Reported Time Summary
- CU One Time Payments Load
- CU Leave Balances**

Employee Pay Data

- Create Additional Pay

Student Info & Processes

- CU Student Information
- CU Work Study Indicator
- CU Work Study Awards
- CU Work Study Report
- CU Work Study Jobs

Welcome CU HCM User

PeopleSoft WorkCenters provide a one stop page for users to perform different business transactions. Take action on alerts, view reports and analytics or access related components and pages. The WorkCenter delivers data to you instead of you searching through the HCM system for information.

PeopleSoft WorkCenter page allows you to access all the related pages, query results, and links etc. from one central location. It divides the browser window into two frames, an adjustable pagelet area on the left and the target content area on the right.

This is a new experience we think you are going to like. Welcome to the CU HCM User WorkCenter

HCM Tools used to review leave balances and location

-To locate CU HCM User WorkCenter- click HCM Tile, from the dropdown, select HCM Community Users and click CU HCM User WorkCenter Tile

-Job Data

-CU Leave Balances

-CU Employee Reported Time

-MyLeave – if applicable – not all departments use MyLeave

We recently reviewed the Anschutz leave payout process and determined that the central HR team will review leave records going back two years from the date of receipt of the leave payout request to determine if leave usage and reporting match. Our previous practice was to review the entire work history of the employee going back to the start date. This review applies to classified, staff and faculty positions.

The two-year look back language is included in the current, updated draft of APS 5062: Leave which is under review. We will also explore the possibility of adding information to Time and Labor to notify employees, supervisors, and HRBPs of the two-year review timeframe.



Unused Leave Separation Pay Form

Exhibit C

This form is completed by the department/unit to obtain approval for payment of unused sick and annual leave balances to an employee who is separating or retiring from the University. You must attach exhibit A (classified staff) or B (officers, university staff, and 12 month faculty) and documentation supporting final hours to be paid.

→ Please Note the following instructions: 1) All boxes must be completed; 2) Email signed form and supporting documentation to HR Leave Payout at hr.leavepayout@ucdenver.edu; 3) Department enters approved leave payout "HOURS" in CU Time under Batch & My Leave & Manual tab; 4) Department approves the entries in HCM.

Pay Period End Date:	CU Time - Earnings Begin and End Date
11/30/25	11/1/25-11/30/25

Employee ID#	Employee Name (LAST, First)	Last day worked <u>11/30/25</u>
Job Code #:	Job Code Description:	<input type="checkbox"/> Retirement Date _____ <input checked="" type="checkbox"/> Effective Date of Termination <u>12/1/2025</u>
Dept #:	Department Description:	
20259		

Type of Leave	Earnings Code	Hours	Hourly Rate	Total Payout	Leave Pool Speed Type
Vacation Leave to be paid from Exhibit A or B	VCT	60.27	33.401965	2013.144 3,547.567871	- 62846319
Sick Leave to be paid from Exhibit A or B	SKS (retirements only)				- 62846319

EMPLOYEE SIGNATURE: (acknowledges that balances are correct pending HR review)	Date:
[Redacted]	11/13/25

Name of Initiating Department/Supervisor authorizing payment (please print): Thomas Roller	Date:
Signature of Initiating Department/Supervisor authorizing payment: [Redacted]	11/13/25
Initiating Department Contact: [Redacted]	Phone #:
Approval Human Resource Office Lorraine A. Rector	Date: 11/14/25
	Phone #: [Redacted]

Job Data

Work Location Job Information Job Labor Payroll Salary Plan Compensation

Employee [REDACTED] Empl ID [REDACTED] Empl Record 0

Work Location Details ?

<input type="text" value="12/01/2025"/> *Effective Date	<input type="button" value="Go To Row"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
Effective Sequence 0	*Action Termination		
HR Status Inactive	Reason Resignation		
Payroll Status Terminated	*Job Indicator Primary Job		

Position Number 00756606

Override Position Data

Position Entry Date 12/01/2022

Position Management Record

Regulatory Region USA United States

Company CU University of Colorado

Business Unit UAMC Anschutz Medical Campus

Department 20259 [REDACTED]

Department Entry Date 12/01/2022

Location 2FAOP Anschutz Outpatient Pavilion

Establishment ID CU University of Colorado

Last Start Date 09/01/2015

Termination Date 11/30/2025 [REDACTED]

End Job Automatically

Override Last Date Worked

Last Date Worked 11/30/2025

Job Data Employment Data Earnings Distribution Benefits Program Participation

Job Data

Work Location Job Information Job Labor Payroll Salary Plan Compensation

Employee [REDACTED] Empl ID [REDACTED] Empl Record 0

Job Information Details ?

Effective Date 12/01/2025	Action Termination
Effective Sequence 0	Reason Resignation
HR Status Inactive	Payroll Status Terminated

Job Code 2268 [REDACTED]

Entry Date 12/01/2022

Supervisor Level

Reports To 00808771

Regular/Temporary Regular

Empl Class 1 Univ Fac/Staff - All Benefit [REDACTED]

Full/Part Full-Time [REDACTED]

*Officer Code None [REDACTED]

Shift Rate [REDACTED]

Shift Factor [REDACTED]

Standard Hours ?

Standard Hours 40.00	Work Period W	Weekly
FTE 1.000000	<input type="checkbox"/> Adds to FTE Actual Count? <input type="checkbox"/> Encumbrance Override	

Contract Number ?

Contract Number

Contract Type

USA [REDACTED]

Job Data Employment Data Earnings Distribution Benefits [REDACTED]

Job Data

Work Location | Job Information | Job Labor | Payroll | Salary Plan | **Compensation**

Employee [REDACTED]
Empl ID [REDACTED]
Empl Record 0

Compensation Details [?](#)

Effective Date 12/01/2025 | Find | First 1 of 29 Last | Go To Row

Effective Sequence 0 | Action Termination
HR Status Inactive | Reason Resignation
Payroll Status Terminated | Job Indicator Primary Job

Compensation Rate 5,789.674000 | *Frequency M MON Sal

Comparative Information [?](#)

Pay Rates [?](#)

Annual	69,476.088000	USD	Daily	267.215723	USD
MON Sal	5,789.674000	USD	Hourly	33.401965	USD

Default Pay Components

Pay Components [?](#) | Personalize | Find | | First 1 of 1 Last

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 BASEM	0	5,789.674000	USD	M	

Calculate Compensation

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Save | Return to Search | Notify | Refresh | Update/Display | Include History | Correct History

If you need to find length of service- Job Data-Employment Data

Job Data

Employment Information | CU Employment Dates | CU Emp Exprnc

Employee [REDACTED] | Empl ID [REDACTED]
Empl Record 0

Organizational Instance [?](#)

Organizational Instance Rcd 0 | Original Start Date 09/01/2015 | Override
Last Start Date 09/01/2015 | First Start Date 09/01/2015
Termination Date | Years 10 Months 2 Days 18
Org Instance Service Date 09/01/2015 | Override | 10 2 18

Organizational Assignment Data [?](#)

Instance Record

Last Assignment Start Date 09/01/2015 | First Assignment Start 09/01/2015
Assignment End Date
Home/Host Classification Home | Years 10 Months 2 Days 18 | Time Reporter Data
Company Seniority Date 09/01/2015 | Override | 10 2 18
Benefits Service Date 09/01/2015 | Override | 10 2 18
Seniority Pay Calc Date 09/01/2015 | Override | 10 2 18
Probation Date 09/01/2015 | |
Professional Experience Date | | Last Verification Date | |
Business Title Operations Program Coordinator | Position Phone

USA

Job Data | **Employment Data** | Earnings Distribution | Benefits Program Participation

Save | Return to Search | Notify | Refresh | Update/Display | Include History | Correct History

Employment Information | CU Employment Dates | CU Emp Exprnc

University of Colorado Denver | Anschutz Medical Campus

Unused Leave Calculation Sheet for Officers, University Staff, and 12 month Faculty – EXHIBIT B

This form is completed by the department/unit to calculate unused and vacation leave balances for an officer, university staff, or faculty employee who is separating or retiring from the University.

Employee ID# XXXXXXXXXX	Employee Name XXXXXXXXXX		
LAST, First			
Vacation Leave	Hours	Sick Leave	Hours
Vac. Lv. balance in HMC System AS OF <u>10/23/25</u> (date) ✓	<u>117.60</u>	Sick Lv. balance in HCM System AS OF <u>10/23/25</u> (date) ✓	<u>471.59</u>
Used vacation leave entered in CU Time has not processed for: • Previous month: • Current term month:	<u>32.00</u> <u>24</u>	Used sick leave entered in CU Time has not processed for: • Previous month: • Current term month:	<u>7</u> <u>8</u>
Vacation Leave balance accrued**:(Current term month)	<u>+ 14.67</u>	Sick Leave balance accrued**:(Current term month)	<u>+ 10</u>
A - Balance at Separation:	<u>= 76.27</u>	A - Balance at Separation:	<u>= 466.59</u>
B - *Max Vacation Leave allowed:	<u>= 352</u>	B - *Max sick allowed = Greater of 960 or ^(a) 5/1/01 Balance	<u>= N/A</u>
Vacation Leave Payout Enter the lesser of line A or B	<u>60.27</u>	C - Enter the lesser of line A or B	<u>= N/A</u>
✓ <i>Entered leave adjustment for unused leave taken 10/1/2024. VAC: 16 (negative) off cycle</i> ✓ <i>Entered sick leave adjustment for unused leave taken 10/1/2024. SICK: 8 (negative) off cycle</i>			
✓ <i>Line C x .25 = sick balance pay-off N/A</i>			

OFFICERS, UNIVERSITY STAFF, and FACULTY LEAVE ACCRUAL AND PAYOUT GUIDE			
Vacation Leave (Accrual based on 100% FTE)		Sick Leave (Accrual based on 100% FTE)	
Max. Accrual	Payout*	Max. Accrual	Payout*
accrual of 14.67 hr/mo up to 44 days (352 hours)	Upon death, termination, or retirement, unused leave is paid out up to the maximum accrual rate.	accrual of 10 hr/mo with No limit.	Upon death, or if eligible to retire upon termination, $\frac{1}{4}$ of unused leave up to a maximum of $\frac{1}{4}$ of 120 days accrual. Payment may exceed this limit if employee has unused sick leave in excess of 120 days on May 1, 2001 ^(a) and this balance has been documented and approved on a University leave record form or equivalent approved form.
Over-accrued amounts are forfeited each 7/1 unless extraordinary circumstances arise. In extraordinary circumstances a supervisor may allow the employee to carry forward vacation accrual in excess of 44 days until 9/1 of the same year. An employee must be permitted to use vacation that is subject to forfeiture before 9/1.		^(a) If the documented unused sick leave balance on May 1, 2001 is in excess of 120 days, payment will be for $\frac{1}{4}$ of the May 1, 2001 balance or any unused portion of that balance at the time of separation. If the sick leave balance upon termination is less than the documented balance on May 1, 2001, payment shall be for $\frac{1}{4}$ of the lesser balance.	

**Use this formula to calculate vacation and sick leave accruals for mid-month separations:

Hours worked (including paid leave) ✓ Employee's accrual rate = Leave accrued for separating month

in month of separation ✓ Total number of work hours in month (14.67 annual; 10 sick/personal)

Attach this form to Exhibit C-Separation Pay Form

CU Leave Balances											
CU Leave Balances											
Plan Type: Vacation											
Cumulative Hours											
Personalize Find View 8 First 1-100 of 125 Last											
Accrual Date	Vac Leave Plan Accrued	Hours Pre HRMS	Cumulative Hours Earned	Hours Earned This Month	Cumulative Hours Adjust	Cumulative Hours Taken	Hours Processed This Month	Hours Taken Unprocessed	Hours Adjusted Unprocessed	Hours Adjusted	Balance
1 10/23/2025	University Faculty/Staff Vac	0.00	1569.57	14.67	-48.00	1403.97	8.00	0.00	0.00	117.60	
2 09/22/2025	University Faculty/Staff Vac	0.00	1554.90	14.67	-48.00	1395.97	16.00	8.00	0.00	102.93	
3 08/21/2025	University Faculty/Staff Vac	0.00	1540.23	14.67	-48.00	1379.97	24.00	16.00	0.00	96.26	
4 07/23/2025	University Faculty/Staff Vac	0.00	1525.56	14.67	-48.00	1355.97	12.00	24.00	0.00	97.59	
5 06/19/2025	University Faculty/Staff Vac	0.00	1510.89	14.67	-48.00	1343.97	0.00	12.00	0.00	106.92	
6 05/21/2025	University Faculty/Staff Vac	0.00	1496.22	14.67	-48.00	1343.97	16.00	0.00	0.00	104.25	
7 04/22/2025	University Faculty/Staff Vac	0.00	1481.55	14.67	-48.00	1327.97	0.00	16.00	0.00	89.58	
8 03/21/2025	University Faculty/Staff Vac	0.00	1466.88	14.67	-48.00	1327.97	16.00	0.00	0.00	90.91	
9 02/20/2025	University Faculty/Staff Vac	0.00	1452.21	14.67	-48.00	1311.97	16.00	16.00	0.00	76.24	
10 01/23/2025	University Faculty/Staff Vac	0.00	1437.54	14.67	-48.00	1295.97	16.00	16.00	0.00	77.57	
11 12/20/2024	University Faculty/Staff Vac	0.00	1422.87	14.67	-48.00	1279.97	16.00	16.00	0.00	78.90	
12 11/20/2024	University Faculty/Staff Vac	0.00	1408.20	14.67	-48.00	1263.97	16.00	16.00	0.00	80.23	
13 10/23/2024	University Faculty/Staff Vac	0.00	1393.53	14.67	-48.00	1247.97	16.00	16.00	0.00	81.56	
14 09/20/2024	University Faculty/Staff Vac	0.00	1378.86	14.67	-48.00	1231.97	24.00	16.00	0.00	82.89	
15 08/22/2024	University Faculty/Staff Vac	0.00	1364.19	14.67	-48.00	1207.97	24.00	24.00	0.00	84.22	
16 07/23/2024	University Faculty/Staff Vac	0.00	1349.52	14.67	-48.00	1183.97	24.00	24.00	0.00	93.55	
17 06/19/2024	University Faculty/Staff Vac	0.00	1334.85	14.67	0.00	1159.97	0.00	24.00	-48.00	102.88	
18 05/22/2024	University Faculty/Staff Vac	0.00	1320.18	14.67	0.00	1159.97	0.00	0.00	0.00	160.21	
19 04/22/2024	University Faculty/Staff Vac	0.00	1305.51	14.67	0.00	1159.97	0.00	0.00	0.00	145.54	
20 03/21/2024	University Faculty/Staff Vac	0.00	1290.84	14.67	0.00	1159.97	0.00	0.00	0.00	130.87	
21 02/21/2024	University Faculty/Staff Vac	0.00	1276.17	14.67	0.00	1159.97	8.00	0.00	0.00	116.20	
22 01/23/2024	University Faculty/Staff Vac	0.00	1261.50	14.67	0.00	1151.97	32.00	8.00	0.00	101.53	
23 12/20/2023	University Faculty/Staff Vac	0.00	1246.83	14.67	0.00	1119.97	0.00	32.00	0.00	94.86	
24 11/21/2023	University Faculty/Staff Vac	0.00	1232.16	14.67	0.00	1119.97	48.00	0.00	0.00	112.19	
Cumulative Hours											
Personalize Find View 8 First 1-100 of 125 Last											
Accrual Date	Sick Leave Plan Accrued	Hours Pre HRMS	Cumulative Hours Earned	Hours Earned This Month	Cumulative Hours Adjust	Cumulative Hours Taken	Hours Processed This Month	Hours Taken Unprocessed	Hours Adjusted Unprocessed	Hours Adjusted	Balance
1 10/23/2025	University Faculty/Staff Sick	0.00	1109.73	10.00	8.00	646.14	11.00	0.00	0.00	471.59	
2 09/22/2025	University Faculty/Staff Sick	0.00	1099.73	10.00	8.00	635.14	0.00	0.00	0.00	461.59	
3 08/21/2025	University Faculty/Staff Sick	0.00	1089.73	10.00	8.00	635.14	3.00	0.00	0.00	462.59	
4 07/23/2025	University Faculty/Staff Sick	0.00	1079.73	10.00	8.00	632.14	3.00	0.00	0.00	452.59	
5 06/19/2025	University Faculty/Staff Sick	0.00	1069.73	10.00	8.00	629.14	0.00	0.00	0.00	445.59	
6 05/21/2025	University Faculty/Staff Sick	0.00	1059.73	10.00	8.00	629.14	0.00	0.00	0.00	438.59	
7 04/22/2025	University Faculty/Staff Sick	0.00	1049.73	10.00	8.00	629.14	3.00	0.00	0.00	428.59	
8 03/21/2025	University Faculty/Staff Sick	0.00	1039.73	10.00	8.00	626.14	12.00	3.00	0.00	418.59	
9 02/20/2025	University Faculty/Staff Sick	0.00	1029.73	10.00	8.00	614.14	5.00	12.00	0.00	411.59	
10 01/23/2025	University Faculty/Staff Sick	0.00	1019.73	10.00	8.00	609.14	3.00	5.00	0.00	413.59	
11 12/20/2024	University Faculty/Staff Sick	0.00	1009.73	10.00	8.00	606.14	0.00	3.00	0.00	408.59	
12 11/20/2024	University Faculty/Staff Sick	0.00	999.73	10.00	8.00	606.14	11.00	0.00	0.00	401.59	
13 10/23/2024	University Faculty/Staff Sick	0.00	989.73	10.00	8.00	595.14	3.00	11.00	0.00	391.59	
14 09/20/2024	University Faculty/Staff Sick	0.00	979.73	10.00	8.00	592.14	8.00	3.00	0.00	392.59	
15 08/22/2024	University Faculty/Staff Sick	0.00	969.73	10.00	8.00	584.14	3.00	8.00	0.00	385.59	
16 07/23/2024	University Faculty/Staff Sick	0.00	959.73	10.00	8.00	581.14	4.00	3.00	0.00	383.59	
17 06/19/2024	University Faculty/Staff Sick	0.00	949.73	10.00	8.00	577.14	0.00	4.00	0.00	376.59	
18 05/22/2024	University Faculty/Staff Sick	0.00	939.73	10.00	8.00	577.14	0.00	0.00	0.00	370.59	
19 04/22/2024	University Faculty/Staff Sick	0.00	929.73	10.00	8.00	577.14	3.00	0.00	0.00	360.59	
20 03/21/2024	University Faculty/Staff Sick	0.00	919.73	10.00	8.00	574.14	0.00	3.00	0.00	350.59	
21 02/21/2024	University Faculty/Staff Sick	0.00	909.73	10.00	8.00	574.14	8.00	0.00	0.00	343.59	
22 01/23/2024	University Faculty/Staff Sick	0.00	899.73	10.00	8.00	566.14	0.00	8.00	0.00	333.59	
23 12/20/2023	University Faculty/Staff Sick	0.00	889.73	10.00	8.00	566.14	3.00	0.00	0.00	331.59	
24 11/21/2023	University Faculty/Staff Sick	0.00	879.73	10.00	8.00	563.14	0.00	3.00	0.00	331.59	

MyLeave

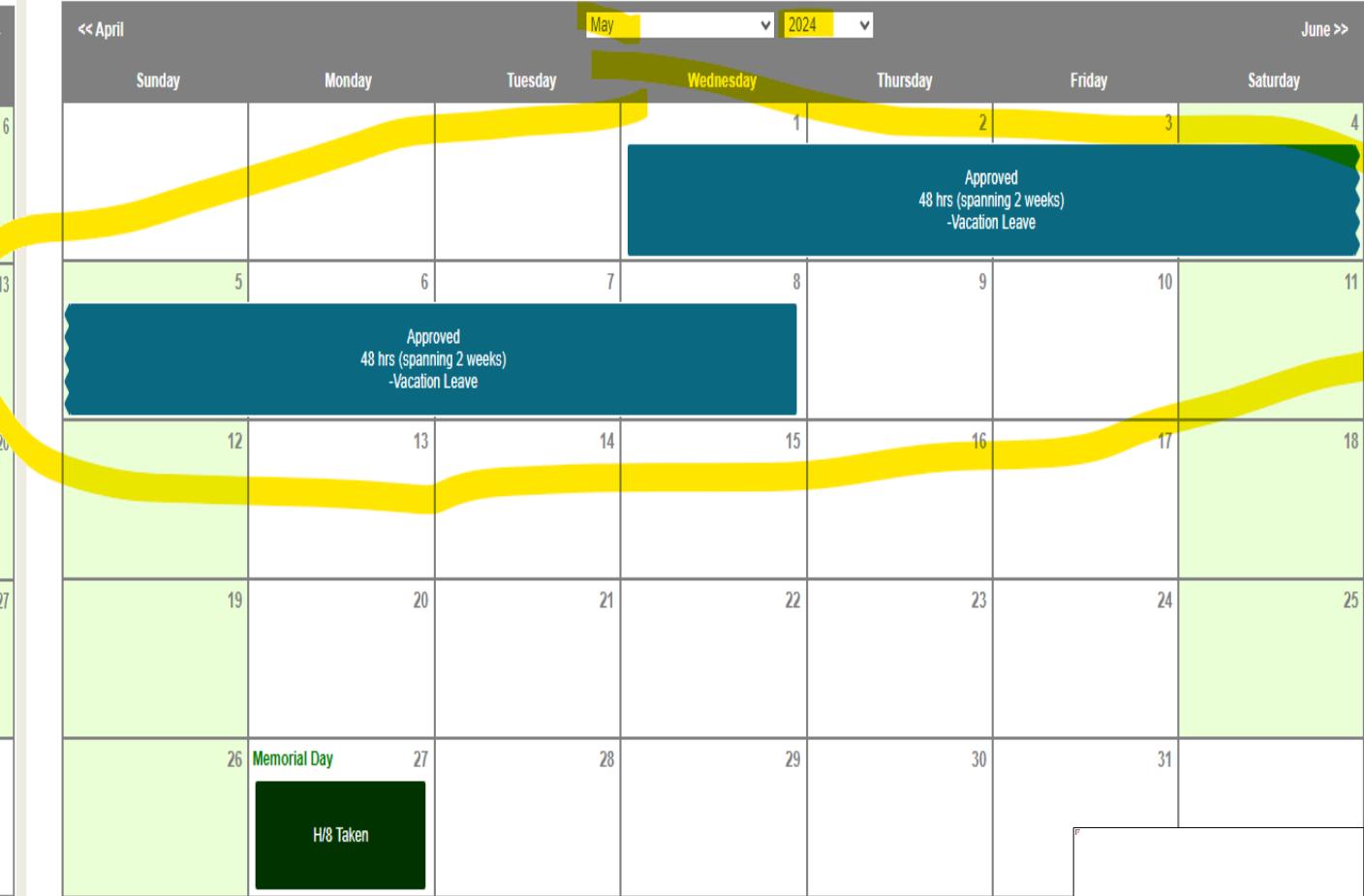
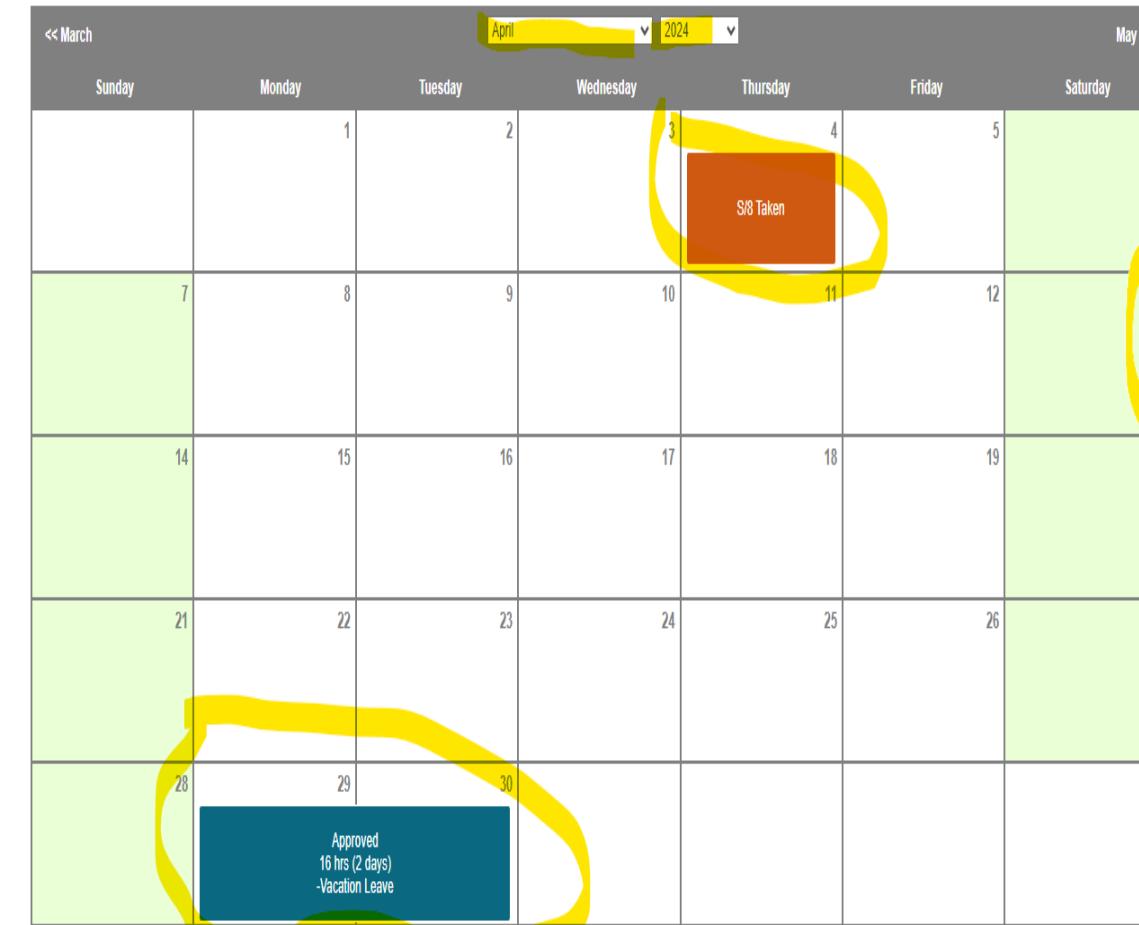
Calendar-Month | Calendar-Week | Calendar-Day | Timesheet | Department Employees

MyLeave

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

Job 0, USX(M)-OT Exempt | Preferences | Today is November 16, 2025 | View My Calendar | Month | Week | Day

Balances	Act/Proj	Begin Date	Previous Earnings	Begin Balance	Prior Month Posted	Adjustments	Usable Balance	Not Taken	Taken	Ending Balance
Sick	Actual	04/01/2024	10.00	353.590000	3.00	0.00	350.59	0	0	350.59
Vacation	Actual	04/01/2024	14.67	130.870000	0.00	0.00	130.87	0	0	130.87



MyLeave

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

Today is November 16, 2025

Balances

	Act/Proj	Begin Date	Previous Earnings	Begin Balance	Prior Month Posted	Adjustments	Usable Balance	Not Taken	Taken	Ending Balance
Sick	Actual	10/01/2025	10.00	472.590000	11.00	0.00	461.59	7	0	454.59
Vacation	Actual	10/01/2025	14.67	110.930000	8.00	0.00	102.93	32	0	70.93

<< September October 2025 November >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Approved 16 hrs (2 days)
-Vacation Leave

V/8 Approved

S/3 Approved

S/4 Approved

Approved 24 hrs (3 days)
-Vacation Leave

Approved 16 hrs (2 days)
-Vacation Leave

Approved 24 hrs (3 days)
-Vacation Leave

MyLeave

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

Today is November 16, 2025

Balances

	Act/Proj	Begin Date	Previous Earnings	Begin Balance	Prior Month Posted	Adjustments	Usable Balance	Not Taken	Taken	Ending Balance
Sick	TimeSheet	11/01/2025	10.00	464.590000	0.00	0.00	464.59	0	8	456.59
Vacation	TimeSheet	11/01/2025	14.67	85.600000	0.00	0.00	85.60	24	0	61.60

<< October November 2025 December >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Today 16

S/8 Taken

Approved 24 hrs (3 days)
-Vacation Leave

H/8 Taken

H/8 Taken

CU Employee Reported Time

CU Reported Time

Earnings Begin Date 10/01/2025

Earnings End Date 10/31/2025

Company CU University of Colorado

Pay Group USX University Staff Exempt

Department 20259

Empl ID [REDACTED]

Empl Record 0

Name [REDACTED]

Employee Reported Time Details

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

Employee Details

Batch & My Leave & Manual

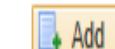
OneTime Payments

Regular Earnings



Seq Nbr	Off Cycle ?	*Earnings Code	Reported Hours	Amount	Override Rate	Long Description	Comments	Off Hours Only	Include Lunch
1	<input checked="" type="checkbox"/>	VAC	32.00						
2	<input checked="" type="checkbox"/>	SCK	7.00						

[Navigate Back to Summary Page](#)



The October 2025 leave usage has been entered off cycle, but the November 2025 leave usage and April 2024 adjustments have not been entered yet.

HELPFUL TIPS:

When the check is pulled, the system may or may not reverse the previous month leave usage and leave accruals, please review when reprocessing

For voluntary separation, final payout should be processed with final paychecks or after

When entering the leave payout in CU Time, please ensure to override the Speedtype from Exhibit C form

For leave adjustments earning codes VAA and SCA, always use negative numbers to reduce the balance and add a comment to support the adjustment

Do not enter negative hours for VAC and SCK earning codes - this will increase the balance

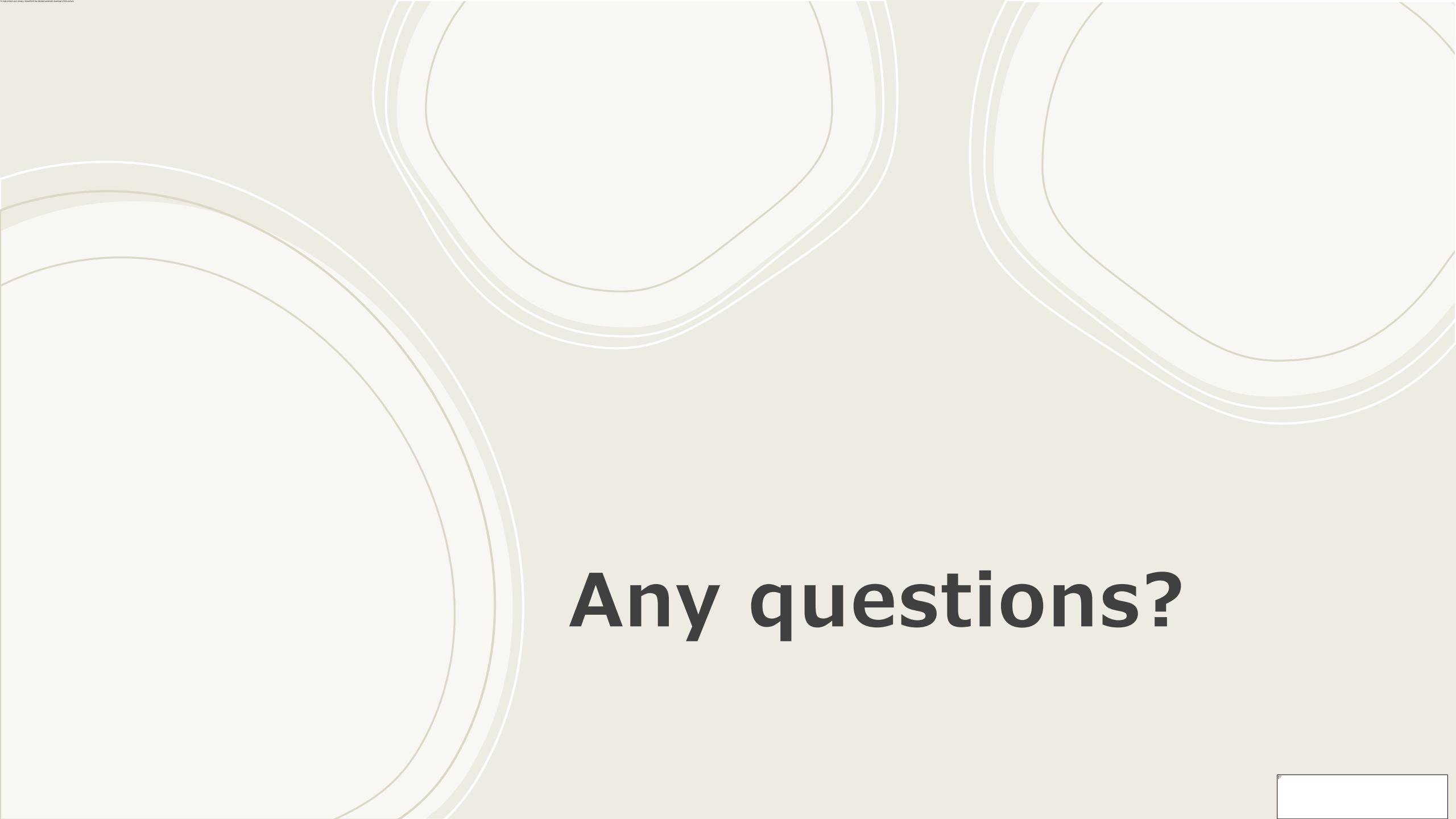
Date range to use when entering payout if terminated:

*Effective Date of termination 12/1/25 (date range 11/1/25 – 11/30/25)

*Effective Date of termination 11/15/25 (date range 11/1/25 - 11/14/25)

When processing back pay due to percent time change, ensure leave accruals are adjusted accordingly

Don't forget to enter final leave usage and zero out leave balances



Any questions?





Meet HRvy! HR's new AI Chatbot

Megan Bohn, HR Director of Operations

Demo



PeopleSoft Time & Labor Project Update

Justin Loiselle, HCM Program Director

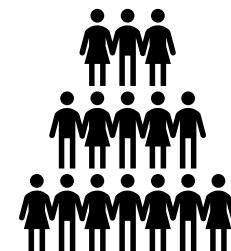
Project Updates

T&L Announcement to Employees



- CU System sent an initial email to all CU employees announcing the T&L project on October 27, 2025. This communication focused solely on T&L and did not reference the Payday Schedule Change.
- Campus-specific follow-up communications sent November 6, 2025.

Change Champion Network



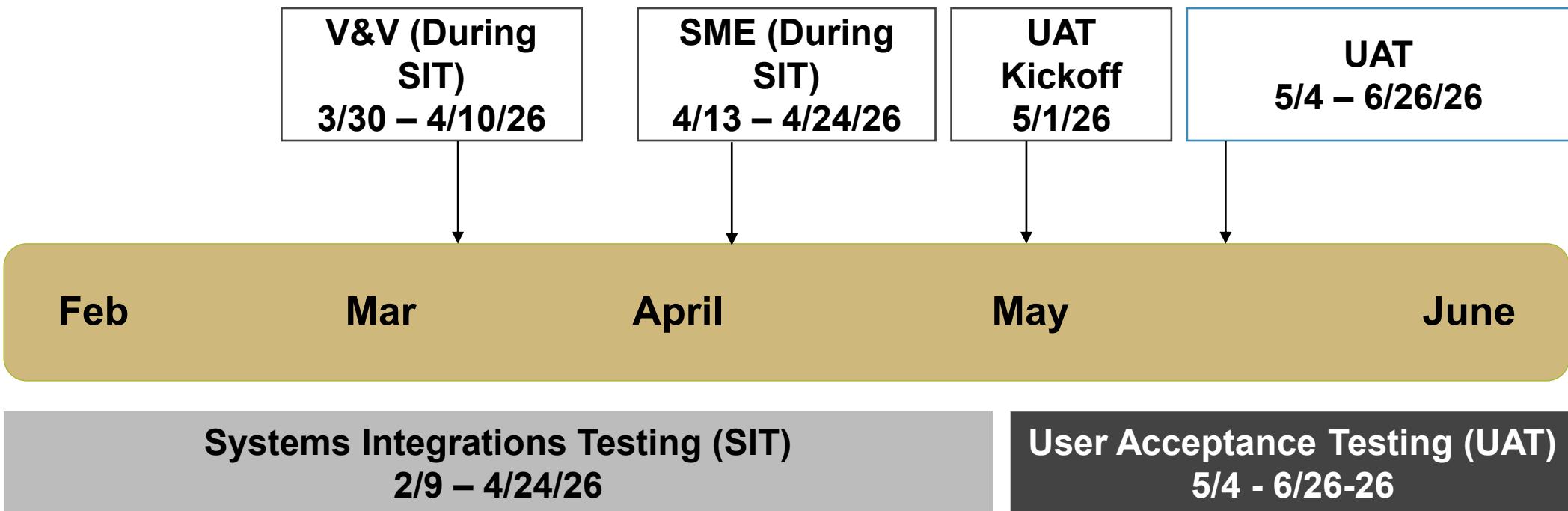
- The Change Champion Network (CCN) kickoff was on 10/22 from 2-3 pm
- November's meeting was on November 20, 2025

Payday Schedule Change Communication Plan

- **January 15**
 - Email to Managers of Non-Exempt Employees (*Campus task*)
 - System to Notify COWINs (*System task*)
 - Shared Governance Communication (*System & CHROs task*)
- **January 22**
 - Email to Non-Exempt Employees (*Campus task*)
- **January 23-30**
 - Story in CU Connections & Campus publications (*System task*)
- **February 2-6**
 - PDSC Webinars for Supervisors, CCN, HR Leaders, and Designated Others (*System task*)



Testing Dates



Project Resources

Visit our T&L Project Website



Connect with your Change Champion



Have a question or want to give feedback? Use our T&L Form.

Thank you!



Anschutz



Thank you for joining us

Next HR Community Meeting

February 3, 2026

10:00-11:30am

