

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?

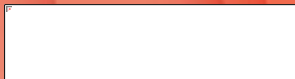


Leave Payout Mini Training

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 _____ <small>LAST, First</small>			
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.		Hired before 7/1/88, individual amount equal to 6/30/88 amount + 360 hrs.	
61-120 (6 - 10 yrs)	11/mo 264 hrs.			
121-180 (11 - 15 yrs)	13/mo 312 hours			
180+ (16 yrs & above)	16/mo 384 hrs.			
* Computed from 1 st calendar day of the month following hire unless employee began work on the 1 st working day (then that month).			* 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).	
* Over-accrued amounts are forfeited each 7/1.				

**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



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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 _____
LAST, First

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, ¼ of unused leave up to a maximum of ¼ 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 ¼ 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 ¼ 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

WorkCenterResources

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 11/30/25 ✓
Job Code #:	Job Code Description:	Check one box below:
2268 ✓		<input type="checkbox"/> Retirement Date
Dept #:	Department Description:	x Effective Date of Termination 12/1/2025 ✓
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 ✓ 76.27	33.401965 ✓	2013.14 ✓ 2,547.567871 -	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:
	11/13/25

Name of Initiating Department/Supervisor authorizing payment (please print):	
Thomas Roller	
Signature of Initiating Department/Supervisor authorizing payment:	Date:
	11/13/25
Initiating Department Contact:	Phone #:

Approval	Date:	Phone #:
Human Resource Office	11/14/25	

Job Data

Work Location

Job Information

Job Labor

Payroll

Salary Plan

Compensation

Employee

Empl ID

Empl Record 0

Work Location Details

Find

First

1 of 29

Last

*Effective Date

Effective Sequence

HR Status

Payroll Status

Effective Date

Effective Sequence

HR Status

Payroll Status

*Action

Reason

*Job Indicator

Go To Row

Calculate Status and Dates

Position Number

00756606

Override Position Data

Position Entry Date

12/01/2022

Position Management Record

Regulatory Region

Company

Business Unit

Department

Department Entry Date

Location

Establishment ID

United States

University of Colorado

Anschutz Medical Campus

Anschutz Outpatient Pavilion

University of Colorado

Date Created

11/16/2025

Last Start Date

Expected Job End Date

Last Date Worked

09/01/2015

Termination Date

11/30/2025

End Job Automatically

Override Last Date Worked

Job Data

Work Location

Job Information

Job Labor

Payroll

Salary Plan

Compensation

Employee

Empl ID

Empl Record 0

Job Information Details

Find

First

1 of 29

Last

Effective Date

Effective Sequence

HR Status

Payroll Status

Effective Date

Effective Sequence

HR Status

Payroll Status

Action

Reason

Job Indicator

Go To Row

Job Code

2268

Future

Entry Date

Supervisor Level

Reports To

Regular/Temporary

Empl Class

Full/Part

*Officer Code

Shift Rate

Shift Factor

12/01/2022

00808771

Regular

1 Unv Fac/Staff - All Benefit

Full-Time

None

Standard Hours

Standard Hours

FTE

Work Period

W

Weekly

40.00

1.000000

Adds to FTE Actual Count?

Encumbrance Override

Contract Number

Contract Number

Contract Type

Next Contract Number

USA

Job Data

Work Location Job Information Job Labor Payroll Salary Plan Compensation

Employee Empl ID Empl Record 0

Compensation Details Find First 1 of 29 Last

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

Amounts	Controls	Changes	Conversion	
*Rate Code	Seq	Comp Rate	Currency	Frequency
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 Empl ID Empl Record 0

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

Organizational Assignment Data

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

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

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 HCM 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:	<u>X - 16 April 2024</u>	Used sick leave entered in CU Time has not processed for:	<u>X - 2 April 2024</u>
• Previous month:	<u>32.00</u> ✓	• Previous month:	<u>7</u> ✓
• Current term month:	<u>24</u> ✓	• Current term month:	<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 60.27</u>	A - Balance at Separation:	<u>= 466.59 456.59</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>
<u>* Enter leave adjustment for unprocessed leave taken April 2024. V.L. -16 (negative) for cycle</u>	<u>76.27</u>	Line C x .25 = sick balance pay-off	<u>N/A</u>

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, ¼ of unused leave up to a maximum of ¾ 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 ¾ 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 ¾ 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

CU Leave Balances												CU Leave Balances											
Plan Type: Vacation												Plan Type: Sick											
Cumulative Hours												Cumulative Hours											
	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	Balance		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	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	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 Vac	0.00	1554.90	14.67	-48.00	1395.97	16.00	8.00	0.00	102.93	2	09/22/2025	University Faculty/Staff Sick	0.00	1099.73	10.00	8.00	635.14	0.00	11.00	0.00	461.59
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	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 Vac	0.00	1525.56	14.67	-48.00	1355.97	12.00	24.00	0.00	97.59	4	07/23/2025	University Faculty/Staff Sick	0.00	1079.73	10.00	8.00	632.14	3.00	3.00	0.00	452.59
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	5	06/19/2025	University Faculty/Staff Sick	0.00	1069.73	10.00	8.00	629.14	0.00	3.00	0.00	445.59
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	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 Vac	0.00	1481.55	14.67	-48.00	1327.97	0.00	16.00	0.00	89.58	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 Vac	0.00	1466.88	14.67	-48.00	1327.97	16.00	0.00	0.00	90.91	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 Vac	0.00	1452.21	14.67	-48.00	1311.97	16.00	16.00	0.00	76.24	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 Vac	0.00	1437.54	14.67	-48.00	1295.97	16.00	16.00	0.00	77.57	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 Vac	0.00	1422.87	14.67	-48.00	1279.97	16.00	16.00	0.00	78.90	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 Vac	0.00	1408.20	14.67	-48.00	1263.97	16.00	16.00	0.00	80.23	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 Vac	0.00	1393.53	14.67	-48.00	1247.97	16.00	16.00	0.00	81.56	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 Vac	0.00	1378.86	14.67	-48.00	1231.97	24.00	16.00	0.00	82.89	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 Vac	0.00	1364.19	14.67	-48.00	1207.97	24.00	24.00	0.00	84.22	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 Vac	0.00	1349.52	14.67	-48.00	1183.97	24.00	24.00	0.00	93.55	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 Vac	0.00	1334.85	14.67	0.00	1159.97	0.00	24.00	-48.00	102.88	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 Vac	0.00	1320.18	14.67	0.00	1159.97	0.00	0.00	0.00	160.21	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 Vac	0.00	1305.51	14.67	0.00	1159.97	0.00	0.00	0.00	145.54	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 Vac	0.00	1290.84	14.67	0.00	1159.97	0.00	0.00	0.00	130.87	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 Vac	0.00	1276.17	14.67	0.00	1159.97	8.00	0.00	0.00	116.20	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 Vac	0.00	1261.50	14.67	0.00	1151.97	32.00	8.00	0.00	101.53	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 Vac	0.00	1246.83	14.67	0.00	1119.97	0.00	32.00	0.00	94.86	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 Vac	0.00	1232.16	14.67	0.00	1119.97	48.00	0.00	0.00	112.19	24	11/21/2023	University Faculty/Staff Sick	0.00	879.73	10.00	8.00	563.14	0.00	3.00		

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MyLeave

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Calendar-Month

Calendar-Week

Calendar-Day

Timesheet

Department Employees

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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

<< March

April

2024

May >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
			Sick Taken			
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Approved 16 hrs (2 days) -Vacation Leave						

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MyLeave

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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	05/01/2024	10.00	360.590000	0.00	0.00	360.59	0	0	360.59
Vacation	Actual	05/01/2024	14.67	145.540000	0.00	0.00	145.54	0	0	145.54

<< April

May

2024

June >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
	Approved 48 hrs (spanning 2 weeks) -Vacation Leave					
5	6	7	8	9	10	11
Approved 48 hrs (spanning 2 weeks) -Vacation Leave						
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Memorial Day	H/8 Taken					



New

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

[Redacted] 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	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
			S/3 Approved	S/4 Approved		
19	20	21	22	23	24	25
	V/8 Approved		V/8 Approved			
26	27	28	29	30	31	
	Approved 16 hrs (2 days) -Vacation Leave					



New W

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

[Redacted] 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	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	>>	December >>	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
							1			
	2	3	4	5	6	7	8			
	S/O Taken									
	9	10	11	12	13	14	15			
Today	16	17	18	19	20	21	22			
	23	24	25	26	Thanksgivin...	27 Day After Th...	28	29		
	Approved 24 hrs (3 days) -Vacation Leave			H/O Taken		H/O Taken				
	30									

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 Empl Record 0 Name

Employee Reported Time Details

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

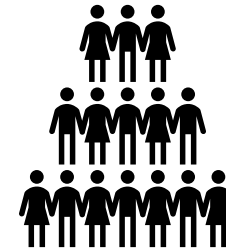
Project Updates

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



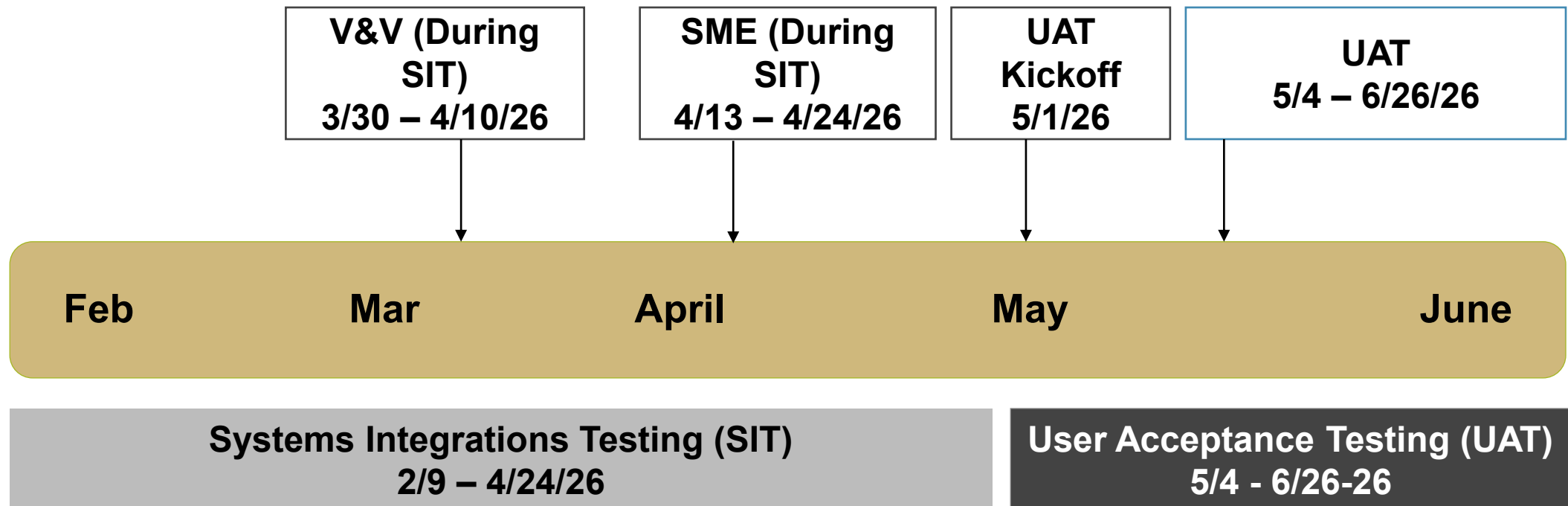
- The Change Champion Network (CCN) kickoff was on 10/22 from 2-3 pm
- November's meeting was on November 20, 2025

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*)

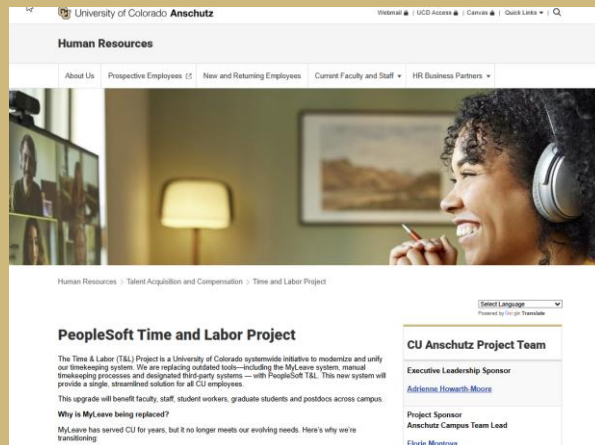


Testing Dates



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](#).

A screenshot of a feedback form titled "Time & Labor Project". The form is on a dark background with white text. It includes a header with the University of Colorado Anschutz logo and the title "Time & Labor Project". Below the header, there is a section titled "We'd Love to Hear From You!" followed by a paragraph explaining the purpose of the form. The form itself has several input fields: "First Name", "Last Name", "Email", and a dropdown menu for "Which of the following best describes your employment type?". There is also a section for "Please indicate your FLSA (pay) status below:" with a dropdown menu.

Thank you!



Thank you for joining us

Next HR Community Meeting

February 3, 2026

10:00-11:30am