



University of Colorado **Anschutz**

Central Services Administration

**EDUCATIONAL  
TOOLBOX SERIES**



## Time & Labor Implementation

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# **PeopleSoft Time & Labor**

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**Project Update**



# Presenters

- **Executive Leadership Sponsor** – Adrienne Howarth-Moore (*Associate Vice Chancellor and Chief HR Officer*)
- **HCM Program Director** – Justin Loiselle
- **Organizational Change Manager** – Kelly Hanson



# Agenda

01	Project Overview
02	Project Timeline & Phases
03	Third-Party Systems
04	Project Resources
05	Open Discussion

# Toolbox Presentation Expectations

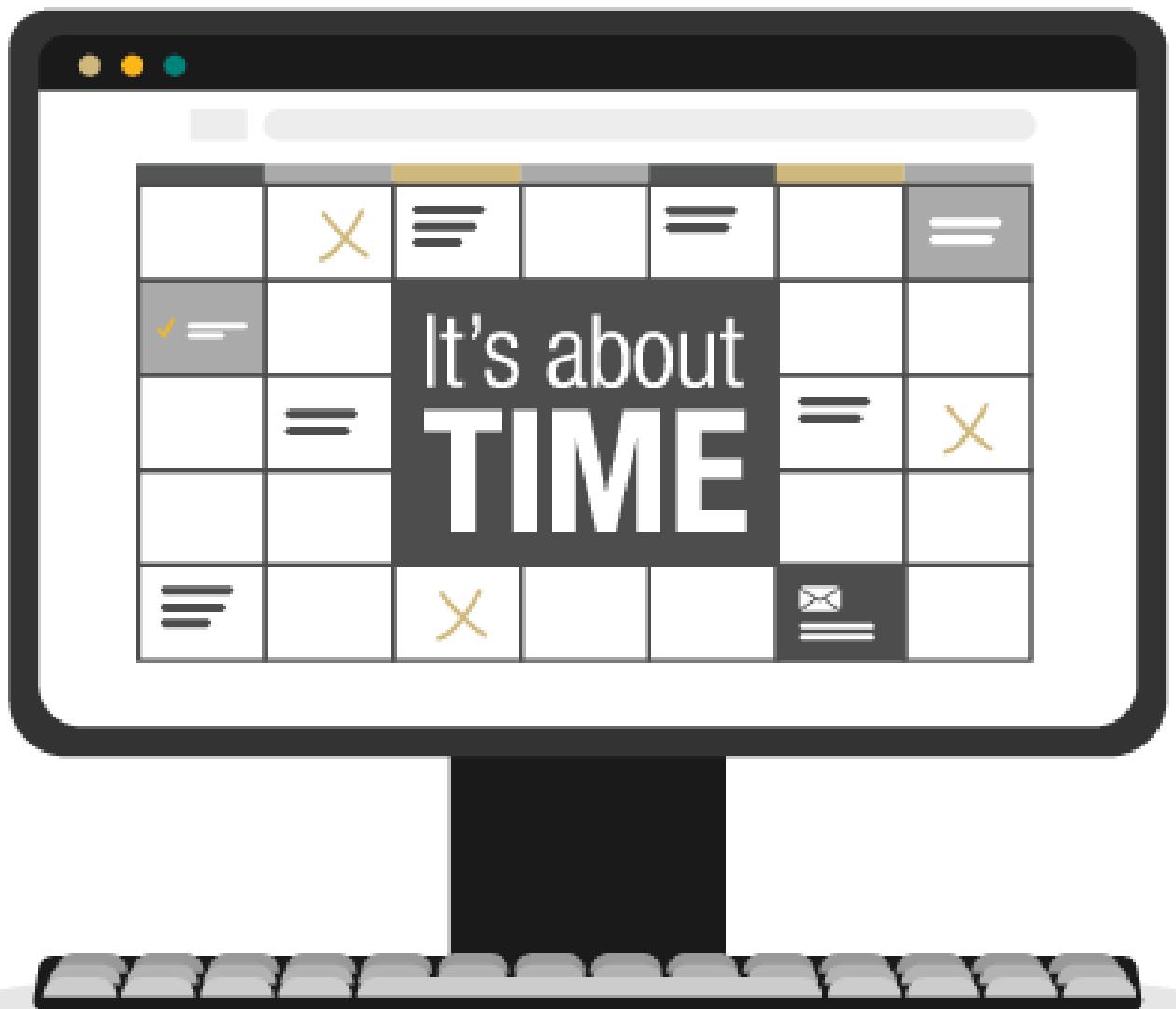
- This session is intended to introduce the Time & Labor project, highlight key changes, and explain what to expect as we approach the September go-live with our new timekeeping solution.
- This session is not designed to address employee-specific questions about transition payments or specific configuration details. Additional guidance will be regularly shared as we approach the September go-live.





# Project Overview





# Overview

## The Time & Labor (T&L) Project

- Will replace most legacy systems, including MyLeave with PeopleSoft Time & Labor (T&L)
- **Go-live Date:** September 2026

# Project Details

## Why are we replacing MyLeave?

- Inhibits compatibility and integrations with other software
- Impractical for many departments
- Difficult to update and lacking modern features

## Project goals:



Consolidate timekeeping functions



Improve accuracy, compliance and efficiency

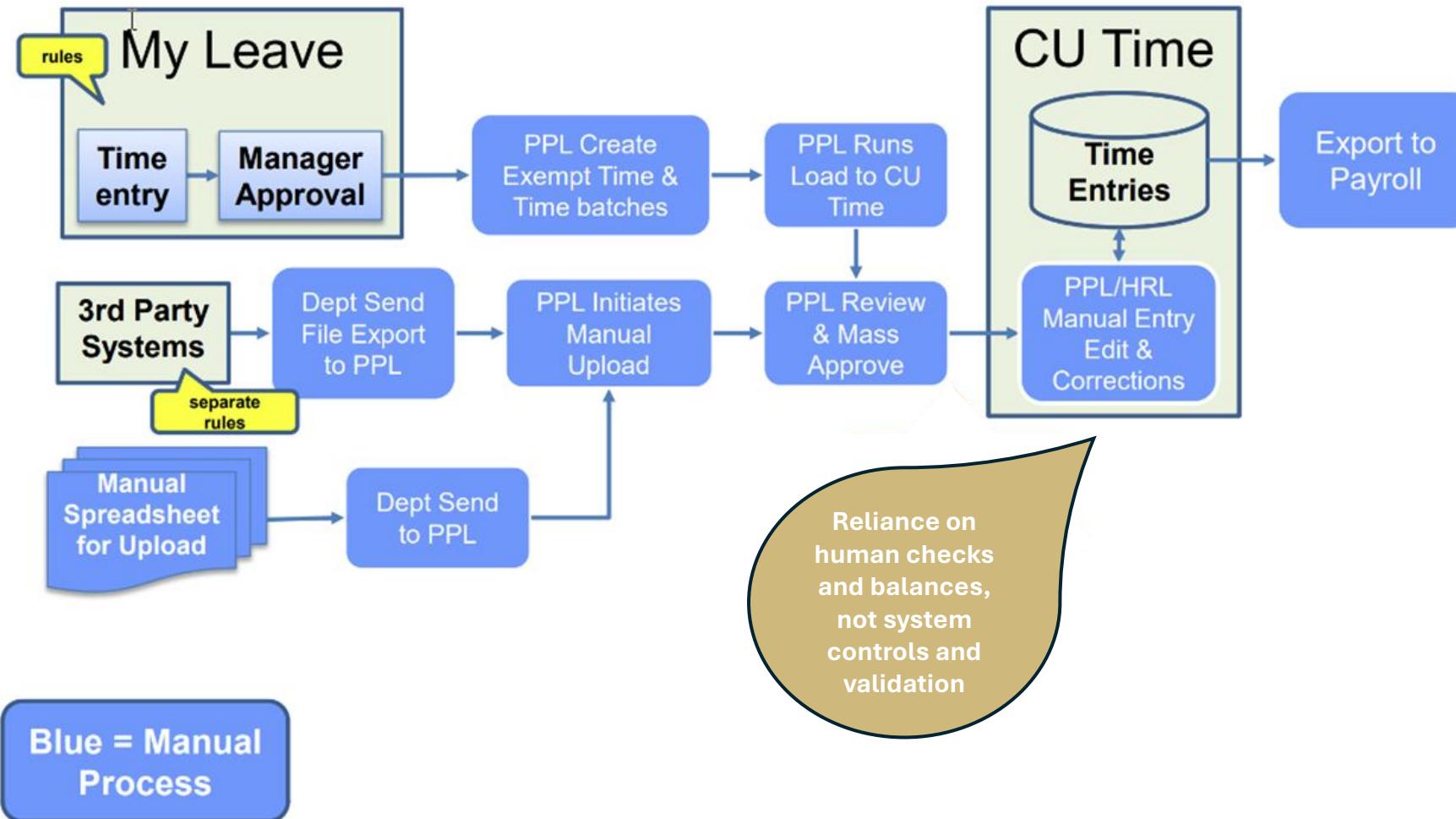


Create a scalable, future-proof system

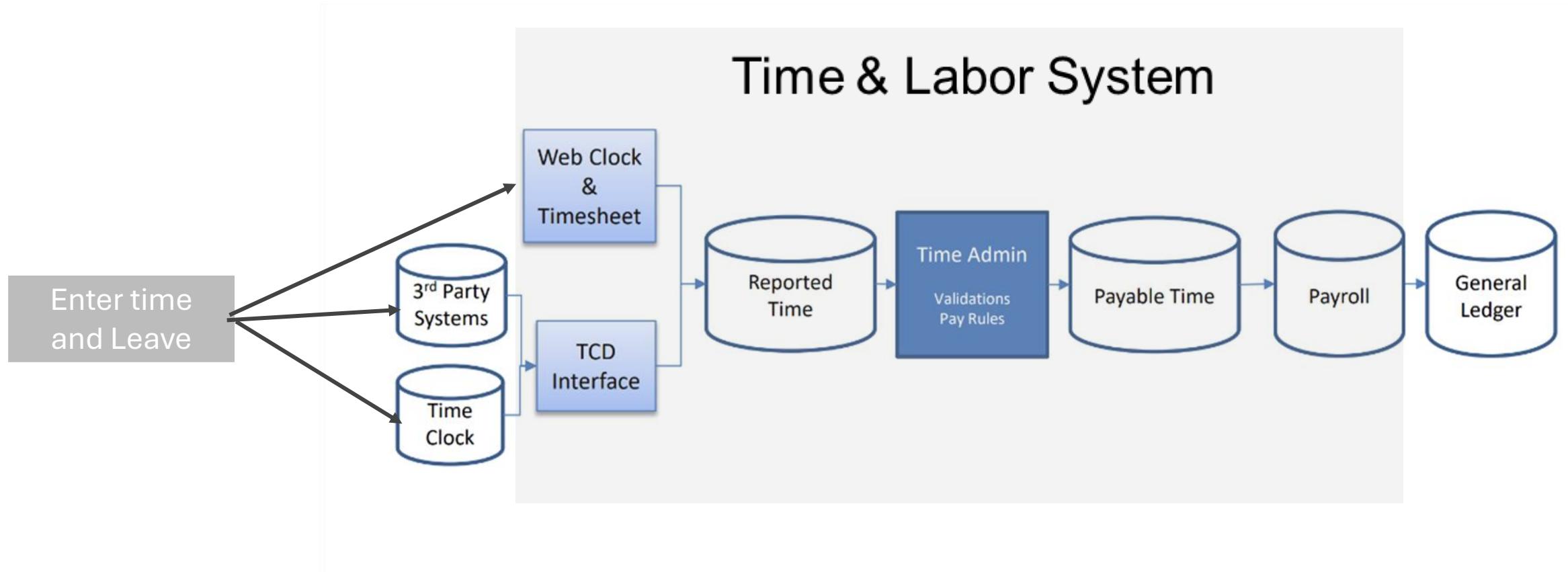


Enhance user interface to improve experience

# Current State Timekeeping



# Time & Labor Process Flow



# Payday Schedule Change (PDSC)

The University of Colorado will transition all active non-exempt (overtime-eligible) employees currently paid monthly to a biweekly pay schedule. This change will take effect with the project go-live date of September 2026.

## Who is impacted?

- **Sept. 2026:** Non-exempt employees (overtime-eligible) move from monthly to biweekly pay.
- **New hires** (both exempt and non-exempt) start on biweekly pay once transition begins.
- **Current exempt employees** remain on monthly pay for now, with **an option to voluntarily switch to biweekly pay in Spring 2027**. Additional windows to voluntarily move to biweekly pay will be considered in the future.

## When does this change take effect?

- The first biweekly pay period will run from Sept. 27, 2026, through Oct. 10, 2026.
- Last monthly paycheck for those transitioning is Sept. 30, 2026.
- The first biweekly payday will be Oct. 23, 2026.

# PDSC Decision

## Why is CU making this change?

Transitioning monthly nonexempt employees to a biweekly pay-in-arrears cycle will:

- Improve payroll accuracy and reduce manual corrections.
- Reduce the lag time between earning federal overtime and being paid earned federal overtime.
- Improve the timeliness of first paychecks for newly hired employees.
- Allow leave taken in a pay period to be fully processed before payroll runs, aligning how leave balances are reflected on paystubs.
- Standardize timekeeping processes across all CU campuses.
- Align with industry standards for payroll and FLSA compliance.

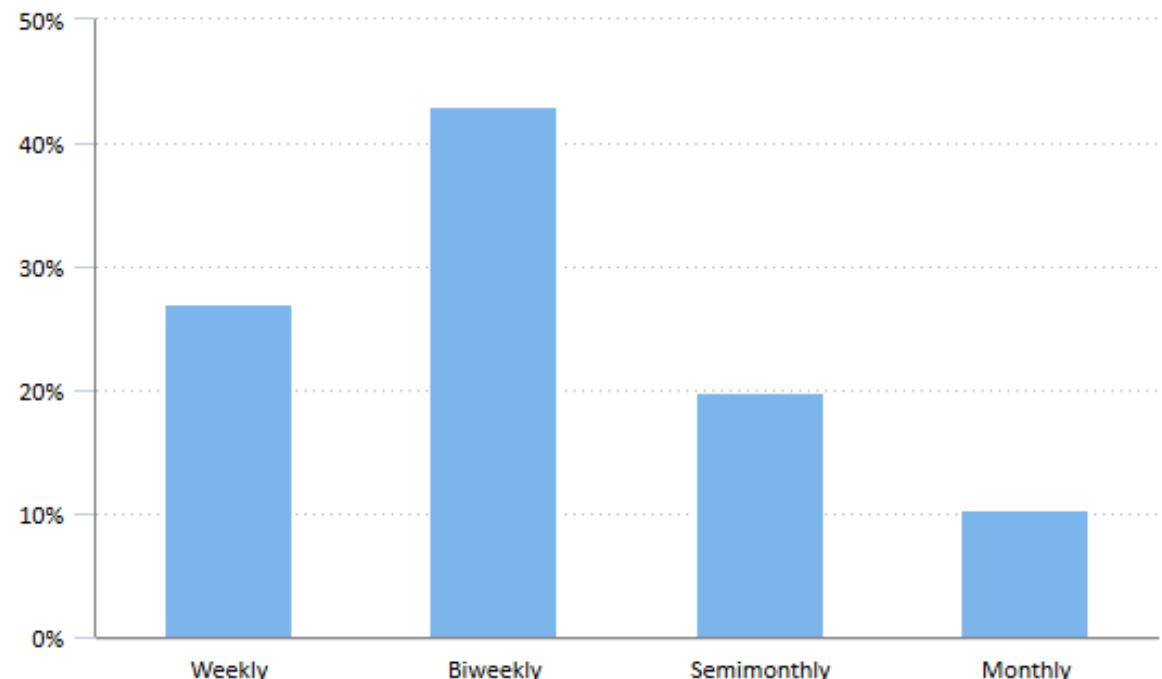
With these key objectives, the four University of Colorado campuses, CU leadership and Employee Services aligned to implement this change after a thorough analysis that started in early 2024.

# Align with Industry Standards

## U.S. Bureau of Labor Statistics

- Bi-weekly is the most common pay frequency model among U.S. employers at 43%.
- Specific to the Education and Health Services industry sector, that percentage jumps up to 63.6% using bi-weekly pay frequency.

Chart 1. Frequency of pay period in the CES survey, February 2023

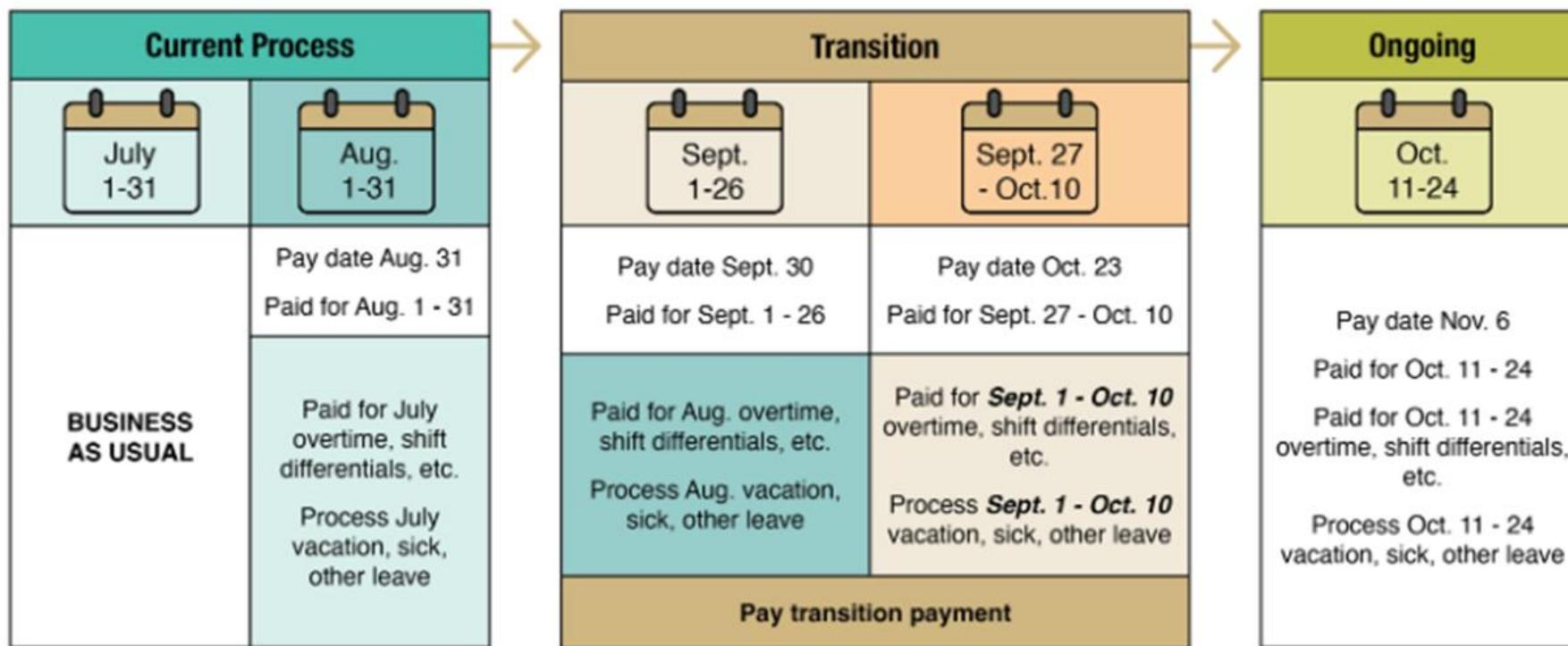


Hover over chart to view data.

Source: U.S. Bureau of Labor Statistics, Current Employment Statistics survey

# PDSC Transition

## Monthly to Biweekly Transition for Nonexempt Employees



# PDSC Transition Cont.

Biweekly pay is based on hours worked in the prior period, which means affected employees will experience a two-week shift in pay as we transition from current monthly pay to biweekly pay in arrears — similar to starting a new job and waiting for your first paycheck.

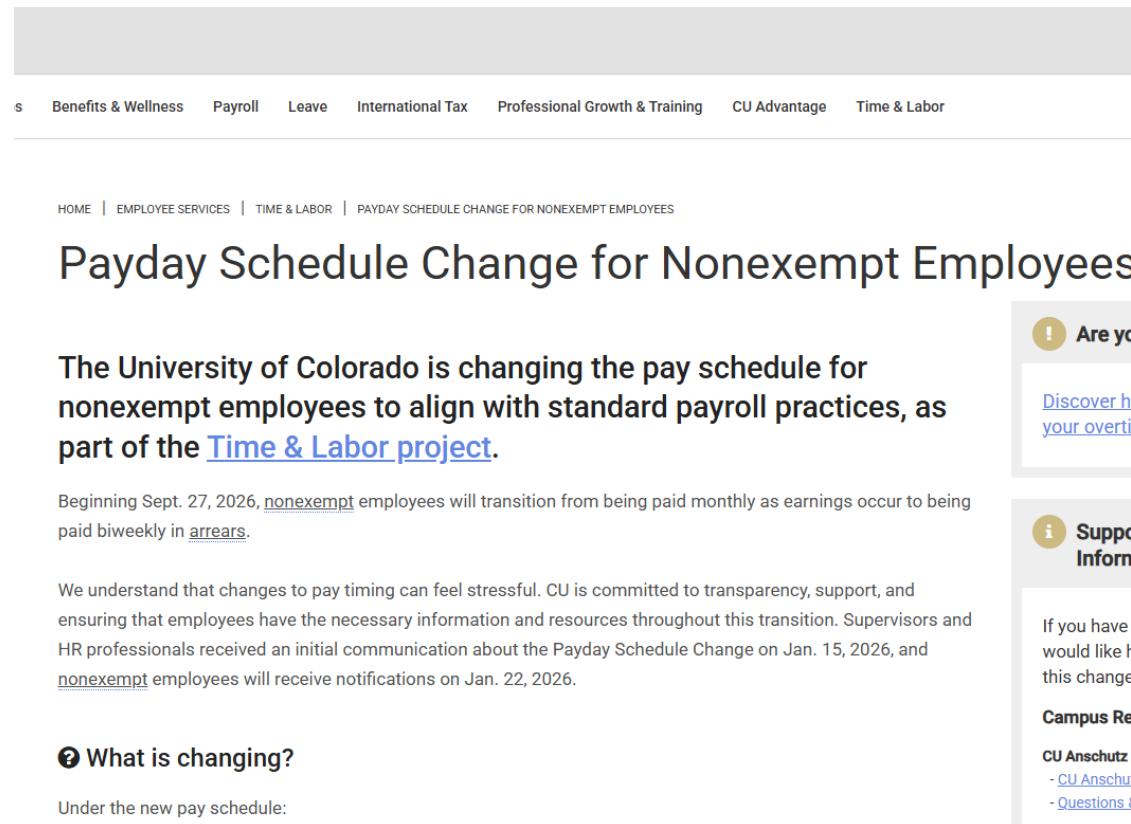
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- Annual base pay stays the same but will be spread out over more frequent pay dates; 26 paychecks instead of 12
- CU will provide a one-time transition assistance payment in late September to help ease this change. **Note:** The transition payment is only being offered to nonexempt employees hired before Sept. 1, 2026, who will be transitioning from monthly to biweekly pay.

# PDSC Resources

Visit the [Employee Services Payday Schedule Change website](#) for the latest information.

This site is updated regularly and includes employee, supervisor, and leadership toolkits, along with FAQs and other helpful resources.



The screenshot shows a website header with a search bar and navigation links for Benefits & Wellness, Payroll, Leave, International Tax, Professional Growth & Training, CU Advantage, and Time & Labor. Below the header, a breadcrumb navigation shows HOME, EMPLOYEE SERVICES, TIME & LABOR, and PAYDAY SCHEDULE CHANGE FOR NONEXEMPT EMPLOYEES. The main content title is "Payday Schedule Change for Nonexempt Employees". A sub-section title states: "The University of Colorado is changing the pay schedule for nonexempt employees to align with standard payroll practices, as part of the [Time & Labor project](#)." A note explains: "Beginning Sept. 27, 2026, nonexempt employees will transition from being paid monthly as earnings occur to being paid biweekly in arrears." A paragraph about understanding the change follows, and a section titled "What is changing?" provides details about the new pay schedule.

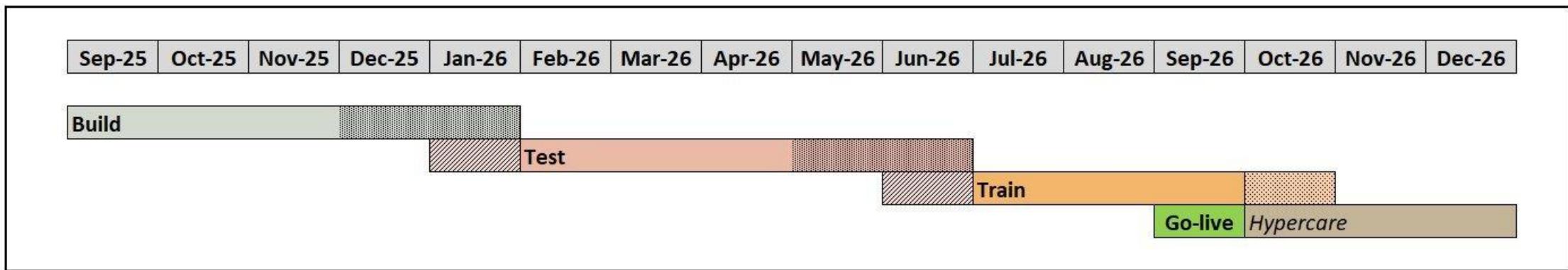




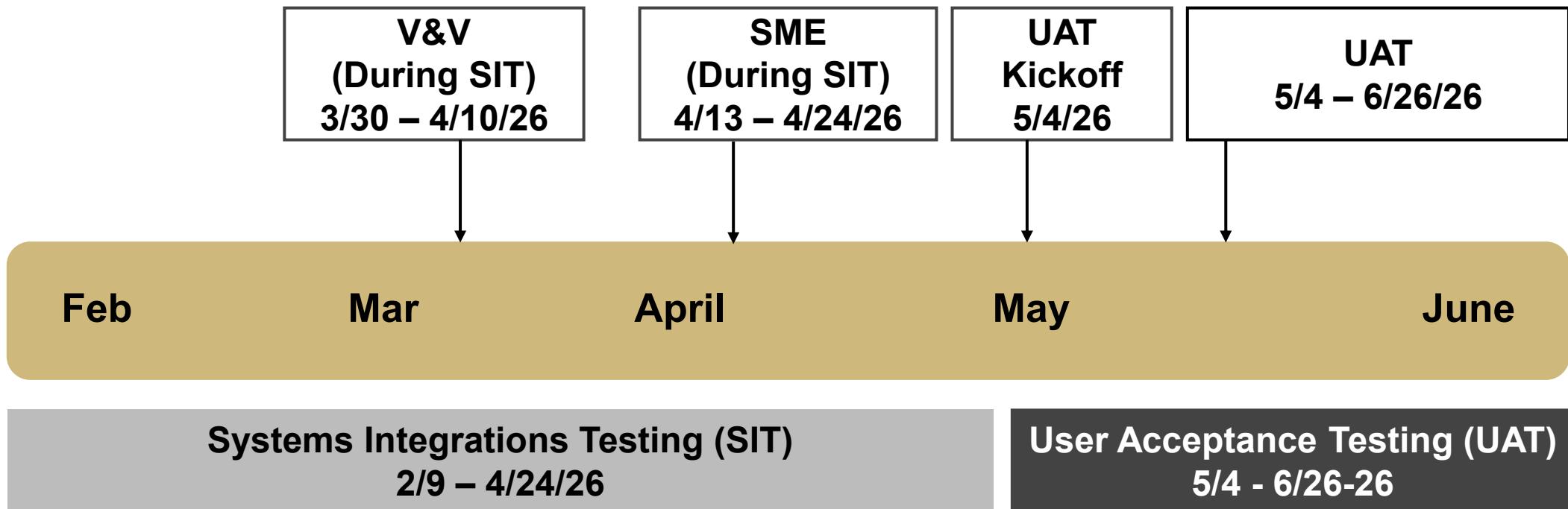
# Project Timeline & Phases



# Project Timeline



# Estimated Testing Dates



**SIT** = System Integration Testing  
**SME** = Subject-Matter Expert

**V&V** = Verification and Validation  
**UAT** = User Acceptance Testing

# Training

- On-demand, role-based training will be delivered through Percipio.
- Guides, online resources, and virtual support hours will be available before rollout.
- Updates and schedules will be posted on our website and communicated to schools/departments once finalized.





# Third-Party Systems



# Third-Party Overview

## Departments Transitioning to T&L

The following schools/departments are transitioning from their third-party system to Time & Labor:

- **Colorado Health Outcomes Center** – currently using *Formstack*
- **Hemophilia and Thrombosis Center** – currently using *Pacific Timesheets*
- **Physical Medicine & Rehabilitation** – currently using *Formstack*
- **CU Anschutz Police** – currently using *POSS*
- **Neurology** – currently using *Filemaker Pro*
- **Multiple Departments** – currently using multiple manual solutions (paper, email, etc.)

## Integration/Interface Systems

Stay on existing system; actively working on building an integration/interface to PeopleSoft

10-11 QGenda, 1 Medhub

# Physical Timeclocks

- Timeclock Plus (TCP) is the selected centralized time clock vendor.  
**Departments needing physical time clocks must use TCP.** Cost details have been shared with affected schools/departments.
- TCP also offers an optional workforce management tool called TCP Humanity, which provides advanced employee scheduling and optimization features.



# TCP & TCP Humanity Departments

- **Office of Laboratory Animal Resources (OLAR)** – currently using *iSolved TimeForce*
- **Community of Practice** –currently using *Kronos*
- **Pathology** – currently using *Kronos*
- **Facilities** – currently using *Kronos*
- **School of Dental Medicine** – currently using *Timeclock Plus*
- **Center for Advancing Professional Excellence (CAPE)** – currently using *Shiftboard*



# Project Resources



# Change Champion Network

In October, we launched the Change Champion Network (CCN) and have been meeting monthly since. The CCN is a cross-campus group of individuals who help cascade information, gather feedback, and build readiness within their areas during the Time & Labor implementation.

## How were they selected?

HR leadership identified each change champion as a key representative for their school or department.

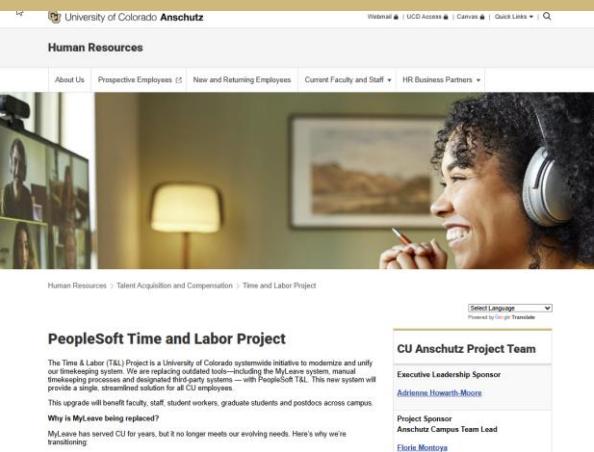
## Our Network

- 97 Change Campions
- Representing 76 schools/departments



# 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](#).



# Open Discussion





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# Thank you!



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