

Central Services Administration

EDUCATIONAL
TOOLBOX SERIES



Time & Labor Implementation

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bitly



PeopleSoft Time & Labor

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





- 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

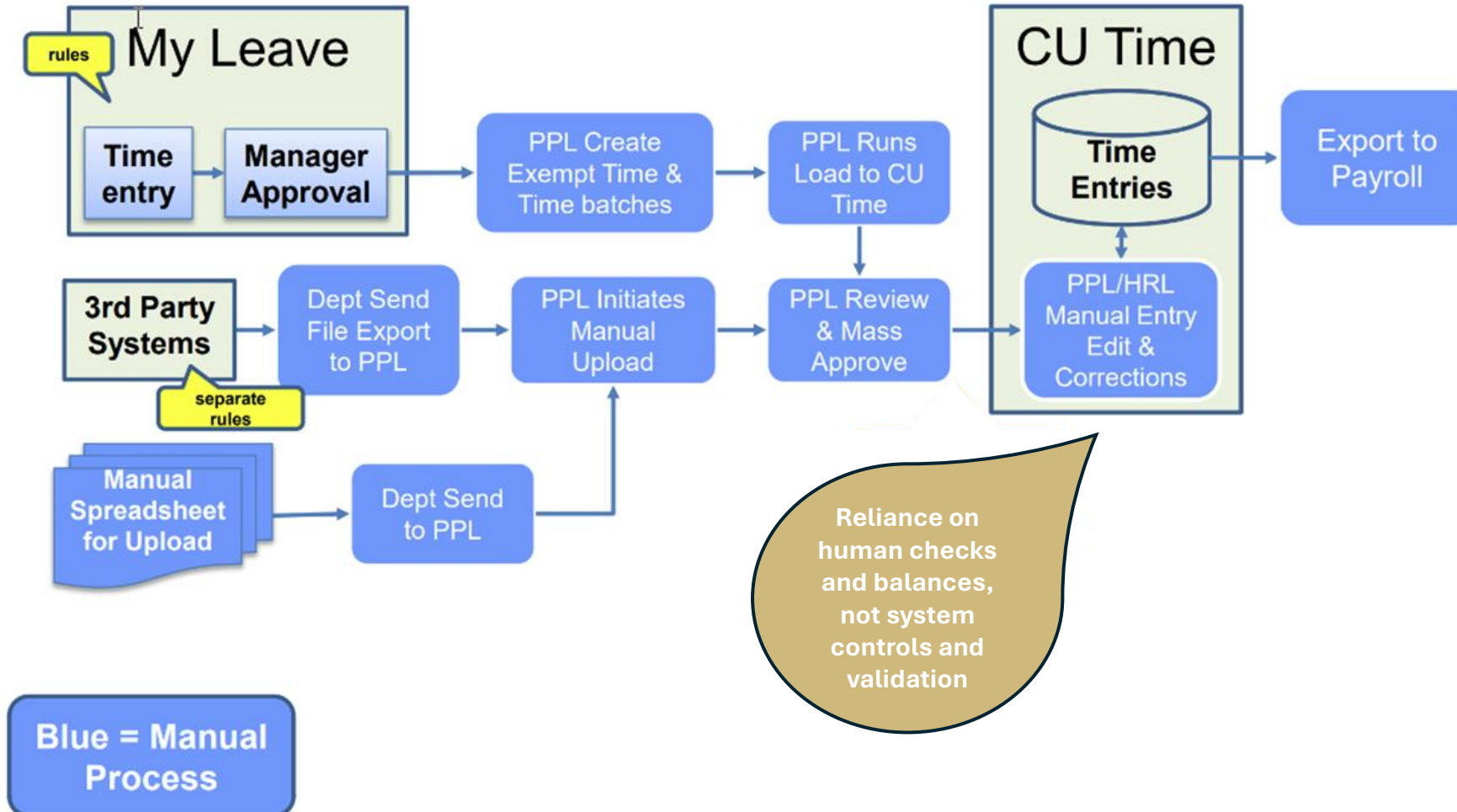


Create a scalable, future-proof system

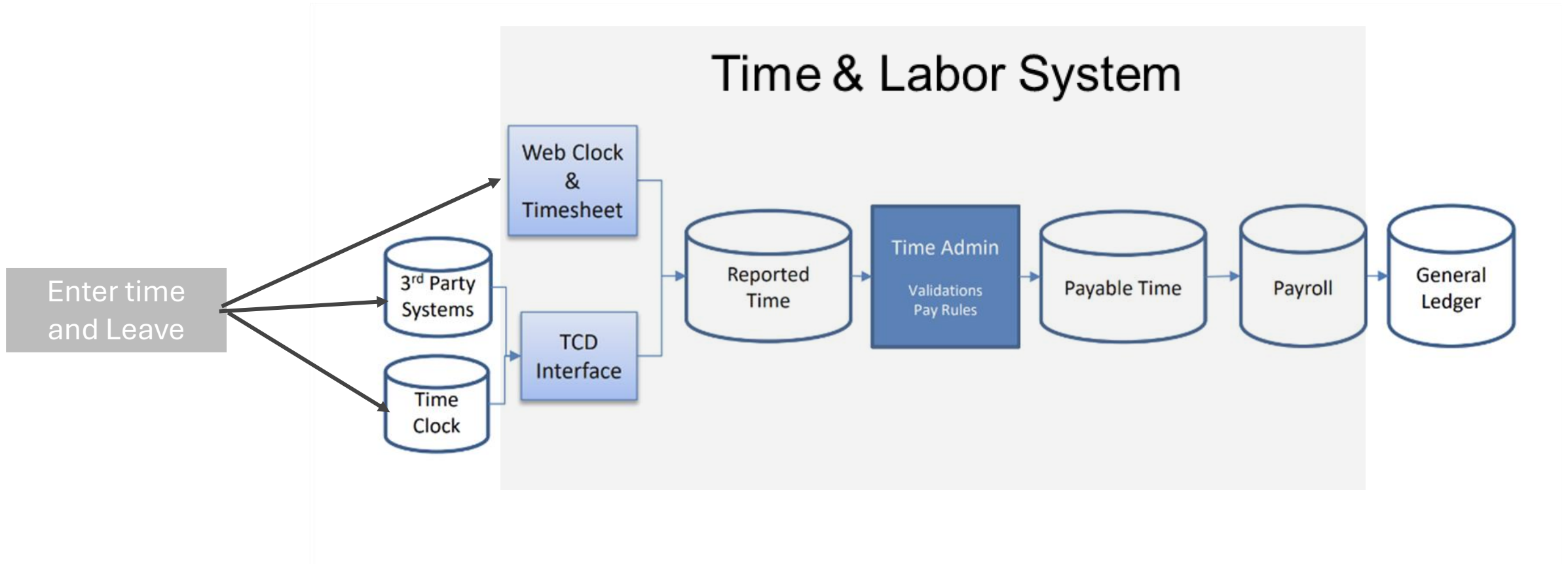


Enhance user interface to improve experience

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.

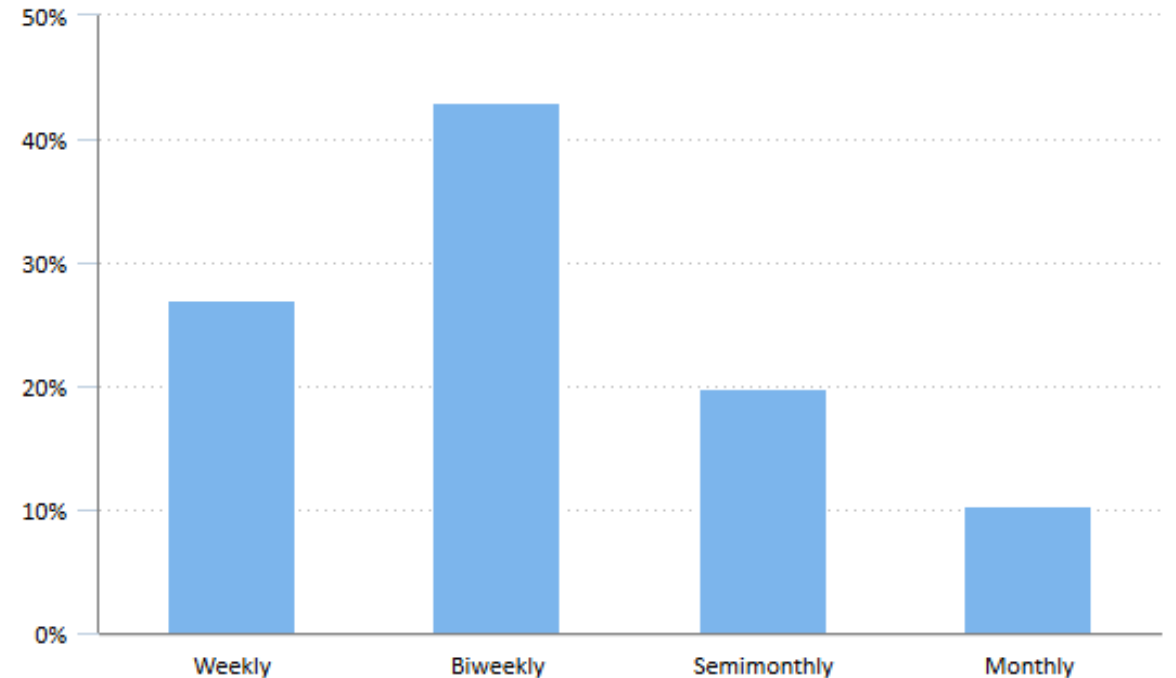
With these key objectives, the four University of Colorado campuses, CU leadership and Employee Services aligned to implement this change after a thorough analysis that started in early 2024.

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

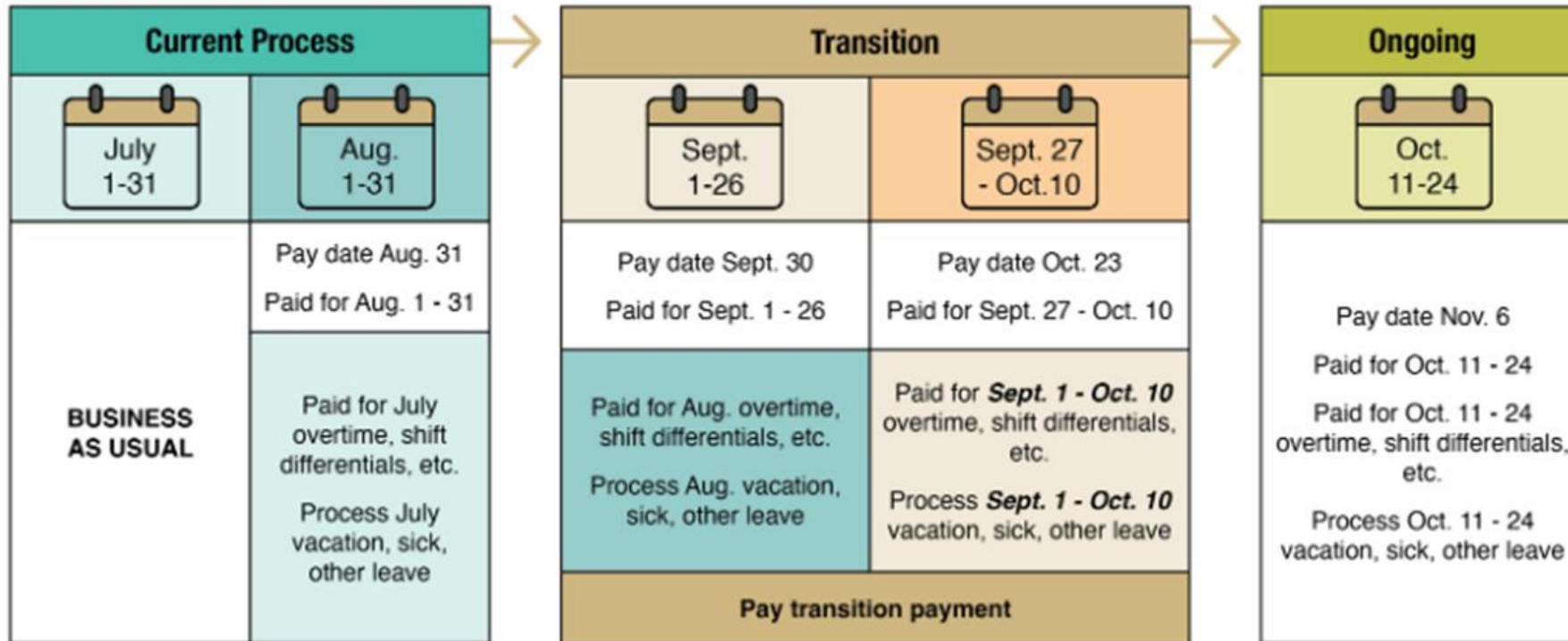


Hover over chart to view data.

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.

- 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.

[s](#) [Benefits & Wellness](#) [Payroll](#) [Leave](#) [International Tax](#) [Professional Growth & Training](#) [CU Advantage](#) [Time & Labor](#)

[HOME](#) | [EMPLOYEE SERVICES](#) | [TIME & LABOR](#) | [PAYDAY SCHEDULE CHANGE FOR NONEXEMPT EMPLOYEES](#)

Payday Schedule Change for Nonexempt Employees

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](#).

Beginning Sept. 27, 2026, [nonexempt](#) employees will transition from being paid monthly as earnings occur to being paid biweekly in [arrears](#).

We understand that changes to pay timing can feel stressful. CU is committed to transparency, support, and ensuring that employees have the necessary information and resources throughout this transition. Supervisors and HR professionals received an initial communication about the Payday Schedule Change on Jan. 15, 2026, and [nonexempt](#) employees will receive notifications on Jan. 22, 2026.

What is changing?

Under the new pay schedule:

! Are you

[Discover how your overtime](#)

i Support Inform

If you have would like to this change

Campus Resources

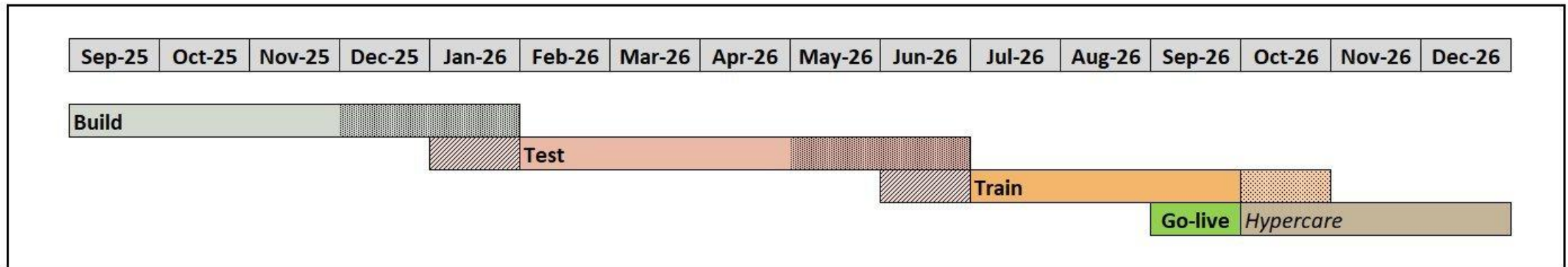
CU Anschutz
- [CU Anschutz](#)
- [Questions & Answers](#)



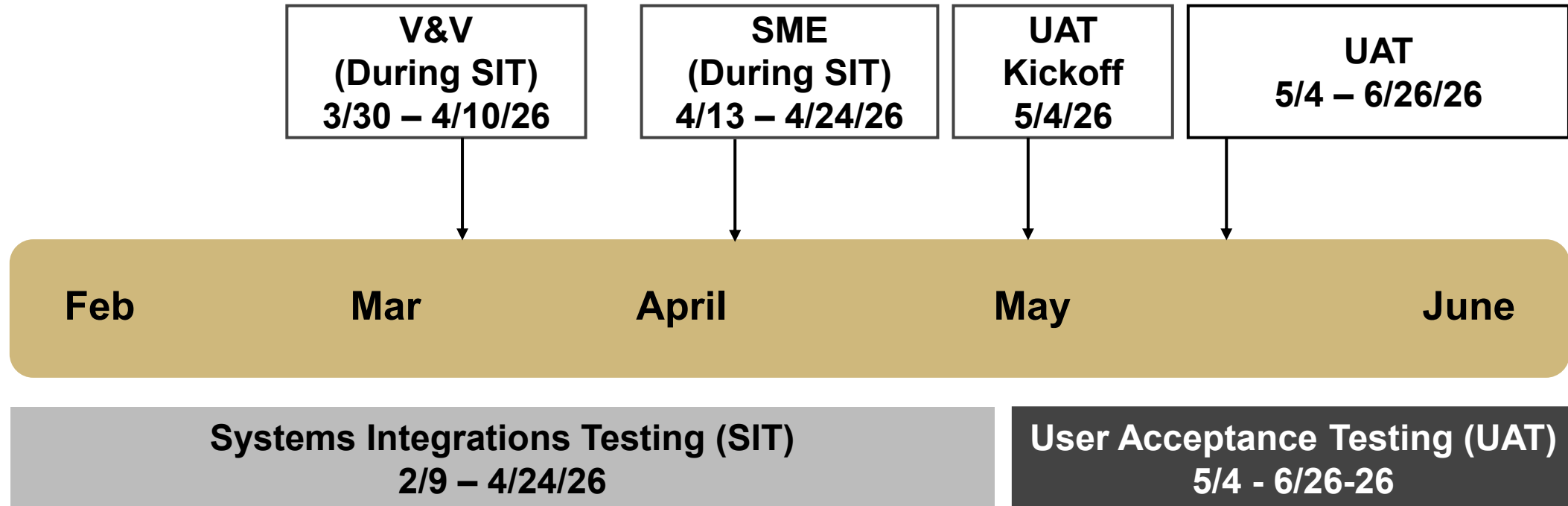
Project Timeline & Phases



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.

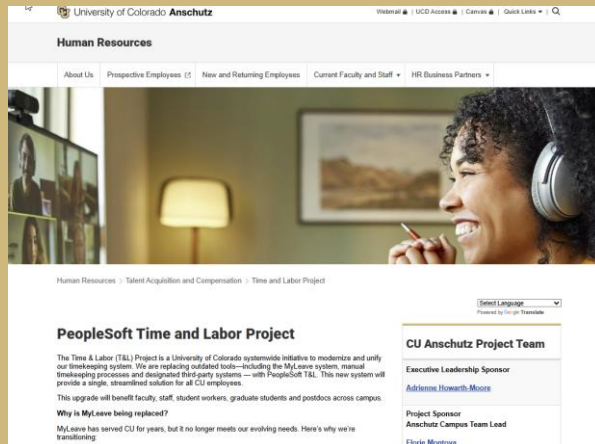
Our Network

- 97 Change Champions
- 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](#).

A screenshot of the "Time & Labor Project" feedback form. The form is titled "Time & Labor Project" and includes a section for "We'd Love to Hear From You". It contains several input fields for "First Name", "Last Name", and "Email". There are also dropdown menus for "Which of the following best describes your employment type?" and "Please indicate your FLSA (pay) status below:". The form is designed to collect feedback from employees.



Open Discussion





University of Colorado **Anschutz**

Central Services Administration

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