

Payroll Frequently Asked Questions

Employee Impact of an Extended System Closure

This guide addresses employee concerns regarding a prolonged closure of the System office and the impact on receiving their paychecks.

Will I Get Paid

Q. When will I get paid?

- A. **Salaried employees** will receive their normal pay on their **scheduled pay day** if [direct deposit](#) has been set up by the employee. Employee Services cannot guarantee paper check delivery.

Hourly employees will receive pay for hours approved and submitted to payroll by the payroll deadline **on their scheduled pay day** if [direct deposit](#) has been set up by employee. Employee Services cannot guarantee paper check delivery.

Q. Will there be a delay if I receive a paper check?

- A. Checks are printed by the Print Center. If the center is open there should be no delay. There could be a delay if the center is closed.

Contacts

Q. Who should I contact if I have questions on my timesheet or my pay is incorrect?

- A. Contact your department or payroll liaison.

Misc.

Q. What can I do to make sure I get my pay on time?

- A. Set up [direct deposit](#) at least 10 days before payday.

Overtime eligible and hourly employees should submit timesheets through their normal process and contact their payroll liaison if they have questions. MyLeave timesheets can be submitted by phone.

Q. Where do I see my paycheck?

- A. You can view your paycheck in the employee portal (www.my.cu.edu).

Q. How do I set up direct deposit?

- A. Click for direct [deposit instructions](#) or visit: <https://www.cu.edu/docs/direct-deposit-instructions>