Payroll Information for New Residents/Fellows

CU PORTAL –

Access to Direct Deposit, W-2, W-4, Monthly Pay Advice, Address Changes, Emergency Contact, etc.

   a. Log in site: https://login.ucdenver.edu/signin.html
   b. Insert username (University Single-Sign-On username)
   c. Insert password (University Single-Sign-On password)
   d.   If prompted, select UCD Access
   e. When prompted to complete Two-Factor Authentication:
       Install and Register for "Duo" at CU Secure and Multi-Factor Authentication (ucdenver.edu)
   f. Select drop down link "CU Resources Home" at top left of Landing Page
   g. Select "My Info and Pay." Your immediate priorities are:
       i. Enter Direct Deposit bank account information ASAP to ensure timely pay.
       ii. Update W-4
       iii. Check "Contact Details" and update if needed.

2. **CU Benefits -** listed in the "Benefits Summary" section of the CU Portal. For information on life and disability benefits which are administered through the CU GME office, contact CU GME Benefits Manager at (303) 724-6024 or Debra.J.Johnson@cuanschutz.edu

3. **Pay Day -** the last business day of each month.

4. **Pay Advice** – To view and/or print a copy of your monthly pay advice, login to the CU Portal, select "My Info and Pay", then "Paychecks."

5. **Address Changes** – Update in CU Portal. Please update both your mailing and home address to ensure your address is current for all your HR essentials (Benefits, Payroll, etc.).

6. **Name Changes** – To change your name for Payroll/Benefits, you must send a copy of your new, signed Social Security card showing your new legal name to Pam Sullivan at pamela.sullivan@cuanschutz.edu **using the UC Denver encrypted email system** or through campus mail at box C293. Encrypted Mail Information is at: http://www.ucdenver.edu/email/Cloud/Pages/Encrypted.aspx

7. **W-2** – Mailed out by January 31st each year. Check that your address is current in the CU Portal **before December 31st.**
   a. W-2 Re-Issue Process for active employees: Re-print your W-2 from the CU Portal.
   b. Exited employees: Print the request form from Employee Services website: http://www.cu.edu/employee-services/policies/w-21042-s-reissue-request-form and fax it to (303) 860-4299 to receive a copy of your W-2.

Payroll Contact – CU GME Payroll Coordinator is Pam Sullivan: available at (303) 724-6025 or pamela.sullivan@cuanschutz.edu

Payroll Information for New Residents/Fellows

IMPORTANT INFORMATION ABOUT YOUR FIRST PAYCHECK:

Direct Deposit:
If you have not set up your Direct Deposit **by Monday, July 12th,** you may be issued a physical paycheck on your first pay date. This method comes with a risk of misplacement, whether in the mail or by accident. You are required to wait 10 business days after the original issue date to report a check as lost.

*Please login to your CU Portal to complete your "Add Direct Deposit" section ASAP.

W-4 Information:
You will have access through the CU Portal to complete your W-4 form **on your start date**.
If you have not updated your W-4, your paycheck will be taxed at the highest rate.

*Please update your W-4 on your start date.

Payroll Overview for GME Trainees

1. **CU Portal –**
   a. **Access to Direct Deposit, W-2, W-4, Monthly Pay Advice, Address Changes, Benefits, Emergency Contact, etc.**
   b. Log in site: https://login.ucdenver.edu/signin.html
   c. Insert username (University username)
   d. Insert password (University password)
   e. If prompted, select UCD Access
   f. When prompted to complete Two-Factor Authentication:
      i. Install and Register for "Duo" at CU Secure and Multi-Factor Authentication (ucdenver.edu)
   g. Select drop down link "CU Resources Home" at top left of Landing Page
   h. Select "My Info and Pay" – Immediate priorities are:
      i. Enter Direct Deposit information ASAP to ensure timely pay
      ii. Update W-4
      iii. Check "Contact Details" and update if needed.

2. **CU Benefits -** listed in the "Benefits Summary" section of the CU Portal. For information on life and disability benefits administered through the CU GME office, contact CU GME Benefits Manager at (303) 724-6024 or Debra.J.Johnson@cuanschutz.edu

3. **Pay Day -** the last business day of each month.

4. **Pay Advice** – To view and/or print a copy of monthly pay advice, login to the CU Portal, select "My Info and Pay", then "Paychecks."

5. **Address Changes** – to ensure your address is updated for all necessary entities (benefits, payroll, etc.). **Update in CU Portal, both mailing and home address.**

6. **Name Changes** – To change your name for Payroll/Benefits, you must submit a copy of your new SS card to Pam Sullivan at pamela.sullivan@cuanschutz.edu **using the UC Denver encrypted email system** or through campus mail at box C293. Encrypted Mail Information is posted at: http://www.ucdenver.edu/email/Cloud/Pages/Encrypted.aspx

7. **W-2** – Mailed out by January 31st each year. Check that your address is correct in the CU Portal before December 31st.
   a. For active employees: Re-print your W-2 in the CU Portal.
   b. Exited employees - Print the request form from Employee Services website: http://www.cu.edu/employee-services/policies/w-21042-s-reissue-request-form and fax it to (303) 860-4299.

Payroll Contact – your CU GME Payroll Coordinator is Pam Sullivan; (303) 724-6025 or pamela.sullivan@cuanschutz.edu

Add Emergency Contact

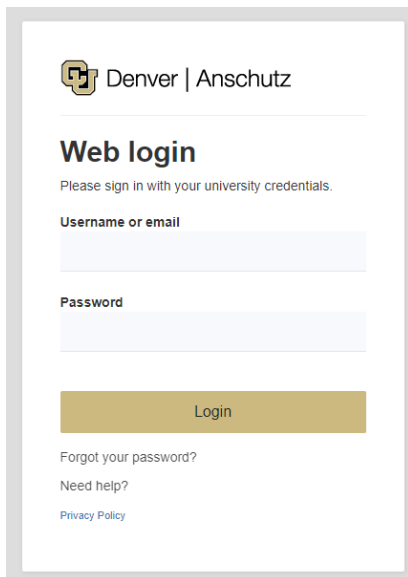***You will have access to the Emergency Contacts tile 60 days prior to your start date.***
When you receive access, log in to your CU Portal to enter your emergency contact information.

CU PORTAL ACCESS
To access your CU Portal remotely, you must install and register for Duo Mobile on your preferred mobile device. See instructions at:
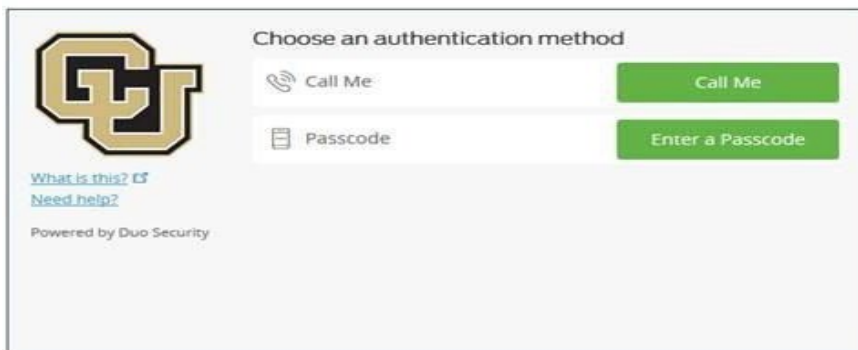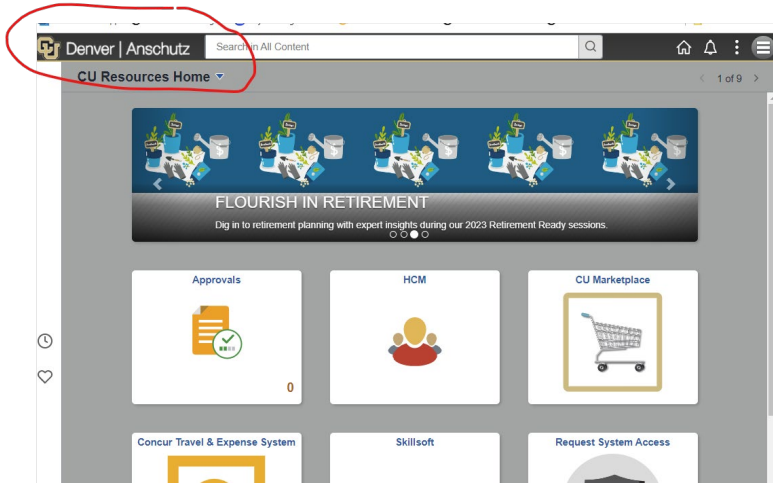https://www.ucdenver.edu/offices/office-of-information-technology/software/how-do-i-use/getting-started-with-multi-factor-authentication
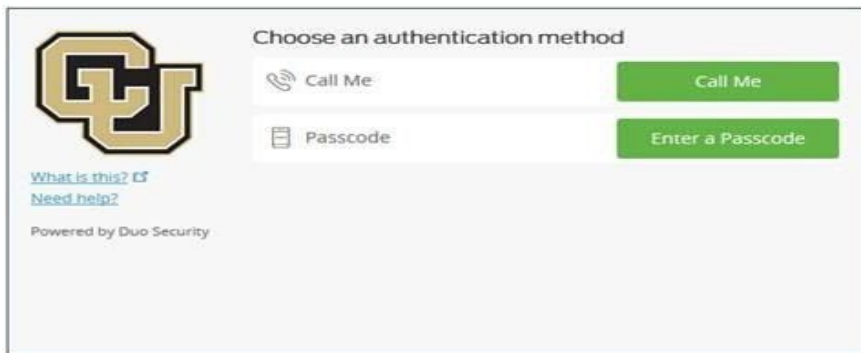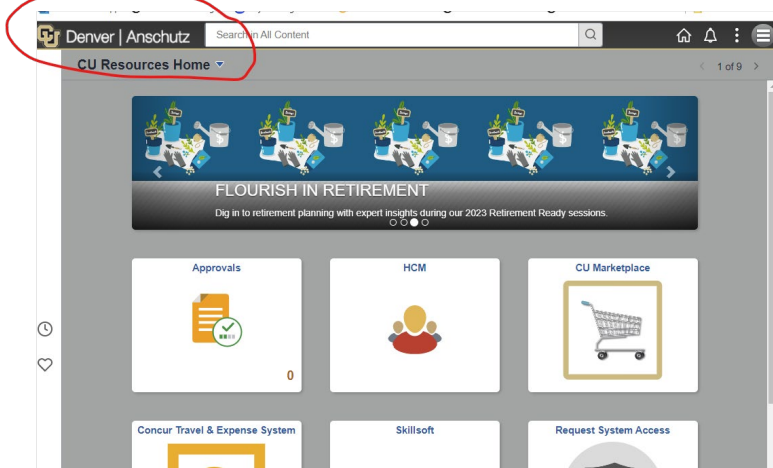
- Log in site: https://passport.ucdenver.edu/login.php

- Insert username (University username)
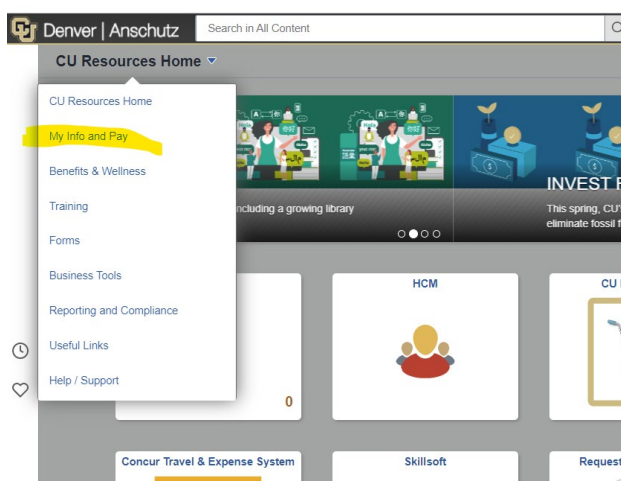- Insert password (University password)

- Complete the Duo Mobile Authentication:

- Click on "CU Resources Home" located at the top of the Home page:

- Select the link to "My Info and Pay":

- Select the "Emergency Contacts" tile:
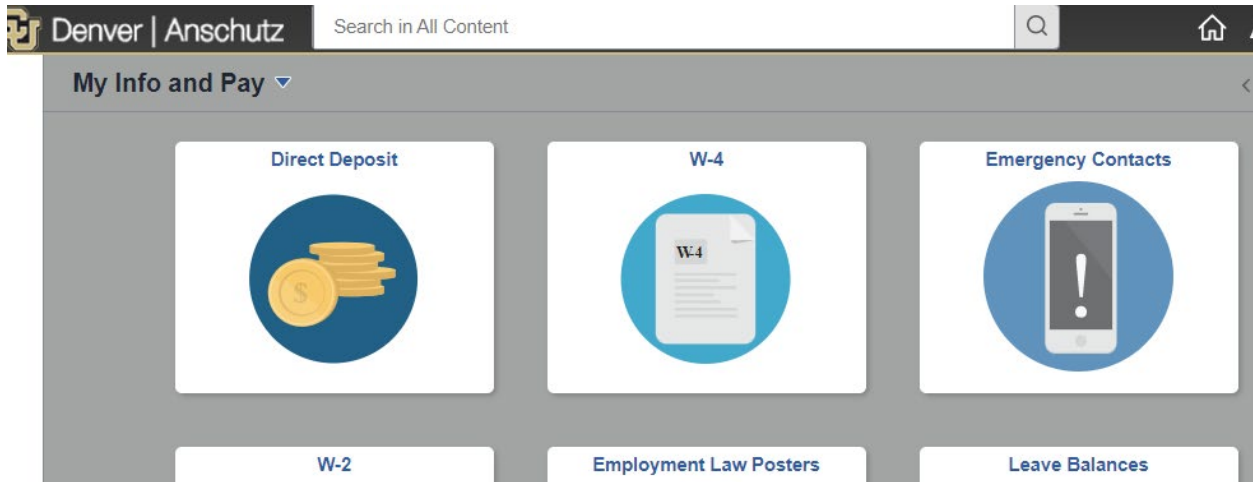
Direct Deposit Account Entry

You will not have access to the Direct Deposit tile in your Employee Portal until 60 days before your training program start date.
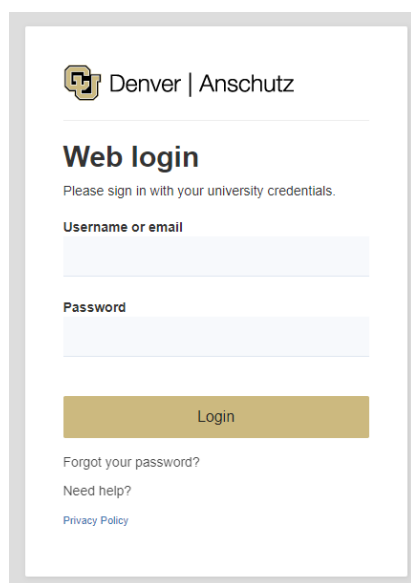
*You must log into your CU Portal to enter your Direct Deposit information**. It is critical to enter your Direct Deposit information before the mid-month payroll deadline** to prevent a delay in receiving your paycheck OR the loss of a paper check in the USPS mail system.*

CU PORTAL ACCESS
To access your CU Portal remotely, you must install and register for Duo Mobile on your preferred mobile device. See instructions at:
https://www.ucdenver.edu/offices/office-of-information-technology/software/how-do-i-use/getting-started-with-multi-factor-authentication

- Log in site: https://passport.ucdenver.edu/login.php

- Insert username (University username)
- Insert password (University password)

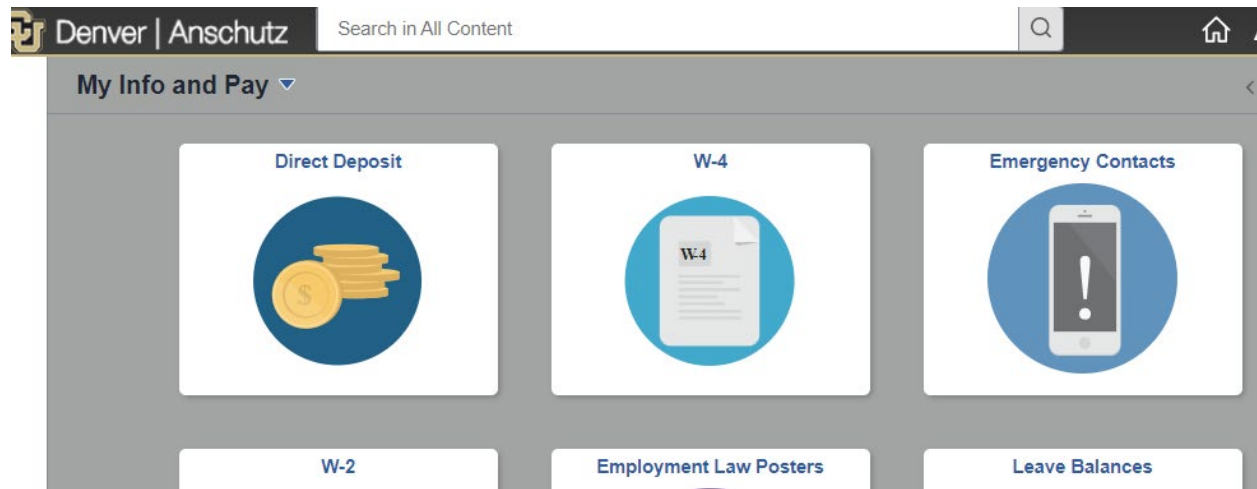- Complete the Duo Mobile Authentication:

- Click on "CU Resources Home" located at the top of the Home page:

- Select the link to "My Info and Pay":

- Select the "Direct Deposit" tile:

- Select "Add Account":
- Enter your account information, **then select "Save":**

W-4 Completion

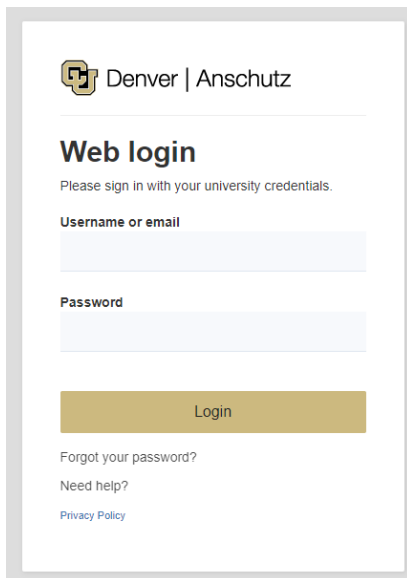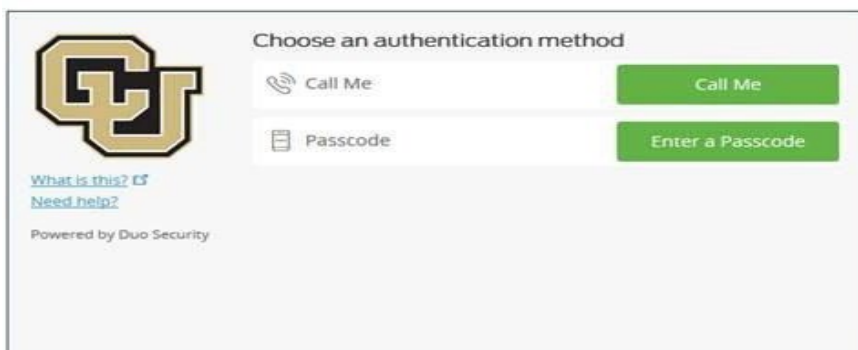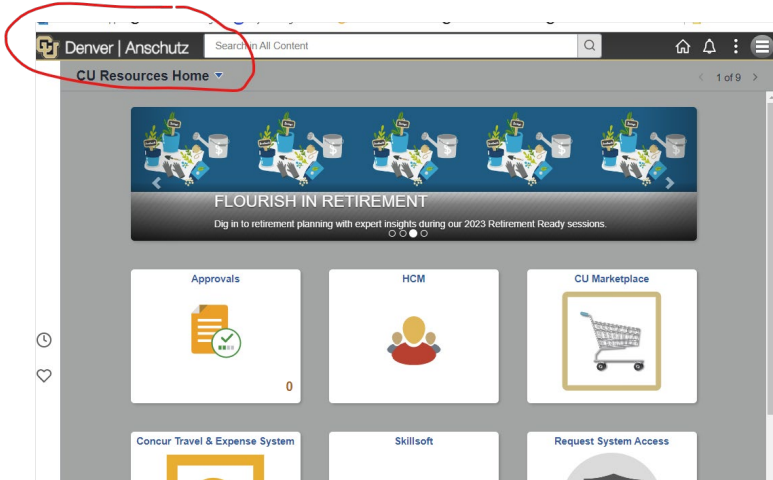*PLEASE NOTE: You will NOT have access to the electronic W-4 form until your training program start date.*

You must login to the CU Portal then and complete your W-4 to prevent being taxed at the highest rate.

CU PORTAL ACCESS

To access your CU Portal remotely, you must install and register for Duo Mobile on your preferred mobile device. See instructions at:
https://www.ucdenver.edu/offices/office-of-information-technology/software/how-do-i-use/getting-started-with-multi-factor-authentication

- Log in site: https://passport.ucdenver.edu/login.php

- Insert username (University username)
- Insert password (University password)
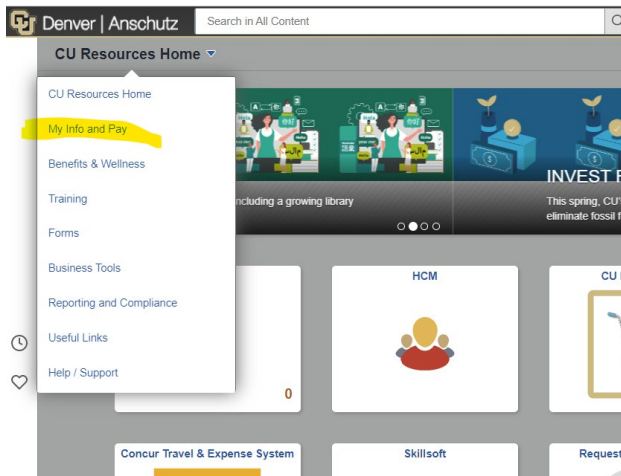
- Complete the Duo Mobile Authentication:

- Click on "CU Resources Home" located at the top of the Home page:

- Select the link to "My Info and Pay":

- Select the "W-4" tile: