

Payroll Information for New Residents/Fellows

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: [Multi-Factor Authentication \(MFA\) with Duo](#)

1. **Access to Direct Deposit, W-2, W-4, Monthly Pay Advice, Address Changes, Emergency Contact, etc.**
 - a. When prompted to complete Two-Factor Authentication, install and register for “Duo” at [CU Secure and Multi-Factor Authentication \(ucdenver.edu\)](#)
 - b. Log in site: <https://my.cu.edu/>
 - c. Insert username (University Single-Sign-On username)
 - d. Insert password (University Single-Sign-On password)
 - e. Select drop down link “CU Resources Home” at top left of Landing Page
 - f. 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 Office of Medical Education, contact OME-HR@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 both Home and Mailing Addresses in CU Portal **immediately** to ensure your address is current for all your HR essentials (Benefits, Payroll, etc.).
6. **Name Changes** – To change your name for CU systems, you must send a copy of your signed Social Security card showing your new, legal name to OME-HR@cuanschutz.edu. Using your cuanschutz.edu email address **ensures your email is encrypted and secure**. See [Encryption](#).
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 – Payroll Coordinator is Pam Sullivan: pamela.sullivan@cuanschutz.edu

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IMPORTANT INFORMATION ABOUT YOUR FIRST PAYCHECK:

Direct Deposit:

If you have not set up your Direct Deposit **by the 10th of the month (June 10th for PGY 1s, July 10th for PGY2s and above)** you may be issued a paper paycheck on your first pay date. As these are mailed using USPS to your address of record in your CU Portal, this runs the risk of misplacement. In case of a missing paycheck, you are required to wait 10 business days after the original issue date to report a check as lost.

***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 completed your W-4, your paycheck will be taxed at the highest rate.

***Update your W-4 on your start date.**