OGC Team Talks

September 24, 2026



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Agenda

- Welcome and Opening
- Time and Labor
- CIDA
- Upcoming Trainings
- Docusign Reminder
- Close

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PeopleSoft Time & Labor

Project Update

Office of Grants and Contracts

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Presenters

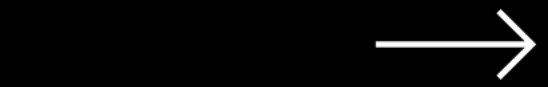
- **Executive Leadership Sponsor** – Adrienne Howarth-Moore (*Associate Vice Chancellor and Chief HR Officer*)

- **HCM Program Director** – Justin Loiselle

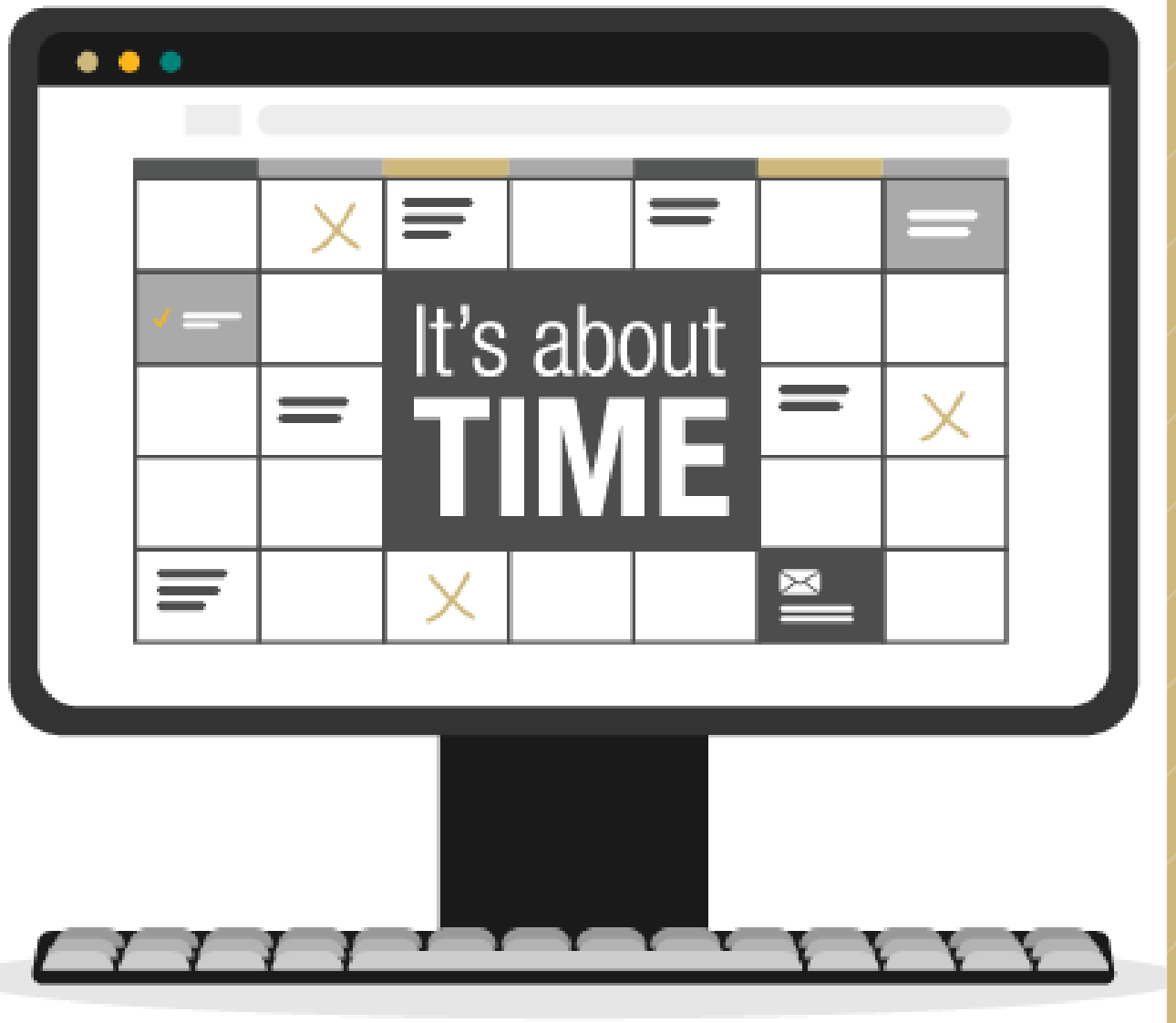
Agenda

01	Project Overview
02	Project Resources
03	Open Discussion

Project Overview



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Overview

The Time & Labor (T&L) Project

- Will replace most legacy systems, including MyLeave with PeopleSoft Time & Labor (T&L)
- **Go-live Date:** February 28, 2027

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Project Details

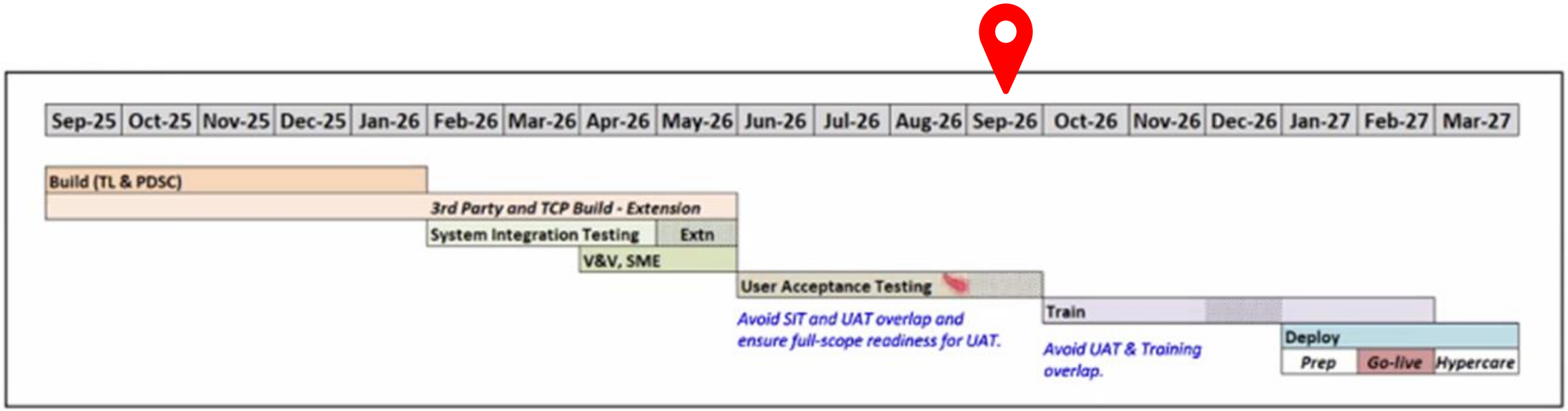
Why are we replacing MyLeave?

- 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

Implementation Timeline



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Time & Labor Impact

Who is impacted by Time & Labor (T&L)?

- **Everyone is impacted**. All faculty, staff, student workers, graduate student employees, and postdoctoral employees
- Departments using physical timeclocks will transition to a centralized vendor solution.
- All other third-party and manual timekeeping methods are being eliminated

How will leave be tracked for graduate student employees and postdoctoral employees?

- Leave accruals and balances for graduate student employees and postdocs will transition to PeopleSoft Time & Labor and be visible in the Human Capital Management (HCM) system.
- No changes to postdoctoral leave accruals:
  - Postdocs will continue to accrue 8 hours of sick leave and 8 hours of vacation per month.
  - Accrual rates remain unchanged with the new system

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 February 28, 2027.**

Who is impacted?

- **Feb. 2027:** 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 will be offered at a later date**. Additional windows to voluntarily move to biweekly pay will be considered in the future.

When does this change take effect?

- February 1-27, 2027: Final monthly pay period
- February 28, 2027: Time and Labor go-live; Biweekly pay begins
- February 28 – March 13, 2027: First biweekly pay period. Check date March 26, 2027

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PDSC Decision

Why is CU making this change?

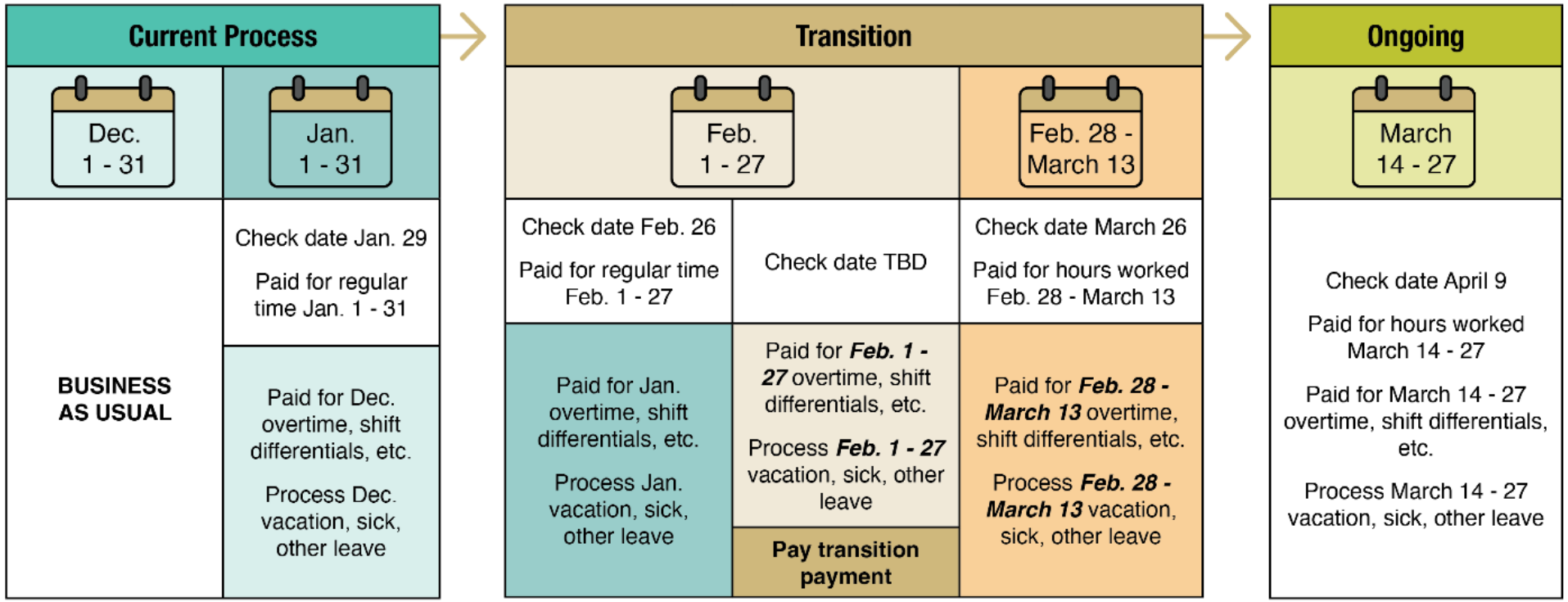
Transitioning monthly nonexempt employees to a biweekly pay-in-arrears cycle will:

- 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.

PDSC Transition

Monthly to Biweekly Transition for Nonexempt Employees



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PDSC Transition Cont.

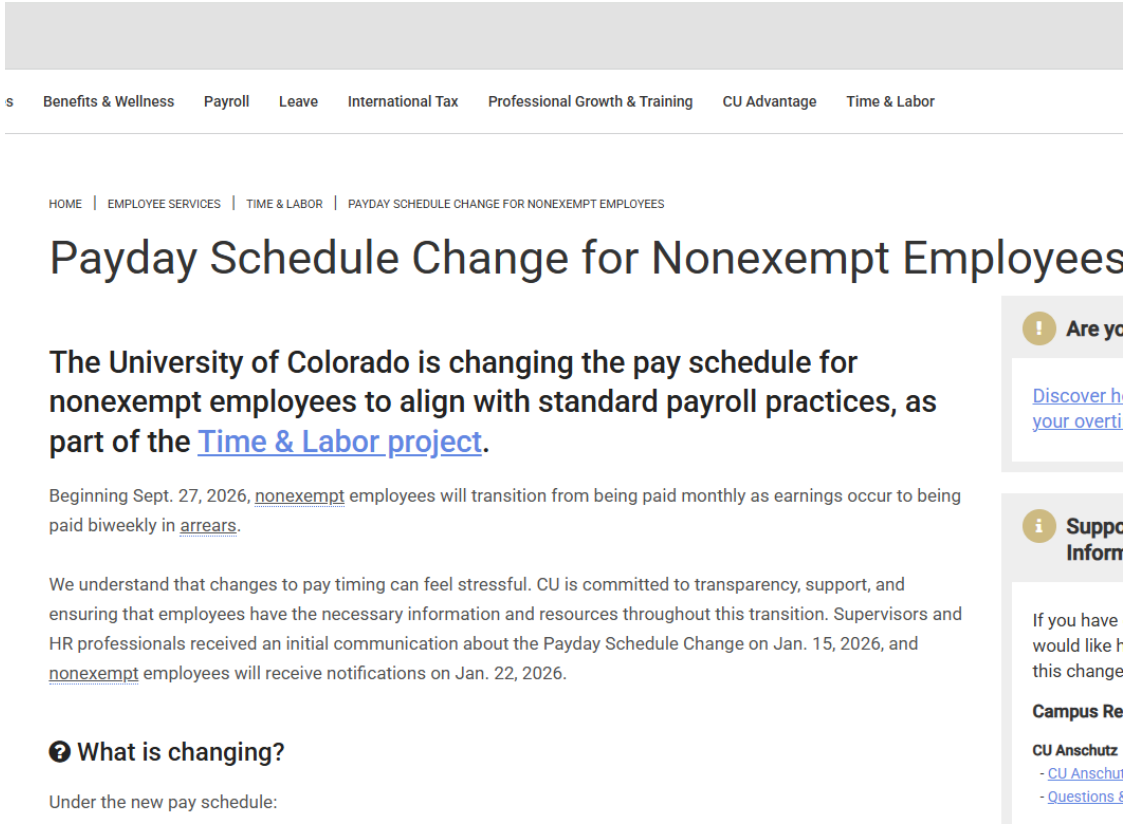
Biweekly pay is based on hours worked in the prior period, which means affected employees will experience a two-week shift in pay as we transition from current monthly pay to biweekly pay in arrears — similar to starting a new job and waiting for your first paycheck.

- 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 March to help ease this change. **Note:** The transition payment is only being offered to nonexempt employees hired before Feb. 1, 2027, who will be transitioning from monthly to biweekly pay.

PDSC Resources

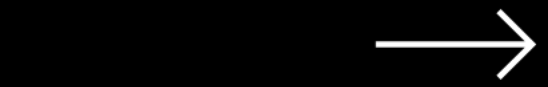
Visit the Employee Services Payday Schedule Change website for the latest information.

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



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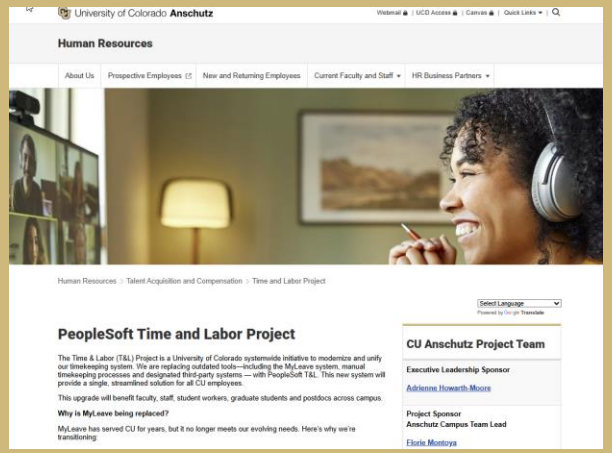
Project Resources



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Project Resources

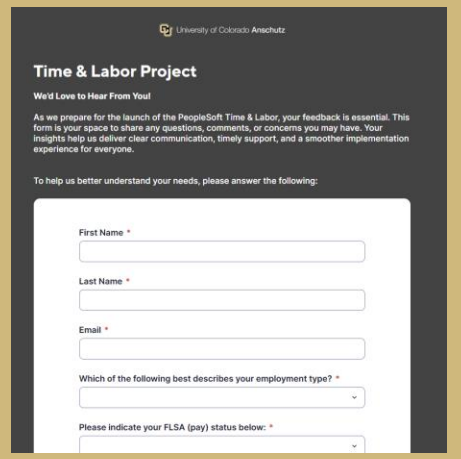
Visit our T&L Project Website



Connect with your Change Champion



Have a question or want to give feedback? Use our T&L Form.



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Payroll Schedule Change: Key Sponsored Projects Impacts

- The population of individuals who are charged to sponsored projects on a bi-weekly basis will increase slightly at go live and continue to grow as new employees are hired, or voluntarily transition.

- Departments may have sponsored projects personnel paid on both monthly and bi-weekly payroll schedules on a sponsored project.

Key Considerations
- Increased payroll transaction volume.
- Multiple pay cycles requiring oversight.

OGC Readiness Activities

1. Fringe Allocation Process

- Fringe allocations will run following bi-weekly payrolls rather than only at month-end.
- Fringe expenses will be recorded closer to the related payroll activity, improving financial visibility.
- The revised process will also capture approved Payroll Expense Transfers (PETs) since the prior fringe run, reducing the need for manual fringe calculations during reporting deadlines.

2. Payroll Encumbrances

- Currently hourly employees are not encumbered.
- HCM is working to update the existing encumbrance process to include hourly non-exempt >50% and benefit eligible.

OGC Readiness Activities

3. Payroll Expense Transfers (PETs)

Several enhancements are under way to support payroll transitions:

- Adding earning begin dates to paycheck detail PET pages so users can identify payroll that crosses month-end periods.
- Updating training materials to clarify that salary charges crossing a funding distribution change at month end will be allocated based on the number of calendar days in each month period.
- Developing a PET calculation tool to assist departments in determining appropriate funding splits when payroll spans multiple funding periods.

OGC Readiness Activities

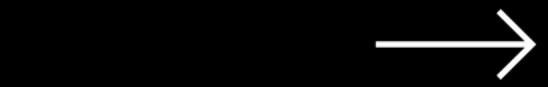
5. Sponsored Projects Invoicing

- Bi-weekly payroll costs will be invoiced in the accounting period in which they post to the General Ledger.
- OGC is developing a sponsor-facing webpage to explain payroll schedule changes and related impacts when needed.
- Standard invoice language is being developed to proactively address sponsor questions regarding payroll schedule changes to be added when needed.

6. Effort Reporting

- OGC is assessing the impact of payroll that crosses effort reporting periods.
- Required effort reporting updates are expected to be part of a longer-term post Time & Leave implementation effort.

Open Discussion



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CIDA

Theresa Jennings & Natalie Lopez-Esquibel

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Upcoming Training Opportunities

- Sponsored Project Training:

  10/22: **SP11A**- Contracts for Incoming Funding

  Learn how to confidently navigate the University contracting process in this practical overview co-presented by the Office of Grants & Contracts and Clinical Research Contracting teams. The presentation covers contract fundamentals, signature authority, guidance on which University office handles different types of agreements, DocuSign best practices, funding pathways, agreement review processes, and submission workflows.

  10/29: **SP11B**- Contracts for Outgoing Funding

  Learn how to distinguish between subrecipients and contractors/vendors/service providers, analyze subaward issues to think about at the proposal submission stage, best practices for developing statements of work, budgets, and other required submission attachments, how to submit requests, track agreement status, and successfully manage subrecipient relationships.

- Registration for each course can be completed through SkillSoft Percipio. All courses are open to CU Denver | Anschutz employees.

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