Contact Information

• Main Payroll Office
  – 303-556-3030, Payroll@msudenver.edu

• Battsetseg Stinson, Payroll Manager
  – Full time Faculty and Administrative
  – Ext. 64024, Bstinson@msudenver.edu

• Hanh Tran
  – Affiliate Faculty, Classified
  – Ext. 65032, Tranhanh@msudenver.edu

• Angela Ballou
  – Students, Admin/Classified Hourly
  – Ext. 63017, Aballou1@msudenver.edu
ConnectU

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- View and print Paystubs
- View and print annual W-2
- View W-4 withholding allowances
- *Webtime Entry
Pin Number

• ConnectU will ask for your Pin number when trying to print W-2
• Any issues logging in, call IT helpdesk

TECHNOLOGY RESOURCES & SERVICES

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Pay Schedule

• All monthly employees are paid on the last business day of the month
• Affiliate Faculty:
  – Fall Schedule: 9/18, 10/23, 11/20, 12/22
  – Spring ‘16 Schedule: 1/22, 2/19, 3/18, 4/22, 5/27
• Semi-Monthly employees are paid on the 15th and last business day of each month
Where to Send Paper Forms

• **To Payroll:**
  – Direct Deposit Form
  – W-4 Form Tax Withholding
  – Denver Occupational Privilege Tax Form

• **To HR:**
  – Address/Name Change Forms
  – Benefit Elections or Changes
  – Beneficiary Change Form
  – Salary Reduction-Annuity Forms
  – Employment Verifications
  – PAF, or Salary SUP

• **Pera Forms:**
  – Final 6 Month Salary form to HR (retirement)
  – Termination Certification/Rollover Request to Payroll
  – 401K Contribution Authorization to Payroll

• **Parking/ECO Pass:**
  – Form to AHEC Parking Office
Direct Deposit

• Payroll must receive form no later than the 15th to process for End of Month Payroll
• Notify payroll immediately if you have closed your bank account
  – Can take 5-7 business days to process payment reissue
• Can split deposit between numerous banks
• All A/P Reimbursements or Travel will be paid through A/P-Make sure bank info in ConnectU is valid
Taxes

• As state employees, we do not pay Social Security
• All employees required to pay into retirement account
• Federal and State taxes are calculated after pretax deductions (benefits and retirement)
• Medicare deducted only after pretax benefits
Errors on Payment

• If you suspect an error (underpaid or overpaid) on your paycheck, contact supervisor first

• Supervisor will then contact HR to research

• Errors will be corrected immediately
Student Employees

• Refer to Student Employment Handbook on HR website
• Hourly employees must submit timesheets to supervisor. Supervisor must keep timesheets on file for at least 3 years
• Allowed to work up to 30 hours per week during school
• Allowed to work up to 40 hours per week during school breaks
Webtime Entry

• Semi-Monthly Hourly employees moving to Webtime Entry through ConnectU Self Service

• Allows Employee to enter time daily, submit for approval to supervisor and supervisor to approve electronically

• Avoids any delay in pay due to missing paper timesheets or out of office supervisors

• Saves Paper!
Questions?