

# 2009 Payroll Information

## IMPORTANT!

No Paper Checks!  
Be prepared for direct deposit!

Photocopy of your  
Social Security card must be  
returned with your  
startup paperwork!

(\*photocopy will be appropriately destroyed)

## Equity Actor? Teacher?

This information sheet does not apply to you. You'll receive information separately as to your specific payroll circumstances.

**YOU MUST BE PREPARED TO HAVE YOUR WAGES DEPOSITED ELECTRONICALLY ("DIRECT DEPOSIT") IN YOUR BANK OR SAVINGS INSTITUTION OF CHOICE.** A Statement of Deposit will be mailed to your *official* home address--not to your temporary Boulder address.

We encourage you, if not already enrolled through your bank, to consider online banking. With online banking, you will be able to use one of the computers available to Company members in order to check both the amount and timeliness of your biweekly deposits.

Complete and return--**with a voided check\*** (or deposit slip if using a savings account)--the accompanying Direct Deposit Application Form. **IMPORTANT: Even if you've had direct deposit through CU Payroll in the past, you MUST re-establish direct deposit now. CU is now cancelling every employee's direct deposit at the end of his or her term of employment.**

**\*This is a MUST! Simply filling in your bank's routing number and your account number on the direct deposit form is not sufficient.** If you choose to have your direct deposits go into a checking or money market account, you must provide a voided CHECK and not a deposit slip; deposit slips often display other than the needed bank routing number.

Direct deposit paydays occur biweekly (every other week)\*:

Biweekly Pay Period:	PAYDAY:	Biweekly Pay Period:	PAYDAY:
June 1–June 13	Friday, June 26	July 12–July 25	Friday, August 7
June 14–June 27	Friday, July 10	July 26–August 8	Friday, August 21
June 28–July 11	Friday, July 24	August 9–August 22	Friday, September 9

\*Your last direct deposit will occur after your CSF employment has ended.

Note: Since **ORIGINAL** signatures are required on CSF startup forms, you must **MAIL** them to CSF. No faxes!

Refer to the chart above to determine which paydays apply to your term of employment. Your Statement of Work ("contract") states in which biweekly pay period your employment begins and in which period it ends.

You'll be required to submit to your supervisor by noontime every other Tuesday a timesheet indicating hours worked during the recently completed biweekly pay period. Failure to submit a timesheet on time will result in late pay.

## REMEMBER!

**ALL OF YOUR WAGES WILL BE DEPOSITED ELECTRONICALLY ("DIRECT DEPOSIT") IN THE BANK OR SAVINGS INSTITUTION OF YOUR CHOICE.** This means you'll need to arrive in Boulder with an ATM card or some other means of obtaining cash from your bank.

## Questions?

Contact Rav: kemble@colorado.edu. or (303) 492-4539