



INTRODUCTION TO THE PAYROLL REP ROLE

As a Payroll Representative for your department, you play a vital role in ensuring your employees are being paid accurately and on time. We look forward to working with you on this shared goal and we value your time, effort, and collaboration!

While we understand that you wear many hats and handle many other duties within your departments, the following are a few of the critical Payroll Rep responsibilities:

- Be the “go-to” person for employees in your department for questions on paychecks, pay rates/increases, accruals, leave time, taxes, holidays, and anything payroll-related.
- Become familiar with County policies relating to payroll, accruals and leave time.
- Be the liaison between your department and the HR Payroll team. Let HR Payroll know of any unusual situations with your employees and feel free to call with any questions.
- Track pay changes, position changes, review dates, leave time, and accruals for your department’s employees, as well as monitoring unique items such as on-call pay or special pay code work.
- At the end of each pay period, carefully check, make corrections and approve all timecards for your department employees before the established deadline.
- Each pay period, carefully check pay sheets (pre-check detail) for all department employees before the payroll is confirmed.

We recognize that there are a lot of processes, policies, and details to keep track of, and we’ve tried to compile most of the information in one place with this guide. We hope you will find it to be a helpful resource.

This guide will also be posted on the HR Payroll website at <https://www.larimer.org/hr/payroll>. It will be updated on the first of each month to make sure it contains all current information. You are welcome to print any or all of the guide for reference.

The website also contains other valuable information, so keep it in mind as a resource for other questions you may have!

Please feel free to contact any of us in HR Payroll if you have any questions or need more information.

Thanks for being a valued part of the Payroll Team!

Amy O’Donnell, Payroll Manager (x5991)

Brenda Haarmann, Payroll Specialist Lead (x5982)

Tommie Anne Ruble, Payroll Specialist (x5985)

Jessica Villaseñor, Human Resources Coordinator (x5984)

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LARIMER COUNTY PAYROLL REPRESENTATIVES

As of September 9, 2021

	Department	Contact	Ext.		Department	Contact	Ext.
ASD	ALTERNATIVE SENTENCING	Dana Hitch	2676	FAR	FAIRGROUNDS-THE RANCH	Catherine Couey	4018
		Diane Field	2677			Andrea Smith	4019
ASR	ASSESSOR	Catharine Fallin	7112				
		Tesa Vassar	7098	FIN	FINANCIAL SERVICES	Robin Byrne	5930
		Lisa Ford	7068			Michelle Dodd	5948
BHS	BEHAVIORAL HEALTH SVCS	Ryan Barstow	7125	FLT	FLEET SERVICES	Jose Garcia Jr	5689
						Jamie Goler	5690
CLR	CLERK AND RECORDER	Elizabeth Kimball	7841	HAE	HEALTH AND ENVIRONMENT	Amy Smith	6712
		Kate Goff	7886			Laura Roberts	6702
BCC	COMMISSIONERS' OFFICE	Brenda Gimeson	7012	HRD	HUMAN RESOURCES	Katie Lewis	5993
		Matthew Behunin	7011			Nick Cole	5974
COC	COMMUNITY CORRECTIONS	Diane Field	2677	HSD	HUMAN SERVICES	Nichole McNeill	7618
		Dana Hitch	2676			Tami McIntosh	7621
CDV	COMMUNITY DEVELOPMENT	Vicki Scharp	7683				
		Kristin Bothell	7685	IT	INFORMATION TECHNOLOGY	Jessica Wentworth	5011
COR	CORONER	Emily Kane	6161			Rhonda Ross	5010
				NAR	NATURAL RESOURCES	Linda Wilson	4558
CAT	COUNTY ATTORNEY	Karen Rittwager	7444			Leslie Seier	4568
		Jennifer Infeld	7445			Sarah Watson	4567
DTA	DISTRICT ATTORNEY	Lisa Saling	7209	RAB	ROAD AND BRIDGE	Sally Damge	5655
		Mary Epping	7208			Andrea Krotz	5654
ENG	ENGINEERING-PUBLIC WORKS	Katie Beilby	5726				
		Kathy Vaughan	5720	SHR	SHERIFF'S OFFICE	Brei Kennedy	5133
EWD	ECONOMIC & WORKFORCE DEV	Sherry Cabrera	6603			Sarah Pierson	5129
		Tricia Vogl	6692	SLW	SOLID WASTE	Sayaros Mohamed	5764
		Wendy Horst	6602			Tonie Andrews-Barnes	5786
EXT	EXTENSION	Andy Weakland	6009	TRE	TREASURER & PUBLIC TRUSTEE	Donna Brady	7022
FAC	FACILITIES	Kim Johnson	5910			Brigitte Grimm	7033
		Alyssa Lemos	5903			Irene Josey	7027

Amy O'Donnell Payroll Manager 5991	Brenda Haarmann Payroll Specialist Lead 5982	Tommie Anne Ruble Payroll Specialist 5985	Jessica Villaseñor HR Coordinator 5984	Jennifer Fairman Benefits Manager 5983	Rachel Sporleder Benefits Team Lead 5996	Kathy Harris Benefits Specialist 5986	Kelly Wachtman Benefits Tech 5975	Erin Schmidt Leave Specialist 5981
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	DEPARTMENTS	GENERALIST	RECRUITER	HR CONTACTS
ASD	Alternative Sentencing	Lisa	Katie	Christine
ASR	Assessor	Lisa	Katie	5987
BHS	Behavioral Health	Lisa	Sara	Nicole
CLR	Clerk and Recorder	Lisa	Katie	5973
BCC	Commissioners	Christine	Katie	Jen Z
COC	Community Corrections	Lisa	Katie	5978
CDV	Community Development	Eileen	Sara	Lisa
COR	Coroner	Lisa	Sara	5777
CAT	County Attorney	Christine	Katie	Eileen
DTA	District Attorney	Christine	Katie	6360
EWD	Economic Development	Lisa	Sara	Sabrina
ENG	Engineering - Public Works	Eileen	Sara	5125
EXT	Extension	Lisa	Katie	Brenda
FAC	Facilities	Eileen	Sara	5982
FAR	Fairgrounds/ The Ranch	Eileen	Sara	Tommie Anne
FIN	Finance	Eileen	Katie	5985
FLT	Fleet	Eileen	Sara	Sara
HAE	Health and Environment	Lisa	Sara	5989
HRD	Human Resources	Christine	Katie	Katie
HSD	Human Services	Jen Z	Katie	5988
IT	Information Technology	Eileen	Katie	Jessica
NAR	Natural Resources	Eileen	Sara	5984
RAB	Road and Bridge	Eileen	Katie	Amy
SHR	Sheriff	Sabrina	Sabrina	5991
SLW	Solid Waste	Eileen	Sara	Bridget
TRE	Treasurer	Lisa	Sara	5976

2021

Payroll Calendar

January						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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31						

February						
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28						

March						
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28	29	30	31			

April						
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4	5	6	7	8	9	10
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May						
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2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
Su	M	Tu	W	Th	F	Sa
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13	14	15	16	17	18	19
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27	28	29	30			

July						
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25	26	27	28	29	30	31

August						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September						
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October						
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24	25	26	27	28	29	30
31						

November						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December						
Su	M	Tu	W	Th	F	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Bi-Weekly & 28-Day
Pay Period End Dates

Default 28-Day
Pay Period End Dates

Pay
Dates

Holidays

HOLIDAY SCHEDULE

Holiday:	Observed:
New Years' Day.....	January 1st
Martin Luther King Day.....	Third Monday in January
President's Day.....	Third Monday in February
Memorial Day.....	Last Monday in May
Independence Day.....	July 5th
Labor Day.....	First Monday in September
Veteran's Day.....	November 11th
Thanksgiving Day.....	Fourth Thursday in November
Day After Thanksgiving.....	Friday after Thanksgiving *
Christmas Day.....	December 24th*
2022 New Year's Day.....	December 31st, 2021*

*	Nov. 26, 2021 Closed and Payday
*	Dec. 24th, 2021 Closed and Payday.
*	Dec. 31st, 2021 Closed - Jan. 1st, 2022

2022

Payroll Calendar

January							February							March							April						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					31	1			1	2	3	4	5			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28						24	25	26	27	28	29	30	24	25	26	27	28	29	30
30	31																										

May							June							July							August						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
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1	2	3	4	5	6	7				1	2	3	4	3	4	5	6	7	8	9		1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	10	11	12	13	14	15	16	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	17	18	19	20	21	22	23	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	24	25	26	27	28	29	30	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30			31							28	29	30	31			

September							October							November							December						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3							1												1	2	3
4	5	6	7	8	9	10	2	3	4	5	6	7	8			1	2	3	4	5	4	5	6	7	8	9	10
11	12	13	14	15	16	17	9	10	11	12	13	14	15	6	7	8	9	10	11	12	11	12	13	14	15	16	17
18	19	20	21	22	23	24	16	17	18	19	20	21	22	13	14	15	16	17	18	19	18	19	20	21	22	23	24
25	26	27	28	29	30		23	24	25	26	27	28	29	20	21	22	23	24	25	26	25	26	27	28	29	30	31
							30	31						27	28	29	30										

Bi-Weekly & 28-Day
Pay Period End Dates

Default 28-Day
Pay Period End Dates

Pay
Dates

Holidays

HOLIDAY SCHEDULE

Holiday:	Observed:
New Years' Day.....	December 31st, 2021
Martin Luther King Day.....	Third Monday in January
President's Day.....	Third Monday in February
Memorial Day.....	Last Monday in May
Juneteenth.....	June 20th
Independence Day.....	July 4th
Labor Day.....	First Monday in September
Veteran's Day.....	November 11th*
Thanksgiving Day.....	Fourth Thursday in November
Day After Thanksgiving.....	Friday after Thanksgiving *
Christmas Day.....	December 26th
2023 New Year's Day.....	January 2, 2023

* Nov. 11, 2022 Closed and Payday

* Nov. 25, 2022 Closed and Payday

2021	Bi-Weekly & 28-Day Pay Schedule						2021
D= 28-Day Default Pay	Thursday	Wednesday	Wednesday	Thursday	Friday	Friday	PR#
	Pay Periods		Employees	Managers	Department Payroll Reps	Pay Day	
	Start Date	End Date	Approve Their Time by the End of the Day	Approve Staff Time by the End of the Day.	Review Time Cards Sign Off by 5.p.m.		
Timekeeper	Dec-17	Dec-30	Dec-30	Dec-31	Jan-01	Jan-08	1
D	Dec-31	Jan-13	Jan-13	Jan-14	Jan-15	Jan-22	2
Timekeeper	Jan-14	Jan-27	Jan-27	Jan-28	Jan-29	Feb-05	3
D	Jan-28	Feb-10	Feb-10	Feb-11	Feb-12	Feb-19	4
Timekeeper	Feb-11	Feb-24	Feb-24	Feb-25	Feb-26	Mar-05	5
D	Feb-25	Mar-10	Mar-10	Mar-11	Mar-12	Mar-19	6
Timekeeper	Mar-11	Mar-24	Mar-24	Mar-25	Mar-26	Apr-02	7
D	Mar-25	Apr-07	Apr-07	Apr-08	Apr-09	Apr-16	8
Timekeeper	Apr-08	Apr-21	Apr-21	Apr-22	Apr-23	Apr-30	9
D	Apr-22	May-05	May-05	May-06	May-07	May-14	10
Timekeeper	May-06	May-19	May-19	May-20	May-21	May-28	11
D	May-20	Jun-02	Jun-02	Jun-03	Jun-04	Jun-11	12
Timekeeper	Jun-03	Jun-16	Jun-16	Jun-17	Jun-18	Jun-25	13
D	Jun-17	Jun-30	Jun-30	Jul-01	Jul-02	Jul-09	14
Timekeeper	Jul-01	Jul-14	Jul-14	Jul-15	Jul-16	Jul-23	15
D	Jul-15	Jul-28	Jul-28	Jul-29	Jul-30	Aug-06	16
Timekeeper	Jul-29	Aug-11	Aug-11	Aug-12	Aug-13	Aug-20	17
D	Aug-12	Aug-25	Aug-25	Aug-26	Aug-27	Sep-03	18
Timekeeper	Aug-26	Sep-08	Sep-08	Sep-09	Sep-10	Sep-17	19
D	Sep-09	Sep-22	Sep-22	Sep-23	Sep-24	Oct-01	20
Timekeeper	Sep-23	Oct-06	Oct-06	Oct-07	Oct-08	Oct-15	21
D	Oct-07	Oct-20	Oct-20	Oct-21	Oct-22	Oct-29	22
Timekeeper	Oct-21	Nov-03	Nov-03	Nov-04	Nov-05	Nov-12	23
D	Nov-04	Nov-17	Nov-17	Nov-18	Nov-19	Nov-26	24
Timekeeper	Nov-18	Dec-01	Dec-01	Dec-02	Dec-03	Dec-10	25
D	Dec-02	Dec-15	Dec-15	Dec-16	Dec-17	Dec-24	26

**Department
Payroll Reps**

2021

Wednesday — Pay Period End Date: All Personnel Actions must be received by Payroll by 5 p.m.

Thursday — 1 day after Pay Period End Date: Review all your Personnel Workflows. Notify Payroll via email of any corrections.

Friday — 2 days after Pay Period End Date: Payroll Reps must Sign Off on all Time Cards by 5 p.m.

Tuesday before Pay Date: Finish Reviewing **Pay Sheets**. Notify Payroll by **12:00 p.m.** with any **Corrections** or reply **OK** to email if all Pay Sheets are correct.

2022	Bi-Weekly & 28-Day Pay Schedule						2022
D= 28-Day Default Pay	Thursday Pay Periods	Wednesday	Wednesday Employees	Thursday Managers	Friday Department Payroll Reps	Friday Pay Day	PR#
	Start Date	End Date	Approve Their Time by the End of the Day	Approve Staff Time by the End of the Day.	Review Time Cards Sign Off by 5.p.m.		
Timekeeper	Dec-16	Dec-29	Dec-29	Dec-30	Dec-31	Jan-07	1
D	Dec-30	Jan-12	Jan-12	Jan-13	Jan-14	Jan-21	2
Timekeeper	Jan-13	Jan-26	Jan-26	Jan-27	Jan-28	Feb-04	3
D	Jan-27	Feb-09	Feb-09	Feb-10	Feb-11	Feb-18	4
Timekeeper	Feb-10	Feb-23	Feb-23	Feb-24	Feb-25	Mar-04	5
D	Feb-24	Mar-09	Mar-09	Mar-10	Mar-11	Mar-18	6
Timekeeper	Mar-10	Mar-23	Mar-23	Mar-24	Mar-25	Apr-01	7
D	Mar-24	Apr-06	Apr-06	Apr-07	Apr-08	Apr-15	8
Timekeeper	Apr-07	Apr-20	Apr-20	Apr-21	Apr-22	Apr-29	9
D	Apr-21	May-04	May-04	May-05	May-06	May-13	10
Timekeeper	May-05	May-18	May-18	May-19	May-20	May-27	11
D	May-19	Jun-01	Jun-01	Jun-02	Jun-03	Jun-10	12
Timekeeper	Jun-02	Jun-15	Jun-15	Jun-16	Jun-17	Jun-24	13
D	Jun-16	Jun-29	Jun-29	Jun-30	Jul-01	Jul-08	14
Timekeeper	Jun-30	Jul-13	Jul-13	Jul-14	Jul-15	Jul-22	15
D	Jul-14	Jul-27	Jul-27	Jul-28	Jul-29	Aug-05	16
Timekeeper	Jul-28	Aug-10	Aug-10	Aug-11	Aug-12	Aug-19	17
D	Aug-11	Aug-24	Aug-24	Aug-25	Aug-26	Sep-02	18
Timekeeper	Aug-25	Sep-07	Sep-07	Sep-08	Sep-09	Sep-16	19
D	Sep-08	Sep-21	Sep-21	Sep-22	Sep-23	Sep-30	20
Timekeeper	Sep-22	Oct-05	Oct-05	Oct-06	Oct-07	Oct-14	21
D	Oct-06	Oct-19	Oct-19	Oct-20	Oct-21	Oct-28	22
Timekeeper	Oct-20	Nov-02	Nov-02	Nov-03	Nov-04	Nov-11	23
D	Nov-03	Nov-16	Nov-16	Nov-17	Nov-18	Nov-25	24
Timekeeper	Nov-17	Nov-30	Nov-30	Dec-01	Dec-02	Dec-09	25
D	Dec-01	Dec-14	Dec-14	Dec-15	Dec-16	Dec-23	26

**Department
Payroll Reps**

2022

Wednesday — Pay Period End Date: All Personnel Actions must be received by Payroll by 5 p.m.

Thursday — 1 day after Pay Period End Date: Review all your Personnel Workflows. Notify Payroll via email of any corrections.

Friday — 2 days after Pay Period End Date: Payroll Reps must Sign Off on all Time Cards by 5 p.m.

Tuesday before Pay Date: Finish Reviewing **Pay Sheets**. Notify Payroll by **12:00 p.m.** with any **Corrections** or reply **OK** to email if all Pay Sheets are correct.



Larimer County 2021 Holiday Schedule

New Year's Day	Friday, January 1, 2021
Martin Luther King, Jr. Day (Observed)	Monday, January 18, 2021
President's Day (Observed)	Monday, February 15, 2021
Memorial Day	Monday, May 31, 2021
Independence Day (Observed)	Monday, July 5, 2021
Labor Day	Monday, September 6, 2021
Veterans' Day	Thursday, November 11, 2021
Thanksgiving Day	Thursday, November 25, 2021
Day after Thanksgiving	Friday, November 26, 2021
Christmas Day (Observed)	Friday, December 24, 2021
New Year's Day (Observed)	Friday, December 31, 2021

Maximum Carryover Limit: The maximum carryover limit for holiday leave (accrued and deferred) balances is 32 hours for full time benefited employees. A proportionate maximum carryover will apply to part time benefited employees' equivalent to four workdays at the part time holiday accrual rate they are receiving as of December 31st of each calendar year. An employee's holiday leave balance in excess of the maximum carryover limit will be forfeited as of December 31st of each calendar year.



Larimer County 2022 Holiday Schedule

New Year's Day (Observed)	Friday, December 31, 2021
Martin Luther King, Jr. Day	Monday, January 17, 2022
President's Day (Observed)	Monday, February 21, 2022
Memorial Day	Monday, May 30, 2022
Juneteenth (Observed)	Monday, June 20, 2022
Independence Day	Monday, July 4, 2022
Labor Day	Monday, September 5, 2022
Veterans' Day	Friday, November 11, 2022
Thanksgiving Day	Thursday, November 24, 2022
Day after Thanksgiving	Friday, November 25, 2022
Christmas Day (Observed)	Monday, December 26, 2022
New Year's Day (Observed)	Monday, January 2, 2023

Maximum Carryover Limit: The maximum carryover limit for holiday leave (accrued and deferred) balances is 32 hours for full time benefited employees. A proportionate maximum carryover will apply to part time benefited employees' equivalent to four workdays at the part time holiday accrual rate they are receiving as of December 31st of each calendar year. An employee's holiday leave balance in excess of the maximum carryover limit will be forfeited as of December 31st of each calendar year.

ACCRUALS

***Be sure to monitor your leave balances throughout the year.
All vacation or holiday hours over the maximum allowed will be forfeited on December 31st each year.***

- * Current Employees receive Vacation and Sick accruals at the end of the first week of the pay period
(but they are effective the first day of the pay period)
- * Newly hired eligible employees will begin accruing Vacation and Sick with their
first FULL pay period of employment.

Vacation Accruals	Regular & Limited Term Employees				Appointed Officials			
Number of Scheduled Hours Per Work Week	Length of Service				Length of Service			
	0 to < 5	5 to < 10	10 to < 15	15 +	0 to < 5	5 to < 10	10 to < 15	15 +
Employment Status	Number of Hours Accrued Per Biweekly Pay Period							
Part Time: 20 to 29 Hours	3.00	3.25	4.00	4.50	3.25	4.00	4.50	5.00
Part Time: 30 to 39 Hours	4.00	4.50	5.50	6.25	4.50	5.50	6.25	7.00
Full Time: 40 Hours	4.50	5.25	6.25	7.25	5.25	6.25	7.25	8.25

Vacation Maximum Carryover Limit	Regular & Limited Term Employees				Appointed Officials			
Number of Scheduled Hours Per Work Week	Length of Service				Length of Service			
	0 to < 5	5 to < 10	10 to < 15	15 +	0 to < 5	5 to < 10	10 to < 15	15 +
Part Time: 20 to 29 Hours	117.00	126.75	156.00	175.50	126.75	156.00	175.50	195.00
Part Time: 30 to 39 Hours	156.00	175.50	214.50	243.75	175.50	214.50	243.75	273.00
Full Time: 40 Hours	175.50	204.75	243.75	282.75	204.75	243.75	282.75	321.75

Sick Accruals (No Maximum)		
Employment Status	Biweekly	Annual
Part Time: 20 to 29 Hours	2.50	65.00
Part Time: 30 to 39 Hours	3.50	91.00
Full Time: 40 Hours	4.00	104.00

Holidays	
Employment Status	Per Each Calendar Holiday
Part Time: 20 to 29 Hours	5.00
Part Time: 30 to 39 Hours	7.00
Full Time: 40 Hours	8.00

(Maximum Carryover for deferred Holidays = 32 hrs)

NOTE: Employees must be in paid status for at least half of the pay period to receive accruals

Additional Leave/Accrual Information

Sick Leave for Temporary Employees	<p>As of 1/1/21, temporary employees receive sick leave of 1 hr for each 30 hrs worked, up to a maximum of 48 hrs per year (this calculates to .0334 hrs sick leave per hour worked). This is not paid out at termination, but if an employee returns within 6 mos, the leave hrs are reinstated. If an employee goes from a temp to a regular position, any accumulated temp sick hours will be moved to the employee's regular sick leave bank.</p>
Admin. Leave Bank - Optional	<p>Departments have the ability to add Admin. Hours to their employee Admin. banks. This is entered by the Department. Hours can carry over from year to year but cannot be paid out.</p>
Wellness Bank - Optional	<p>Departments have the ability to add Wellness Hours to their employee Wellness banks. This is entered by the Department. Hours can carry over from year to year but cannot be paid out.</p>
<div> Holidays for the Sheriff's Office </div> <p>Sworn Personnel, Jail Service Specialists, & Emergency Communications Operators receive 3.4 Holiday hours each biweekly pay period. Floating Holidays are now figured into your Vacation Accruals.</p> <p>11 Fixed Holidays = 88 Holiday Hours per Year.</p> <p>88 Hours/26 Payrolls per year = 3.38 hours per pay period. Use 3.4 as the biweekly rate. Total for the year = 88.4 Holiday hours.</p>	

Last Update: 09.09.21

2021 Compensation

NOTE: This does NOT apply to the Sheriff Step Pay Plan



1.5% Market Increase

December 31, 2020

- **Bi-Weekly & 28-Day Pay Schedule** –Increase effective December 31, 2020 (Pay Date of January 22, 2021)
- **Appointed Salary Resolutions** are also effective December 31st (this is their Merit not a Market adjustment). Salary Resolutions are always effective as stated on the resolution.



2.5% Merit Budget Allocation

- It is possible that your department could choose to use their 2.5% percent budget allocation for merits variably, so you should not communicate to employees that they WILL receive 2.5% percent in 2021; that is just the approved budget allocation to the department.
- Employees at the **MAX** of their range are **not eligible** for merit increases.
- Merit increases will be effective on the first day of the pay period in which the salary review date falls.
- Merit increases will continue to be entered via an Import by HR Payroll each pay period. You will receive an email from hr_etime on the Monday before pay period end with a list of your department's employees receiving a Merit increase in the next pay period. Please review the list and let HR Payroll know of any changes.

Compensation and Classification Questions:
Contact Jennifer Zwiefka in Human Resources at 498-5978



Retro Pay or Retro Hours

Retro Pay

- If a Promotion or other pay increase is submitted late, you must enter the action in workflow with the effective date as the first day of the pay period in which you received the paperwork and entered the action. Then calculate the Retro Pay from the actual effective date up to the last day of the previous pay period by completing the online Retro Pay form (LCHR-89). This form is now a Logiform that you will submit electronically for signatures.

Retro Hours

- If hours were reported incorrectly or missed on the time sheet, you **DO NOT** complete a Retro Pay form. To correct previously reported hours, send an email to eTime explaining the error and Payroll will do a Historical Edit/Correction to the employee time card. This correction will carry forward to the next pay period, and the corrections will appear on the next paycheck. Also, the hours will now be correct for ACA reporting.

2022 Compensation

NOTE: This does NOT apply to the Sheriff Step Pay Plan



2 to 10% Market Increase (variable)

January 13, 2022

- **Bi-Weekly & 28-Day Pay Schedule** –Increase effective January 13, 2022 (Pay Date of February 4, 2022)
- **Appointed Salary Resolutions** are also effective January 13th (this is their Merit not a Market adjustment). Salary Resolutions are always effective as stated on the resolution.



2% Merit Budget Allocation

- It is possible that your department could choose to use their 2% percent budget allocation for merits variably, so you should not communicate to employees that they WILL receive 2% percent in 2022; that is just the approved budget allocation to the department.
- Employees at the **MAX** of their range are **not eligible** for merit increases, but because of the increase in pay ranges in 2022, most employees will no longer be at the top of their range and will receive the merit increase.
- Merit increases will be effective on the first day of the pay period in which the salary review date falls.
- Merit increases will continue to be entered via an Import by HR Payroll each pay period. You will receive an email from hr_etime on the Monday before pay period end with a list of your department's employees receiving a Merit increase in the next pay period. Please review the list and let HR Payroll know of any changes.

Compensation and Classification Questions:
Contact Jennifer Zwiefka in Human Resources at 498-5978



Retro Pay or Retro Hours

Retro Pay

- If a Promotion or other pay increase is submitted late, you must enter the action in workflow with the effective date as the first day of the pay period in which you received the paperwork and are entering the action. Then calculate the Retro Pay from the actual date up to the last day of the previous pay period by completing the online Retro Pay form (LCHR-89). This form is now a Logiform that you will submit electronically for signatures.

Retro Hours

- If hours were reported incorrectly or missed on the time sheet, you **DO NOT** complete a Retro Pay form. To correct previously reported hours, send an email to eTime explaining the error and Payroll will do a Historical Edit/Correction to the employee time card. This correction will carry forward to the next pay period, and the corrections will appear on the next paycheck. Also, the hours will now be correct for ACA reporting.

Personnel Action Date Change - CHEAT SHEET						Sheriff	
Personnel Action	Definition	6-Month Probationary Date (REVIEW ONLY NO MERIT)?	12 Month Next Review Date?	Required Documents to Upload to Ultipro	Notes	Probationary Date? (Review ONLY NO Merit)	12 Month Next Review Date?
Benefited Employee to Temporary	A current Regular or Limited Term status employee is changing position to a Temporary position, may or may not be the same job title.	No	No <i>Date is removed (except HSD temps have a 12 mo eval)</i>	Email or Cover Sheet	Enter in Ultipro Workflow; Must determine payouts and enter in timesheet	No	<i>Date is removed</i>
Costing Change	Changes where the employee's salary is charged to. (This is not linked to the ORG in the position string).	No	No	Optional	Enter under Organization tab in Ultipro; Does NOT go through workflow	No	Yes
Demotion Disciplinary	A disciplinary demotion MUST go through your Human Resources Generalist, please contact your HR Generalist for more information.	No	No	Email from generalist; Cover Sheet if used	Enter in Ultipro Workflow; Keep the employee's current Evaluation Date (unless changed by generalist)	12 Months from Demotion Date	Yes
Demotion Voluntary	A voluntary demotion is when an employee APPLIES for a job that has a LOWER pay range and is selected for the new job.	Check with generalist. If Yes, 6 Months from Date of Demotion (9 Months for Social Caseworkers)	Check with generalist. If Yes, 12 Months from Date of Demotion	LCHR Demotion form or Letter or Email signed by Employee; Cover Sheet if used	Enter in Ultipro Workflow Handled on a case by case basis (check with generalist)	12 Months from Demotion Date	Yes
Earnings Change Temporary	Salary change for TEMPORARY employee.	No	No	Email or Cover Sheet	Enter in Ultipro Workflow	No	No
End Employment	Employee is no longer employed with the County or District Attorney.	No	No	Resignation Letter or Email	Enter in Ultipro Workflow; Must determine payouts and enter in timesheet	No	No
Evaluation Only	Evaluation is submitted but employee is not eligible for a merit increase (salary is at the maximum of the range or performance evaluation is below standard)	No	Yes	Eval Form; Cover Sheet if used	Enter in Ultipro Workflow	No	Yes
Evaluation Only Extend Probation	Department decides to extend the probationary period of an employee.	Probation Date extended according to the attached memo (done by HR)	Yes (do not change annual review date)	Email uploaded by HR Payroll	Entered by HR in Status/Key Dates in Ultipro; Handled on a case by case basis (check with generalist)	Extend the Probation Date according to the attached memo.	Yes

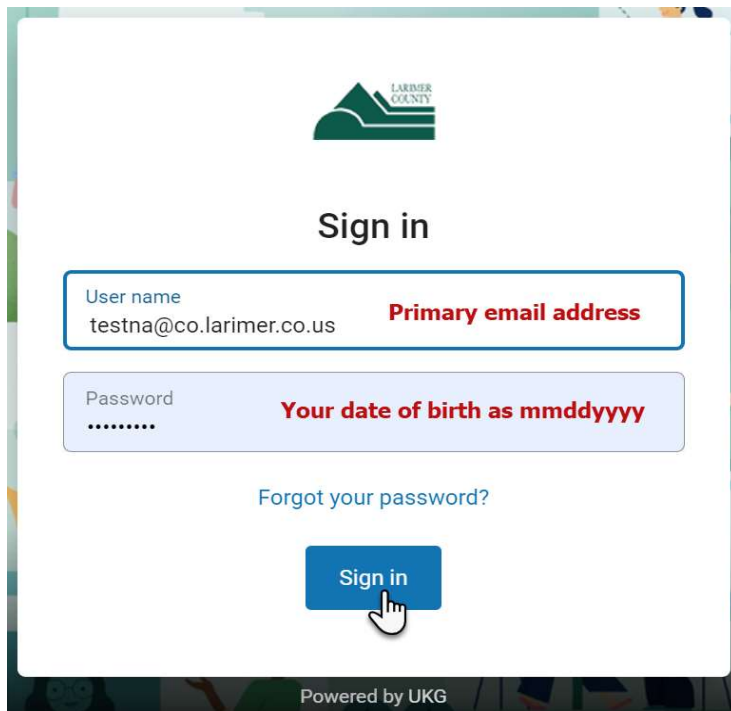
Personnel Action Date Change - CHEAT SHEET						Sheriff	
Personnel Action	Definition	6-Month Probationary Date (REVIEW ONLY NO MERIT)?	12 Month Next Review Date?	Required Documents to Upload to Ultipro	Notes	Probationary Date? (Review ONLY NO Merit)	12 Month Next Review Date?
Evaluation Only End of Probation	Employee has passed their Probation period.	No	Yes	Eval Form; Cover Sheet if used	Enter in Ultipro Workflow; Next review is 12 months from date of hire	No	Yes
Flex Staff	Jobs that are SPECIFICALLY identified as Flexibly staffed positions can be 'flex staffed' from one level to another WITHOUT Human Resources review. Example: Department Specialist I to a Department Specialist II. Contact HR if you are unsure if a Job is Flexibly staffed.	No	Yes	Cover sheet or Dept. document	Enter in Ultipro Workflow; If pay increase is given, new review date is 12 mos from date of flex staff action. If no pay increase, leave review dates unchanged	No	Yes
Hours Change	Employee's scheduled hours have changed.	No	No	Email or Cover Sheet	Enter in Ultipro Workflow; May affect Benefits	No	No
Merit & Evaluation Regular/Limited Term	Employee received a Standard or better performance evaluation and is eligible to receive a merit (salary) increase.	No	Yes	Eval Form; Cover Sheet if used	Enter in Ultipro Workflow; Include note if other than standard % increase	No	Yes
New Hire Regular or Limited Term	Newly hired employee that has NOT previously been employed by the County or District Attorney's Office.	Yes 6 Months from Date of Hire (9 Months for Social Caseworkers)	Yes 12 Months from Date of Hire	Offer Letter; Application or Waiver	Process thru Onboarding; Employee receives a probationary review 6 months after hire, then is eligible for their first merit 6 months after the probationary review, i.e. first merit is 12 months after initial hire.	12 Months from Hire Date	Yes
Pay Equity Adjustments	Compensation specialist or generalist has reviewed and approved a pay increase based on pay inequity for job or in department	No	No	Email from generalist (Uploaded by HR Payroll)	Entered in Ultipro by HR Payroll (HR will also do Retro pay if appropriate); No change to review dates.		
Position Change NO Salary Change	Change in the employee's position, same grade, with no salary change (may be an ORG, Job Title or Team change)	No	No	Cover sheet, if used	Enter in Ultipro Workflow	No	No

Personnel Action Date Change - CHEAT SHEET						Sheriff	
Personnel Action	Definition	6-Month Probationary Date (REVIEW ONLY NO MERIT)?	12 Month Next Review Date?	Required Documents to Upload to Ultipro	Notes	Probationary Date? (Review ONLY NO Merit)	12 Month Next Review Date?
Promotion	A current employee SUBMITS AN APPLICATION for an open position with a HIGHER RANGE, and is selected as the most qualified candidate. Example: Employee is currently a Payroll Technician II, there is a JOB POSTING for a Payroll Supervisor. The employee submits an application, interviews, and is selected.	Yes 6 Months from Date of Promotion (9 Months for Social Caseworkers)	Yes 12 Months from Date of Promotion	Eval Form or other document; Cover Sheet if used	Enter in Ultipro Workflow; Employee receives a probationary review 6 mos after the promotion, then is eligible for a merit 6 mos after the probationary review (i.e. next merit is 12 mos after the promotion).	12 Months from Date of Promotion	Yes
Reclassification DOWN	The Compensation Specialist has reviewed and approved a change in classification of the current FTE from their grade to a LOWER grade. An official request is sent to HR to change a job. Example: Compensation Specialist is 'Reclassified' to a Human Resources Generalist.	No	No	Reclass Memo Uploaded by HR Payroll	Entered in Ultipro by HR Payroll (HR will also do Retro pay if appropriate); Employee's current merit date stays the same.	No	Yes
Reclassification UP	The Compensation Specialist has reviewed and approved a change in classification of the current FTE from their grade to a HIGHER grade. An official request is sent to HR to change a job. Example: Payroll Tech is 'Reclassified' to a Payroll Specialist.	No	Yes	Reclass Memo Uploaded by HR Payroll	Entered in Ultipro by HR Payroll (HR will also do Retro pay if appropriate); Employee's next merit date is 12 mos after the Reclass action.	No	Yes
Rehire Regular or Limited Term	Newly hired employee that HAS been previously employed (including as a temporary/seasonal employee) by the County or District Attorney's Office.	Yes 6 Months from Date of Rehire (9 Months for Social Caseworkers)	Yes 12 Months from Date of Rehire	Offer Letter; Application or Waiver	Process thru Onboarding; Employee receives a probationary review 6 months after hire, then is eligible for their first merit 6 months after the probationary review, i.e. first merit is 12 months after initial hire.	12 Months from Rehire Date	Yes

Personnel Action Date Change - CHEAT SHEET						Sheriff	
Personnel Action	Definition	6-Month Probationary Date (REVIEW ONLY NO MERIT)?	12 Month Next Review Date?	Required Documents to Upload to Ultipro	Notes	Probationary Date? (Review ONLY NO Merit)	12 Month Next Review Date?
Temporary to Benefited Employee	A current Temporary or Seasonal status employee is changing position to a Regular or Limited Term position, may or may not be the same job title.	Yes 6 Months from Temp to Benefited Date (9 Months for Social Caseworkers)	Yes 12 Months from Temp to Benefited Date	Offer Letter; Application or Waiver	Enter in Ultipro Workflow; Employee receives a probationary review 6 months after Temp to Benefited action, then is eligible for their first merit 6 months after the probationary review, i.e. first merit is 12 months after Temp to Benefited action.	12 Months from Temp to Benefited Date	Yes
Transfer Voluntary	When an employee APPLIES for a job that has the same pay range and is selected for the new job.	Yes 6 Months from Transfer Date 9 Months for Social Caseworkers	Yes 12 Months from Transfer Date	Offer Letter; Application or Waiver	Enter in Ultipro Workflow; Employee receives a probationary review 6 months after Transfer, then is eligible for their first merit 6 months after the probationary review, i.e. first merit is 12 months after the Transfer.	12 Months from Transfer Date	Yes
Upload supporting documents in the Employee's Documents tab in Ultipro with this Naming Convention: EE ID#_EE Last Name_Action Type_Action Effective Date						Some actions do not apply to the Sheriff's Step Pay Plan	

UKG Direct-Access Registration

Use this link to access our UKG website: <https://nw12.ultipro.com/login.aspx>



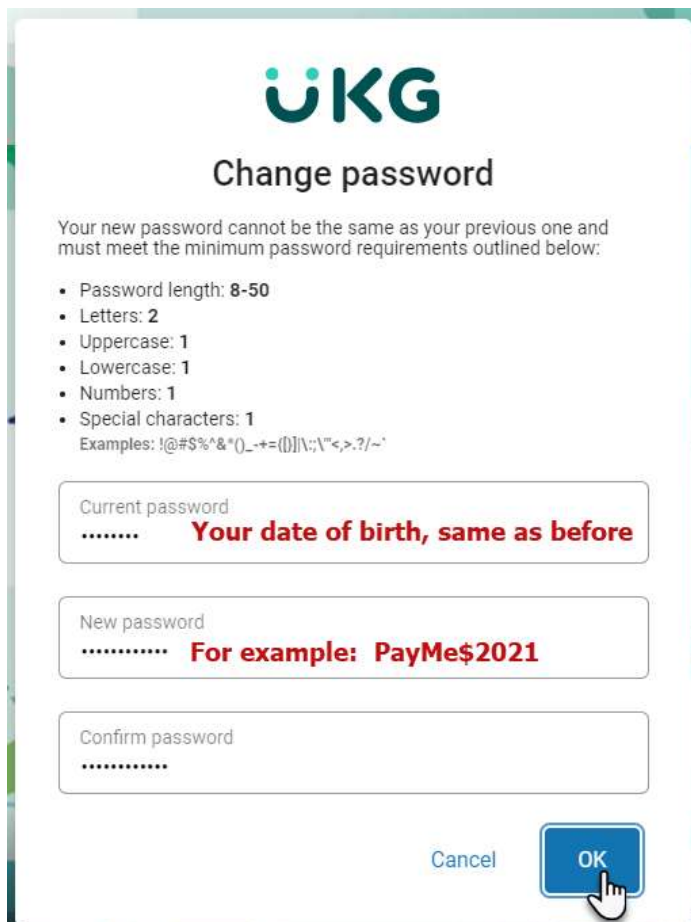
The image shows the UKG Sign in screen. At the top is the Larimer County logo. Below it is the heading "Sign in". There are two input fields: "User name" with the text "testna@co.larimer.co.us" and a red note "Primary email address"; and "Password" with a red note "Your date of birth as mmddyyyy". Below the password field is a link "Forgot your password?". At the bottom is a blue "Sign in" button with a hand cursor icon. At the very bottom, it says "Powered by UKG".

➤ Your User Name will be either your full County email address, as shown here, or your personal email address if you have not been assigned a County address.

➤ Your default password will be your date of birth as an eight-digit number. For example, if you were born January 5, 1995, your default password would be 01051995 – no dashes, no slashes.

➤ Click the blue "Sign In" button.

Next, the system will prompt you to create a password.



The image shows the UKG Change password screen. At the top is the UKG logo. Below it is the heading "Change password". A message states: "Your new password cannot be the same as your previous one and must meet the minimum password requirements outlined below:". The requirements are listed as follows:

- Password length: 8-50
- Letters: 2
- Uppercase: 1
- Lowercase: 1
- Numbers: 1
- Special characters: 1

Examples: !@#\$%^&*()_+=~{}|\\;'\":<,.>./~`

There are three input fields: "Current password" with a red note "Your date of birth, same as before"; "New password" with a red note "For example: PayMe\$2021"; and "Confirm password". At the bottom are two buttons: "Cancel" and a blue "OK" button with a hand cursor icon.

➤ When you register, and any time your password is reset to the default, "Current Password" will always be your date of birth as mmddyyyy.

➤ Create a password, being sure to use at least one upper-case letter, one lower-case letter, one number, and one special character. The dollar sign and the exclamation point are both very popular.

➤ Confirm your password by typing it in a second time.

➤ Click the "OK" button.

Next you will select three challenge questions from the menu.

UKG

Challenge Questions

Please select and answer your challenge questions from the list below. The selected challenge questions will be used to verify your identity when you request to reset your password.

Question 1
Click to open up the list of questions

Answer 1

Question 2

Answer 2

Question 3

Answer 3

Cancel Continue

Questions to choose from:

- In what city were you born?
- What was the name of your first pet?
- What street did you grow up on?
- What was your high school mascot?
- What is your favorite food?
- What is your favorite hobby?
- What is your favorite sports team?
- What was the name of your high school?
- What is your mother's middle name?
- What is your father's middle name?
- What is your favorite color?
- What was your first car?
- Where is your favorite place to travel?
- Who is your role model?
- What was your first grade teacher's name?

Your answers may look something like this (not case-sensitive):

UKG

Challenge Questions

Please select and answer your challenge questions from the list below. The selected challenge questions will be used to verify your identity when you request to reset your password.

Question 1
In what city were you born? ▼

Answer 1
Fort Collins

Question 2
What was the name of your first pet? ▼

Answer 2
Spot

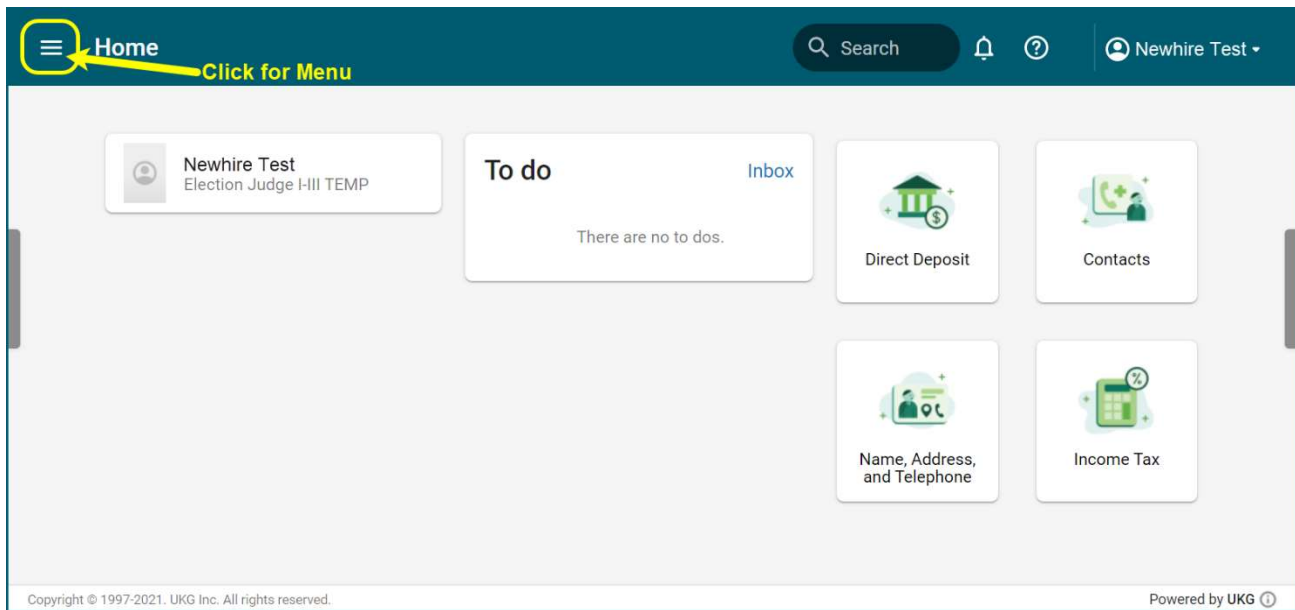
Question 3
What street did you grow up on? ▼

Answer 3
Mountain

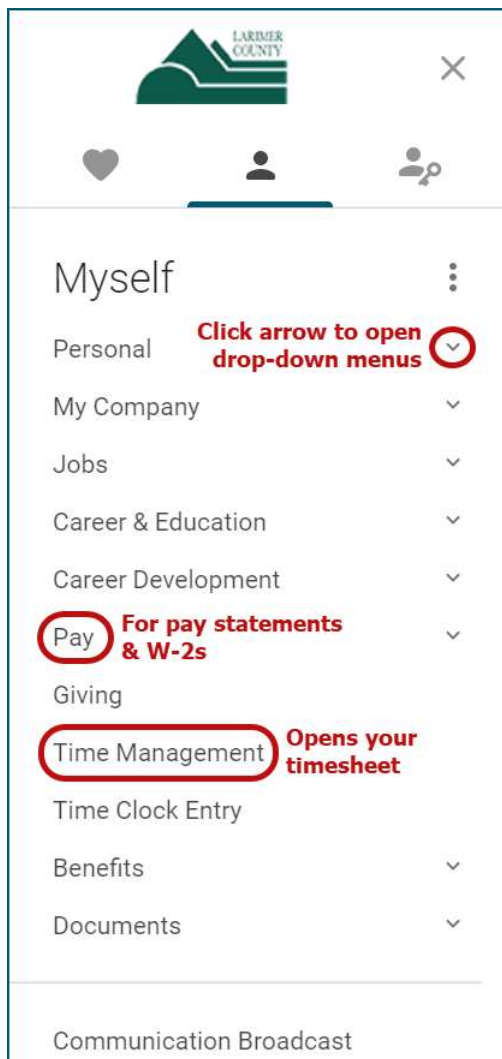
Cancel Continue

Click the "Continue" button to proceed to the Home screen.

Click the three lines (the 'hamburger' icon) in the upper left corner to bring up the menu.



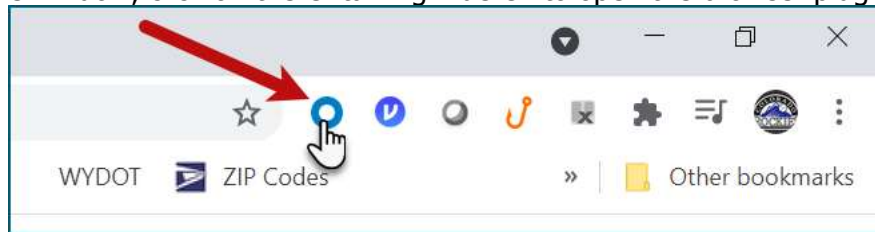
The menu will open to the "Myself" tab.



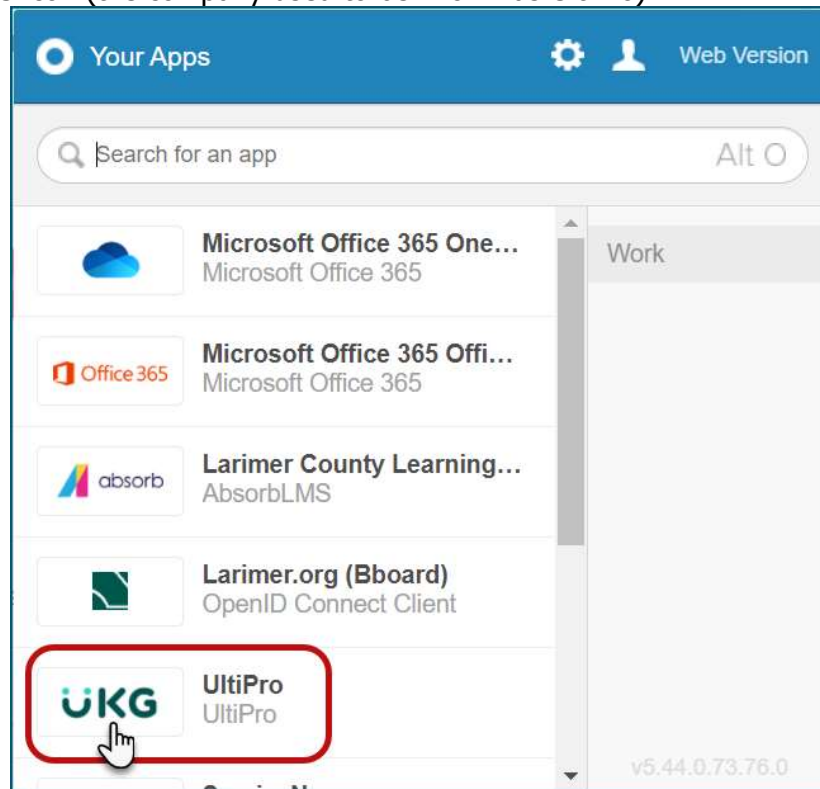
Authenticating Okta for UKG Single Sign-On

If you're on a County computer, **be sure you're the one logged into the network.**

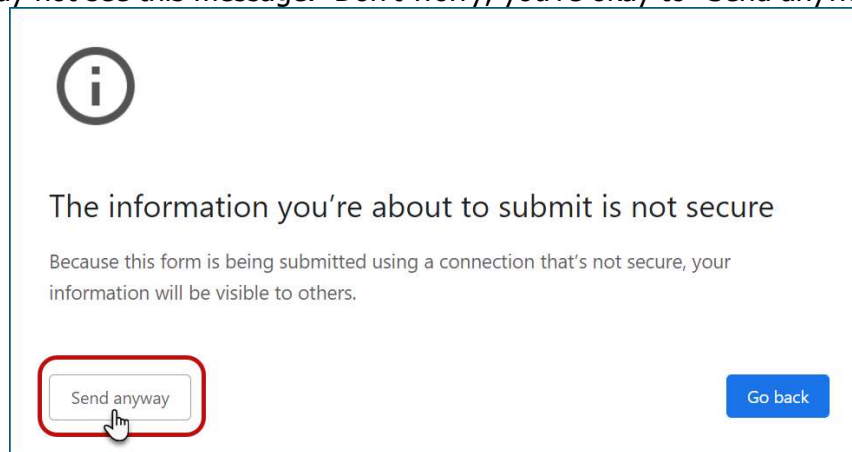
From a Chrome window, click on the Okta "Big Blue O" to open the browser plugin.



Click on the UKG icon (the company used to be known as UltiPro).



You may or may not see this message. Don't worry, you're okay to "Send anyway."



Enter your date of birth and employee number, then click the "OK" button.

fgwn01.ultipro.com/Ws-Fed/ProvisionUser.aspx

BBoard Coloradoan Dictionary Google ServiceNow SSA

New User Activation

Welcome to the Single Sign On Ultipro account activation page.

Enter Date of Birth: Example: mm/dd/yyyy

Employee Number: (must be 6 digits) Example: 012345

OK

This screen comes up. Don't bother with the "OK" button this time, just close the browser tab.

New User Activation

Account verified
- Your activation is almost complete. Please check your email for next steps.

OK Clicking this button will just take you to a generic Ultimate Software information screen.

Open your County Gmail and check for something from noreply@ultipro.com; if it doesn't appear within a few seconds, you may need to check your Spam folder.

Finish activating your account (Do not reply)

External Inbox x

noreply@ultipro.com 3:10 PM (6 minutes ago)

to me

Please select the link below to complete your account activation.
[Click here](#) to complete your account activation

Clicking this link will open your UKG dashboard in a new browser tab.

Reply Forward

Once you click the link, your Single Sign-On (SSO) activation is complete.



PAYROLL DEADLINES

*These are the normal Payroll deadlines.
You will be notified if these dates and/or times change
due to Holidays that affect our processing schedules.*

IT IS YOUR
RESPONSIBILITY
TO MEET THESE
DEADLINES!

Wednesday - Pay Period End Date

Payroll Reps - ALL Payroll and Personnel actions must be completed **by 5PM** for the current pay period end date. Any Workflows received after this day will be processed for the next Payroll (or must be approved by the Payroll Manager for this payroll).

Employees - Approve time sheet by end of day.

*** THIS IS THE LAST DAY TO MAKE CHANGES TO DIRECT DEPOSIT OR TAX
WITHHOLDING FOR THE CURRENT PERIOD'S PAYCHECK**

Thursday

Managers - Approve Staff time sheets by end of day.

Payroll Reps - Go into UKG and confirm that all of your personnel actions have been entered correctly, all workflows have been processed and all documents have been uploaded. Make sure appropriate items (Retro, Bonuses, Term Payouts, etc.) have been entered in Time Cards. Notify Payroll of any errors or issues.

Friday - One week before Pay Day

Payroll Reps - Review Time Cards and **Sign Off to PR Review by 5:00 pm**. Payroll may begin processing over the weekend or early on Monday morning, so if you have an unusual circumstance that requires more time, you must contact HR Payroll ahead of this deadline.

Monday

HR Payroll - Will lock timecards early Monday morning (or during the prior weekend). We will then load time and earnings, run error reports and make required manual changes. Pay Sheets are usually ready by mid-morning. Payroll will send out an email notification when Pre-Check Detail reports can be run and reviewed.

Payroll Reps - Once the email is received from HR in mid-morning, run the Pre-Check Detail report and begin checking pay sheets. Review all Pay Sheets using the Pre-Check Detail Report, Time Cards, Department spreadsheets and other reports, and send corrections to hr_etime email.

Tuesday

Payroll Reps - All Pay Sheet reviews must be completed by **Noon**. Notify HR Payroll of any corrections or reply with **OK** if all is correct.

HR Payroll - Enter corrections, check Issues Log, run reports. At Noon, run final processes to confirm payroll. All Payrolls are completed and ready for funding by late afternoon.

Note: Only New Hire workflows are processed on the above Mondays and Tuesdays because the Payroll calculation processes are running. All other workflows are on hold until this payroll has been confirmed.

Wednesday

HR Payroll - Balance and prepare fund transfers for Net Salaries, Federal Withholding Taxes, State Withholding Taxes, Social Security Taxes and Medicare Taxes. Run all payroll reports.

Thursday

Benefits - Balance and prepare fund transfers for Retirement, Deferred Comp, HRA's, FSA's and PERA.

Friday

Pay Day - Funds are in employee bank accounts.

Monday, Tuesday... **Payroll Reps** continue working on and submitting Payroll workflows and paperwork for the next pay period.

CORE vs UTM

As you are working with UKG's payroll system, you may hear references to "Core" and "UTM" and wonder what this means. These are two parts of the UKG system that work together but have different functions.

The Core side is the Personnel side. This is accessed under the Administration or My Team headings, and the My Employees subheading. Core is where employee information is added and changed, job and pay history is entered, reviews and review dates are recorded, documents are uploaded, and accrual banks are set up.

The UTM side is the Timekeeping side. This is accessed under the My Team heading and the Time Management subheading. UTM is where timecards are accessed, completed and approved; time off requests are sent and approved; current accrual banks are kept; access groups are set up; and delegations are assigned.

The chart below outlines the main features of each part:

CORE	UTM
<ul style="list-style-type: none">• Personnel Side• Workflow• Job History• Pay History• Reviews and Review Dates• Documents• Accrual Bank Setup & Calculation	<ul style="list-style-type: none">• Time Management Side• Timecards• Scheduler• PTO Requests• Current Accrual Totals• Access Groups• Delegation

APPROVING TIMECARDS (CHECKLIST):

THURSDAY:

- ☐ **Check for approvals** of timecards by employees and supervisors by end of day
- ☐ **Begin review** of timecards for accuracy

FRIDAY:

- ☐ **Review** ALL timecards for accuracy.
 - In **Timesheet Detail** area look for:
 - ☐ Daily hours = 8, Weekly hours = 40, Total hours = 80 (or P/T hours)
 - ☐ Overtime (appropriate?)
 - ☐ Missing Costing
 - ☐ Unusual Pay Codes
 - ☐ Holiday codes
 - ☐ FMLA and other leave time
 - ☐ Injury Leave / Workers' Comp
 - ☐ Other Pay (Bonuses, Out of Title, Retro Pay, Termination Payouts)
 - ☐ Temp pay codes for Temp employees
 - In **Pay Matrix** area look for:
 - ☐ Total hours
 - ☐ OT hours
 - ☐ Comp time credit
 - ☐ Holiday Offset and Holiday Credit
 - ☐ Totals match totals in Timecard Detail
- ☐ **Correct** all timecards as needed.
 - Contact employees and supervisors with questions.
- ☐ **Approve** timecards by changing Status to "PR Review."
 - Can be done in two ways:
 - ☐ Click Approve button in individual timecards
 - ☐ Click Approve This Page in Summary tab (after checking all)
- ☐ **Check** for completion by going to the Overview tab.
 - Status field should show "Payroll Review" for all employees
- ☐ **Watch** for Pre-check Detail availability on Monday morning
 - Email will arrive from hr_etime

APPROVING TIMECARDS (DETAIL):

Thursday ~ Timecards are due

By end of the day, assure all timecards are approved by the employee and the supervisor. To view if timecards are approved, log into UKG and navigate to **My Team > Time Management > Timesheets**.

- You will likely need to CALL and/or EMAIL employees and/or Supervisors to assure timecards are completed.
 - We recommend setting multiple times throughout the day when you log into UKG to check if timecards are approved.
- The Expectation is that all timecards will have been approved by BOTH the employee and the Supervisor by End of Day on Thursday. This is your responsibility.

Friday ~ Review timecards for accuracy and approve by 5:00 pm. The reason we ask you to review timecards is that employees make mistakes and supervisors miss those mistakes. We're asking you to "catch those mistakes".

- Look through each timecard's daily hours. Generally (based on schedules) each day should be no more or less than 8 hours. IF it is, you need to CALL/EMAIL the Supervisor and ask to make sure it's accurately recorded by the employee.
 - Look at each timecard for hours over 80. If there are hours over 80, call/email the supervisor to double check that it is accurately recorded. **NOTE: IF an employee WORKS the time, we MUST pay them. If the supervisor didn't approve it BUT the employee worked it, let the Supervisor know that we must pay it, and they should talk to the employee and/or call your generalist if they need help.
 - Each Department has their own rules about approving overtime, comp time, and straight time over 40. Please make sure you know your department's rules and apply them for this section of the review.
 - Look at leave time, and make sure it was appropriately used. For example, make sure someone didn't accidentally select Jury Leave instead of Sick time.
- Once you've completed your review of the timecards checking each item above, change the status of all timecards to "Payroll Review."
 - The Expectation is that each timecard is reviewed for the items above (and any other important items that are specific to your department), mistakes are caught and discussed with the employee/supervisor and then fixed, and all timecards are approved by you by 5:00 pm.
 - NOTE: This work must be done by end of day on Friday; however, if timecards are approved by the employee and the supervisor on Thursday, you could start reviewing as soon as they are approved.

ADDITIONAL TIMECARD INFORMATION

Please use the following as a guideline for using and interpreting your UltiPro time sheets.

- All hours will appear on the **Timesheet Detail** (this includes OT that will be moved to comp and holidays that will be deferred). In other words, you will see 8 hrs holiday and 8 hrs worked on the same day when an employee works on the holiday, even though the system will end up deferring the holiday hours).
- The **Summary** section will also show all hours that are on the timesheet (before converting any holidays or comp time).
- The **Pay Matrix** will perform the calculations and show what will actually come to the paysheet:
 - **HOL OFFSET** means these hours are being pulled from the time sheet to determine where they should go (to holiday pay or holiday credit)
 - **HOL CREDIT** means these hours are being added to the holiday accrual bank
 - If both of these holiday codes are in the pay matrix and showing the correct amounts, the holiday deferral IS working
 - **HOLIDAY** means these hours will be paid as Holiday Pay
 - Example: If an employee works 6 hrs on an 8 hr holiday, the Pay Matrix will show 8 hrs Hol Offset, 6 hrs Hol Credit, and 2 hrs Holiday. He will then be paid for 6 hrs worked and 2 hrs holiday for that day, as well as receiving 6 hrs in his holiday accrual bank once payroll is confirmed.
 - **COMP TM CREDIT** shows the hours that will be credited to the comp time bank (for employees who have a Pay Policy of Comp Time ILO OT, you should see the Comp TM Credit instead of OT hours in the Pay Matrix)
- All **accrual increases**, including new biweekly accruals, deferred holiday hours, and hours converted from OT to Comp time, will appear in the accrual banks in Time Management *after the payroll is confirmed*.
- All **accrual decreases** (holiday taken, sick taken, vacation taken, etc.) will show on the accruals tab in Time Management *as soon as they are approved and/or placed manually into the timecard*.
- Employees now see the Pay Matrix section on their time sheet screen so that they can see what's happening with their hours (this was previously only visible to payroll reps and admin users). You may need to answer employees' questions on what the codes mean (see above).
- NOTE: Please do not make changes to the timecard to manipulate totals on the Summary section as this may interfere with the calculations that are built in. Refer to the Pay Matrix section to see what will actually happen to the hours.

CHECKING PAY SHEETS (CHECKLIST):



MONDAY:

- Watch for the email from hr_etime indicating that Pre-Check Detail reports can be run
- Run and open (or print) the Pre-Check Detail Listing in UKG (Administration~Reporting~Standard Reports~Available). **Make sure to include both Active and Terminated employees when selecting report criteria.**
- Open your department's list or spreadsheet with issues for this period (you should be keeping a record of personnel actions or issues to track)

- Open your employees' timecards in UKG
 - For each employee:
 - Compare Pay Matrix section of timecard with hours on Pre-Check Detail to make sure hours match and pay is accurate
 - Make sure all actions (salary increases, retro pay, bonuses, out of title, termination payouts, etc.) are reflected in pay sheet
 - Watch for:
 - Total hours = 80 (less for part-time employees)
 - If >80 hrs for exempt employees, change to Exempt Unpaid Hours
 - If OT, is it correct?
 - Should OT be Comp time credit?
 - Unusual Pay Codes
 - Holiday codes (Hol Deferred versus Hol Taken)
 - FMLA is always matched with a leave code
 - Injury Leave/Workers' Comp
 - Connectivity Allowances (on 1st paycheck of month)

- Go to BI Reports in UKG and run the Compare Prior to Current Gross report.
 - Look for any differences between prior and current amounts
 - Determine the reason for the difference

- Reply to the hr_etime email with all corrections to be made
 - Include employee names and numbers, with a description of the correction
 - Hr_etime will reply when the corrections are completed
 - Run a new Pre-Check Detail Report and check all of the corrections for accuracy

BY TUESDAY AT NOON:

- Reply to the hr_etime email when all pay sheets are correct
 - Indicate that your department's pay sheets are complete

CHECKING PAYSHEETS (DETAIL):

Early on Monday morning (or over the prior weekend), HR Payroll “pulls time”. They lock all timecards by moving them into PAYROLL status, then take all the timecards that have been approved across the County and create a file that will be loaded into UKG. This creates a ‘pay sheet’ for each employee, which is the basis for the employee’s paycheck.

When this process is complete, all payroll reps will receive an email from hr_etime@co.larimer.co.us indicating that “pay sheets” are ready (Subject line is: BIWEEKLY, SHVT, ELECTIONS AND 28-DAY PRE-CHECK DETAIL REPORTS ARE READY). This email typically includes any special instructions for this pay period as well as the day and time by which the review of pay sheets needs to be completed. You will typically receive this email mid-morning on Monday.

- The Expectation is that you read this email, noting the time at which you must complete the review of the pay sheets (it can vary if there are holidays or problems) as well as understanding any additional specific instructions that will be provided. Note: *Once you receive this email you can start the process to review pay sheets.*

Monday ~ Review pay sheets for accuracy and send corrections by the time identified in the email.

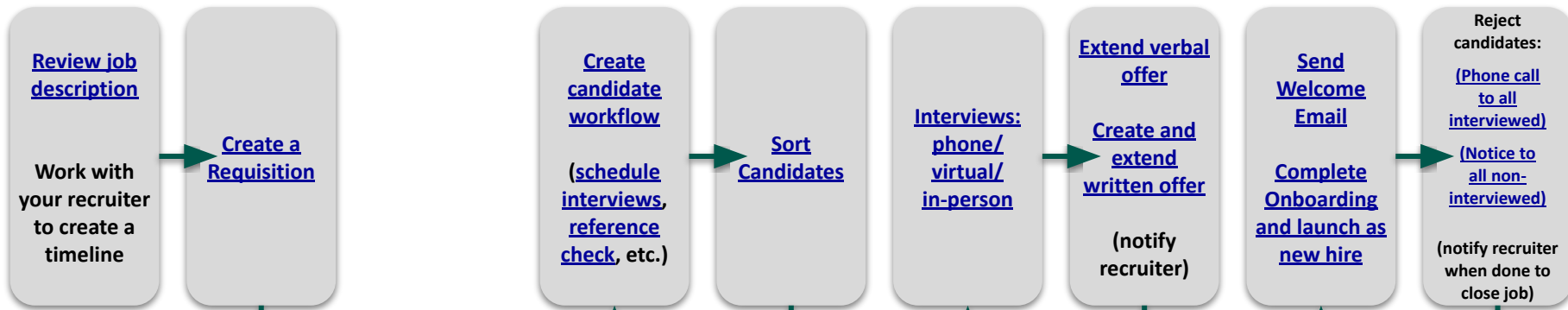
The purpose of reviewing pay sheets is to make sure all of the timecard information made it to the pay sheet, and that all personnel actions are accounted for in the pay sheet. Remember the employee paycheck is based on the pay sheet so we need to make sure it’s accurate.

- Open UKG and navigate to employees’ timecards (double check you’re on the right pay period).
- Open and/or Print the Pre-Check Detail Listing. (Printing may be easier so you can jot down any notes or items you may want to check).
- Create a list, document or email where you can track ‘corrections’ that need to be sent to HR Payroll. Send all the corrections in one email to the [hr-etime](mailto:hr-etime@co.larimer.co.us) email. For each correction, include the employee ID and the specific correction.
- For each employee:
 - Compare the hours on the timecard in UKG in the Pay Matrix section, to the hours on the Pre-Check Detail Listing and verify they match.
 - If they don’t match, figure out why they don’t match, what’s missing, what’s there that shouldn’t be etc. and add it to your corrections list.
 - Check additional pay on the Pre-Check Detail, such as On-Call Pay, Connectivity Allowances, Retro, Out-of-Title Pay, etc.
 - If something is missing or incorrect (too much, too little), figure out what it should be and add it to your corrections list.
 - If a personnel action is not reflected accurately on the Pre-Check Detail, double check the action by looking in UKG at the employee’s job history record to make sure it’s been entered accurately, then identify what the correction should be and add it to your corrections list.

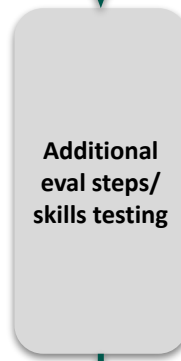
- Another “double-check” to catch any large errors is to run the *Compare Prior to Current Gross* report in BI. Print this report and review it for any large differentials that you can’t explain. This report is looking at the prior pay period and comparing it to this ‘Pre-Check Detail’ period. If there are significant differences, you should know why (perhaps a merit increase, a promotion, a bonus etc). Minor differences could be more or fewer hours, a Connectivity Allowance, or a tax withholding change.
 - If there is a significant change you’re not expecting, go back to the timesheet and the Pre-check Detail and determine why. If a correction is necessary, add it to your correction list.
- Once you’ve completed your check of the pay sheets by completing each of the items above as well as reviewing any other items that are specific to your department, send your entire correction list to hr_etime@co.larimer.co.us
- The Expectation is that pay sheets/Pre-Check Detail will be reviewed for each employee using the criteria above, and any corrections that are necessary will be sent to the hr_etime@co.larimer.co.us by noon (12:00 pm) on Tuesday. Do not wait until the last minute to send your changes, as there are 25 other departments sending changes also!

HIRING FLOWCHART

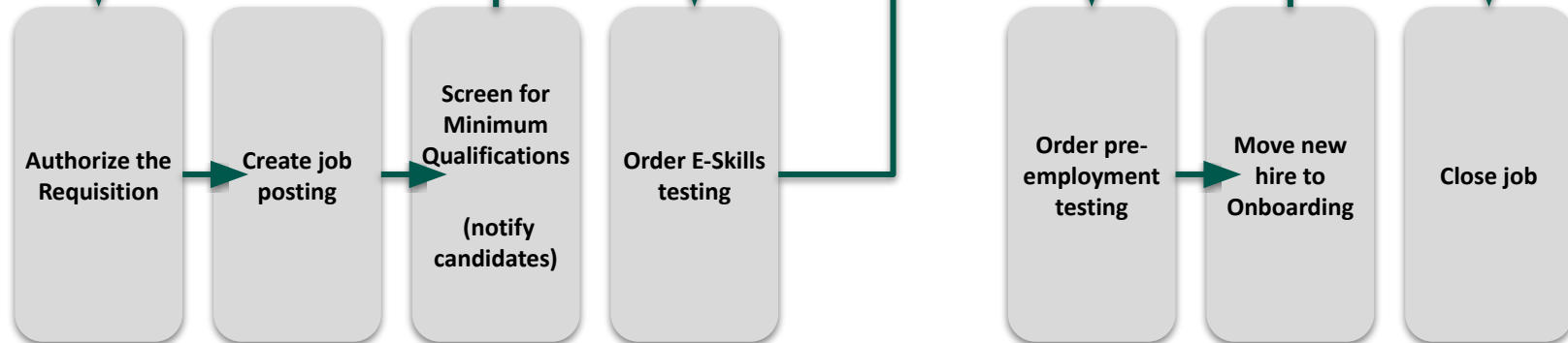
Hiring Managers



Optional



Recruiters



ONBOARDING A NEW EMPLOYEE WITH UKG

Onboarding should be assigned to someone that will see the Onboarding process from start to finish. These steps include launching onboarding, watching the New Hire's progress, review and submitting the hire to payroll (UKG Core), and completing the I9.

To Start - Look for an email

Action Required: Launch Onboarding Inbox x

Larimer County noreply@larimer.org via ultipro.com
to me ▾

In UKG go to Menu > MyTeam > Onboarding

If you don't see Onboarding please contact the [Recruiting Team](#)

Onboarding begins at the Initial Review Status

1. NEW HIRES

Select the new hire's name.

The screenshot displays the UKG New Hires interface. On the left is a dark sidebar with navigation links: Dashboard, New Hires, Employment Eligibility, 3-Day Deadline, and Reverification. The main content area is titled 'New Hires' and includes an 'Add' button. Below this, it shows 'Showing 1-15 of 22' results. A table lists new hires with columns for Name, Company, Start Date, Status, and Actions. The first entry is Jessica Test, Human Resources Coord, from Larimer County, FC 200 W Oak, with a start date of Jessica L. Villaseñor and a status of Initial Review. A 'Filters' panel on the right allows filtering by New Hire Name and Status, with the 'Initial Review (11)' status selected.

Name	Company	Start Date	Status	Actions
Jessica Test Human Resources Coord	Larimer County FC 200 W Oak	Jessica L. Villaseñor	Initial Review	...

2. JOB & COMPANY

Some information will come from NEOGOV. Confirm the pre-filled information and fill in the other fields.

Select



The 'Job & Company' form contains the following fields:

- Job:** Human Resources Coord / 500333 / United States
- Component Company:** Larimer County
- Work Location:** FC 200 W Oak
- Supervisor:** Search by first or last name...
- Employee Type:** Choose...
- FLSA Status:** ☐ Exempt, ☒ Non-Exempt
- OFFICE:** Search...
- DEPARTMENTS:** Search...
- GL KEY:** Search...
- ORG4:** Search...

Buttons: Save, Cancel

3. COMPENSATION

Scheduled hours = Hours per pay period

Hourly must always be entered

Pay Rate must match the offer letter

Select



The 'Compensation' form contains the following fields and annotations:

- Full Time / Part Time:** ☒ Full Time, ☐ Part Time
- Scheduled Hours:** 80.0000 (circled in red with an arrow pointing to it and the text "per pay period")
- Salary / Hourly:** ☐ Salary, ☒ Hourly (circled in red with an arrow pointing to it and the text "Always select hourly for pay")
- Pay Currency:** US Dollar / USD
- Rate:** \$ 12.0000 per Hour (the 'Hour' dropdown is circled in blue)

Buttons: Save, Cancel

4. ONBOARDING DETAILS

Hire and Start Date - must match the offer letter.

Orientation Date - Add [New Employee Orientation](#) date.

Mentor - Who will be training the new hire? Add them.

Mentor Description - Tell them about their mentor.

Personal Message for the New Hire - Absolutely add a Welcome Message.

Onboarding Process - Select the process that best suits the New Hire's position. The process determines what new hire documentation gets sent to the new hire.


Select




Do you have specific department documents for your new hire? Talk to your Recruiter about a custom onboarding process for your department!

Onboarding Details


Hire Date



Orientation Date



★ Start Date



Mentor

Search by first or last name

The Mentor will be notified if the New Hire chooses to connect with them.

Brief Description of Mentor (Visible to the New Hire)

Example: Suzie is THE person who knows the product best. She loves helping new team members.

New Hire Preferred Language

Not Available

Personal Message for the New Hire

Example: Your expertise and creativity are exactly what our team needed. We look forward to having you on board!

★ Onboarding Process

Select an onboarding process that best suits the New Hire and their job

Search

×


<input type="radio"/> 1. Appointed Official Any Appointed Official.	Due 01/24/2021
<input type="radio"/> 2. Elected Official Any Elected Official.	Due 01/24/2021
<input type="radio"/> 3. Limited Term Employee Any Limited Term Employee	Due 01/24/2021
<input type="radio"/> 4. Regular Employee Any Regular Employee.	Due 01/24/2021
<input type="radio"/> 5. Temporary Employee Any Temporary Employee.	Due 01/24/2021

Save

Cancel

5. LAUNCHING ONBOARDING

Completed and saved each section, you will be able to Launch Onboarding

A green rectangular button with the text "Launch Onboarding" in white.

Onboarding moves to the Launched Status

New Hire's will be notified by email titled "Welcome to Larimer County!"
Here are [guides](#) for the New Hire, if they have trouble with the process.

Depending on the selected onboarding process, the New Hire will complete:

- Personal Information
- Form I-9 section 1
- Direct Deposit information.
- W-4
- Policies & Documents (Standard County Wide Documents)
 - Substance Abuse Prevention
 - Legal Compliance
 - Payroll Form
 - Pregnancy Rights
 - Comprehensive Notice of Privacy & Procedure
 - Employee Photo Release
 - If applicable Appointed or Limited Term Agreement

Remember, if you have specific department documents for your new hire? Talk to your Recruiter about a custom onboarding process for your department!

Once the New Hire has completed their onboarding, you will be sent an email.

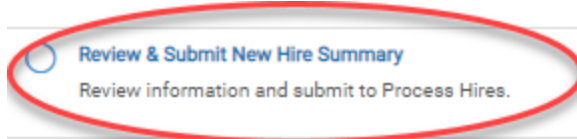
At this time Onboarding will move to Final Review

1. NEW HIRES

Select the new hire's name.

2. Review and Submit - This step moves the New Hire from Onboarding to payroll (UKG Core) and can be done before the I9.

You cannot edit the Summary. If any information needs to be corrected please email the [Recruiting Team](#)



When finished, 

3. Form I-9
 - MUST be completed within the first 3 days of employment
 - You must physically examine, in the employee's presence, the unexpired document(s) the employee presents from the [List of Acceptable Documents](#)
 - You CANNOT specify which document(s) an employee may present from the list.
 - Employees must present one document from List A **OR** a combination of one document from List B **and** one document from List C
 - We Participate in E-Verify, a List B document must include a photograph.

Note: Make a copy of the document(s) the employee presents. You will need to upload them when completing the I-9. Do NOT use special characters on the name of the file.

The file could not be uploaded. Please make sure the file name does not contain any of the following characters: \ / ? : * " < > | . % \$,

Complete Section 2 of the I-9. Depending on the document(s) presented, select List A **OR** List B **and** List C.

Fill in all required information.

Upload the document(s)

4. E-Verify

Create a case using your email address and phone number.

Confirm information is correct.

Submit to E-Verify

Create Case

Submit to E-Verify

5. Updating the Time Management Panel and the Organization tab

When you have reviewed and submitted the New Hire will be processed by Recruiting and go through workflow for approval from Payroll and Benefits.

After your New Hire is in UKG Core you need to update the Time Management Panel and if necessary the ORG tab can be corrected at this time.

Time Management Panel > Edit

(The image is an example. Options vary for department and position)

Time Management

Additional Security Access Administrator

Employee Time Entry Rules

Shift number	NO SCHEDULE NO MEAL DEDUCT
Pay policy	HOURLY REGULAR NO COMP TIME
Holiday rule	HOL 8 HOURS DEFERRED
Pay type	Non-Exempt
Pay category	Full Time 8 HR Deferred
Employee access group	Empl Reg Perm
Schedule request approver	Villasenor, Jessica Leigh

Supervisor and Administrator

Administrator access group	Administrator Access
----------------------------	----------------------

Jobs > Organization Tab > Edit

Organization

Effective date	12/31/2020	Time clock	
Reason	203 - Market Increase	OFFICE	HUORF - Human Resources
Supervisor	Jessica Leigh Villasenor	DEPARTMENTS	HRDPAY - HRD Payroll
Appointing Authority	Paris,Bridget L	GL KEY	HR951 - Payroll & Recruitment
Location	F2000 - FC 200 W Oak	ORG4	Z - NULL
JL Key	PAYROLL - PAYROLL		
Home company	Larimer County		

Sheriff's Department Information

Sheriff's ID

WORKFLOW IN UKG – OVERVIEW

When changes are made to an employee's record in UKG (salary changes, job changes, entering evaluations and performance review dates, etc.), the changes are routed through workflow to HR Benefits, HR Payroll, or both. These departments review the changes and then approve or deny the workflow. Workflows are only denied if they are entered incorrectly or contain inaccurate information. You will receive an automatic email notice if your workflow is denied.

- Please be conscientious when submitting workflow actions so they do not have to be denied and redone. (Guides are available on the Bulletin Board with step-by-step instructions for most workflow actions!)
- You will not see a workflow action immediately in an employee's record; it will not be applied until the workflow has been approved by HR Benefits and/or HR Payroll. This may take 1-2 days. Do NOT resubmit unless you receive an email saying the workflow was denied.
- Check your UKG Inbox for the status of your workflows.
- Some actions DO NOT go through workflow and will apply immediately to the employee's record. These include:
 - Costing changes
 - Supervisor changes
 - Sheriff ID Info Updates
- **IMPORTANT NOTE:**
The deadline for workflow actions is 5:00PM on Wednesday, pay period end.
- If you receive a personnel action that requires a workflow *after* the deadline of 5pm on the last day of the pay period, *you must contact HR Payroll to request processing.* We do not automatically check or process workflows after the deadline until the payroll is confirmed on the following Tuesday.
- On the Monday and Tuesday when payroll is being processed, only new hire workflows are approved. All other workflows will be processed once the payroll has been confirmed.

WORKFLOW – COMMON ISSUES

If entered incorrectly, these issues may result in the workflow being rejected.

- Enter correct dates for terminating employees.
 - Termination Date should be the last day in paid status.
 - Last Day Worked is the last day the employee was physically on the job.
 - Paid Through is the date of the last paycheck the employee will receive.
- Check the COBRA box for all terminating employees.
 - Check this box for all employees when entering the Termination action
 - Enter the termination date and select Termination as the Reason Code
 - If an employee is a temp or regular employee with no medical coverage, the box may not be available, and you can ignore this step.
- Enter Correct Salary and Performance Review Dates
 - Effective dates should be the *scheduled* review date, *not* the date the review was actually conducted or entered (this does not apply to the SHR Dept.)
- Do NOT enter a Costing change as a Job Change.
 - Costing changes should always be entered under the Jobs tab, Organization subtab.
 - When entered here, the change will be applied immediately and will not go through workflow.
- Do NOT enter a Supervisor Change as a Job Change
 - Supervisor changes should always be entered under the Jobs tab, Organization subtab.
 - When entered here, the change will be applied immediately and will not go through workflow.
- Enter correct dates for late Merit Reviews.
 - If a Merit review did not get included in the Merit Import and must be entered late, the Effective Date should be the first day of the *current* pay period (make sure to add comments in the Notes section, including when it was due, when it was entered and when retro pay was given).
 - The Next Salary and Next Performance review dates will still be based on the original scheduled review dates.
- Future salary changes will only be approved after the current payroll has been completed/confirmed.
- Names and addresses should not be entered in all caps.
- Reclassifications, Salary Adjustments, and Transfers to other Departments are entered by HR. Please send a message to hr_etime for questions on processing these actions.

ACCRUALS:

- Accruals for the current pay period will appear in accrual banks in UTM after the first week of the pay period (once the previous pay period is confirmed) and will be effective as of the first day of the payperiod.
- An employee must be in paid status for at least half of the pay period to receive accruals. This includes terminating employees. Please notify HR Payroll if an employee should have accruals removed.
- New hires must be in paid status for the whole pay period to receive accruals.
- Future-dated accruals (for future time off requests) are immediately subtracted from an employee's accrual bank, so the employee may not have accruals to use currently. (For example, if an employee schedules a week's vacation in December, that 40 hours is subtracted from his/her accrual bank at the time it is scheduled. So, if he/she tries to schedule days off next week, there may not be enough vacation time in the bank.)
- As of 1/1/21, temporary employees will now receive sick accruals as well as regular employees.
 - The accrual rate is based on hours worked (1 hour of sick leave for every 30 hours worked) up to a maximum of 48 hours per year.
 - UKG is set up to automatically calculate the accruals.
 - If an employee moves from temporary to regular status, the temporary sick time accrued will be moved to a regular sick bank.

ADDRESS CHANGES:

- Employees can enter their address changes directly into UltiPro (no form is needed).
- If an employee is terminating and moving out of state, the address workflow will not be approved until the employee has received their last paycheck. This is to ensure that taxes are calculated accurately.
- If an employee is a new hire and moving here from another state, the address will need to be updated to a local address before the employee receives their first paycheck, to allow for correct taxation.
- If an employee will be working in another state, please contact the HR Payroll Manager immediately. Approval by HR and Risk is required for these situations, and is determined on a case-by-case basis, depending on the tax laws of the new state.

ADMIN LEAVE versus LEAVE WITH PAY:

- Admin Leave is primarily used for leave time given as rewards, recognition or gifts. If a certificate or other document is given to award the Admin Leave, upload this to the employee's Documents tab.
 - Admin Leave can be given to regular and temporary employees.
 - There is an Admin Leave bank in UTM to which you must add these hours (see the *Changing an Employee's Admin Leave Balance* guide for instructions).
 - Once an Admin Leave bank has been set up with hours in UTM, the employee can use the time as they would any other leave time, using the paycode 26[ADMIN LV REG] for regular employees, and 34[ADMIN LV TEMP] for temporary employees.
 - Admin Leave must be used prior to termination (unused time is not paid out).
 - For active employees, Admin Leave is carried over year to year (there is no max).
 - Admin Leave is also currently being used for employees receiving leave due to RIF (Reductions in Force). These situations will be coordinated by your Generalist, who will instruct you or HR Payroll to add the necessary hours to the Admin bank.
- Leave with Pay is primarily used for disciplinary, performance and corrective actions. These hours are entered in the time sheet with the pay code 31[LV WITH PAY] (there is no bank in UTM). These situations will also be coordinated with your Generalist.

BEREAVEMENT LEAVE:

- Bereavement Leave is used when an employee has a death in the family. The employee must request the time off and receive approval from his/her supervisor.
- Regular employees may receive up to three days of time (see HR policy for more details).
- Enter Bereavement hours in the timecard using Pay Code 6[BEREAVEMENT] for regular employees or 14[BEREAVEMENT TMP] for temporary employees.

BONUSES:

- **Cash bonuses:**
 - Must be supported by the Guiding Principles Cash Bonus Request Form (LCHR-46).
 - For bonuses of \$500 or less, the form must be signed by the Department's Decision Maker or designee.
 - For bonuses from \$501 to \$2000, the form must be approved by the Guiding Principles Committee and signed by the County Manager.
 - If the bonus is over \$1000, it must also be approved and signed by a County Commissioner.
 - All bonuses of \$1000 or more will now be paid on a separate check to minimize tax consequences.
 - To process:
 - Enter the bonus amount in the timecard with the Pay Code of 38[BONUS D].
 - Upload the form to the employee's Documents tab.
 - Check your Pre-check Detail for the bonus and confirm the amount.
- **Non-cash Bonuses:**
 - Must be supported by the Non-Cash Bonus or Award Form (LCHR-9).
 - The form must have all sections completed and be signed by the Department's Decision Maker or designee.
 - Maximum amount is \$500.
 - The gift card must be reported as imputed earnings and the employee will be taxed for Social Security and Medicare.
 - To process:
 - Enter the gift card amount in the timecard with the Pay Code of 110[GIFT CARD].
 - Upload the form to the employee's Documents tab.
 - Check your Pre-check Detail. The gift card amount will show under both Earnings and Deductions.
- **Sign-on Bonuses:**
 - Are sometimes given to new employees as part of the employment offer.
 - Must be documented on the offer letter and accompanied by a waiver signed by the HR Director (this waiver form can be found on the Bulletin Board under HR Forms).
 - To process:
 - Upload the offer letter and waiver form to the employee's Documents tab.
 - Enter the sign-on bonus amount in the timecard using pay code 38[BONUS D].
 - Check your Pre-check Detail for the bonus and confirm the amount.
 - All bonuses of \$1000 or more will now be paid on a separate check to minimize tax consequences.

IMPORTANT REFERENCE INFORMATION

COMP TIME:

- Employees must have a signed Compensatory Time Agreement form (LCHR-75) on file to receive comp time instead of overtime.
- The Payroll Rep must change the employee's settings in Ultipro:
 - On the Time Management panel, change the Pay Policy field to Comp Time In Lieu Of OT (choose the correct one – either Temp or Reg).
 - Upload the Comp Time Agreement to the employee's Documents tab.
 - **You must also notify HR payroll to set up the comp bank in Core.**
- Comp time is not available until the period AFTER the period in which it is earned (it posts to the UTM accrual bank once the payroll is confirmed).
- Most departments have a maximum comp balance of 60 hours. A few departments have policies with other max balance amounts, so check with your Decision Maker or generalist if you are unsure.
- A new form is required for all changes:
 - If an employee wants to change back to getting paid for OT, submit the form with the *Rescind Agreement* box checked.
 - If an employee wants a partial or total payout, submit the form with the *Pay Out* box checked.
- Employees can switch between OT and Comp but must submit a new form each time they rescind or renew the agreement. Each of these forms must be uploaded to their Documents tab in Ultipro.

CONNECTIVITY ALLOWANCES:

- Connectivity Allowances (prior to 2021 these were called **Wireless Allowances**) are given by some departments to employees who must use their cell phones and data plans to perform their job duties. As of 2021, this is a taxable benefit.
- Allowances are paid on the first paycheck of each month.
- An electronic Connectivity Allowance Form (LCHR-12) is available on the HR Payroll website and contains allowance amounts for Voice, Voice and Data, Internet, and Tablet.
- A mass import was done in January 2021 to set up approved Connectivity Allowances. However, **all new allowances after Jan. 2021 MUST BE INDIVIDUALLY ENTERED IN WORKFLOW.**

CONNECTIVITY ALLOWANCES (Cont'd):

- Setting up Connectivity Allowances will no longer be an annual process; once an Allowance has been set up it will continue until a workflow is submitted to change or end it.
- To set up a Connectivity Allowance:
 - Have the employee complete the electronic *Connectivity Allowance Form* (LCHR-12)
 - The form will be approved electronically by the supervisor and an email with the final approved form will be automatically sent to the employee, the supervisor, and the Payroll Rep.
 - When you receive the form, enter it in workflow with the approved amount and upload the form to the employee's Documents tab.
- If an employee is terminating or transferring to another department, remember to enter a workflow to end the Allowance.
- See the *Connectivity Allowance* guide for detailed instructions.

COSTING and ALLOCATIONS:

- Costing changes are done in UKG under Administration ~ My Employees ~ Employee Name ~ Jobs ~ Organization.
 - Click the Edit button.
 - Enter the Effective Date and choose 402-Costing Change as the Reason code.
 - Once you save and submit, the change will be immediate (it will NOT go through workflow).
- To split costing, follow the instructions in the *Costing Change* guide.
 - Remember, if the Auto Allocate Employee box is *checked*, Ultipro will use the *Core* allocations and ignore any costing in the timecard.
 - If the Auto Allocate Employee box is *unchecked*, Ultipro will use the costing in the *timecard* and ignore the allocations in Core.

DELEGATING TIMECARD APPROVAL:

- Delegation of timecard approval can be set up when:
 - A manager is out unexpectedly, and the Payroll Rep must assign timecard approval to another manager (see the *Administrator Delegation* guide for instructions).
 - A manager would like to set up an open-ended delegation so another manager can approve their timecards without delegating every time (OR) a manager would like to delegate to multiple managers (see the *Supervisor Delegation* guide for instructions).
- If a manager wants to have a team lead set up as a backup for approving timecards, please call HR Payroll to set this up.

DIRECT DEPOSIT CHANGES:

- Must be made before the end of the current pay period for changes to take effect on the next pay date.
- Employees can make their own changes in UKG. Please instruct your employees to enter their information carefully and make them aware of the deadline.
- If an employee has a fraud situation or other bank emergency requiring an immediate bank account change after the deadline, please call HR Payroll asap.

EMAIL ADDRESS CHANGES:

- Employees can enter email address changes directly into UKG.
- Primary email addresses in UKG are tied to several other systems and *need to remain unchanged* unless an employee leaves County employment or registers a legal name change with HR and IT.
- If an employee changes his/her email address, the HR Application Support Specialist receives a report from IT showing this change. She then contacts the employee to determine if the email address can be changed or must be changed back to the County standard.
- For any questions on email address changes, please contact Judy Shimkus (x5972).

IMPORTANT REFERENCE INFORMATION

EMERGENCY LEAVE:

- Emergency leave is to be used primarily when there is an emergency affecting the entire county, such as closures for weather emergencies. You will receive an email from HR or the County Manager in these instances. Regular employees will use code 28[EMERGENCY LV].
- Departments can choose to grant their temporary employees Emergency leave during the County closures, at their discretion. Approved Temporary employees will use code 17[EMERG LV TEMP].
- Please see Policy 331.6.V.D for a full description of all Emergency Leave uses and situations.
- A temporary change has been made to Policy during the Covid pandemic:
 - Emergency leave can be used for time taken during normal work hours to get a Covid vaccination.
 - Two hours allowed per vaccination (if vaccination requires two doses, can use 2 hours for each appointment).
 - If more time is needed (for example, if employee works in a location that requires longer travel time to a vaccination site), additional time may be approved.

EMERGENCY SICK LEAVE (for COVID-19):

- Under the Healthy Families and Workplaces Act (HFWA) effective on 1/1/21, all employees, including temporary employees, will be eligible for up to 80 hours (prorated for non-full-time employees) of Emergency Sick Leave if they meet eligibility criteria.
- To request the Emergency Sick Leave under the HFWA:
 - Employees or their supervisors must email payroll_confidential@co.larimer.co.us requesting the leave and providing the reasons for their request.
 - An HR Manager or Generalist will respond to the email requesting more information and/or providing approval.
 - Once approved, HR Payroll will set up an accrual bank with hours to use
 - HR Payroll will also send an email to the employee (with cc: to the supervisor and department payroll rep) providing instructions on how to enter the time in the timecard.
- There are two current pay codes employees may use for this leave:
 - Regular employees will use code 179[CV LEAVE REG].
 - Approved Temporary employees will use code 180[CV LEAVE TEMP].
- Pay codes used in 2020 have expired and can no longer be used. If you see an employee using pay codes other than 179 or 180, they will need to reapply for the leave. Please contact HR Payroll in these cases and we will assist.

IMPORTANT REFERENCE INFORMATION

FMLA LEAVE:

- General Information:
 - FMLA (the Family Medical Leave Act) provides the right to unpaid leave (12 weeks for most employees, 26 weeks for a “military exigency”)
 - FMLA protects an employee’s right to return to the same or similar job.
- Eligibility:
 - An employee must have been employed for a total of 12 months in the last 7 years (including previous and temporary employment).
 - The employee must have worked 1250 hours in the previous year AND must have experienced an FMLA-qualifying event.
- FMLA-qualifying events include:
 - Serious health condition of their own, or of a spouse, parent, or child.
 - Birth of a baby and to care for a baby, including adoption or foster care.
 - Military Exigency
- To set up an FMLA case:
 - Complete the Family and Medical Leave Request Form (LCHR-49) and forward to Human Resources a minimum of 30 days prior to leave begin date (complete as soon as possible for unplanned leave)
 - Obtain required Certification paperwork from HR and return within 15 days of receipt.
 - Employee, supervisor, and department payroll rep will be notified of leave/FMLA approval status after review of request and receipt of Certification.

FMLA and WORKERS’ COMPENSATION:

- Workers’ Comp leave may run concurrently with unpaid FMLA leave and may count toward an employee’s FMLA leave entitlement, provided the absence is due to a qualifying “serious health condition” as defined in the FMLA.

FMLA and ADA RECORDS:

- FMLA was brought into HR to maintain compliance with any changes to the law and to maintain confidentiality.
- Medical information disclosed for the purposes of certifying FML or providing reasonable accommodation under the ADA must be kept confidential and stored only with HR and separate from an employee’s personnel files.
- **If you have records of medical certifications or doctor’s notes related to FML, please gather, and send to Erin Schmidt in HR so that she can properly store and manage retention according to legal guidelines.**
- Some Departments have internal policies stating that if an employee misses 3 days of scheduled work, they must have a doctor’s note before they return to work, even though the situation may not be FML-qualifying. In those cases, the note should be stored separately and confidentially in the department.

***For all questions on FMLA, please contact Erin Schmidt at hr_fmla@co.larimer.co.us or x5981.**

HOLIDAYS:

- In 2021, regular employees receive 10 paid holidays per year. As of 2022, Juneteenth will be added as a paid holiday, so there will be 11 paid holidays per year.
- An employee must be in paid status at least half the pay period to receive holiday pay.
- When checking your Pre-Check Detail, watch the holiday codes:
 - Holiday: hours given for a scheduled holiday (paid)
 - Holiday Taken: hours the employee is using from his/her bank (paid)
 - Holiday Credit: hours automatically going into the holiday bank (not paid)
 - Holiday Deferred: hours manually entered to go to holiday bank (not paid)
- *DEFERRING HOLIDAYS:*
 - When an employee works on a scheduled holiday, the holiday hours will automatically be deferred by UKG (except employees who have a UTM Holiday Policy of “Non-deferred”).
 - Ultipro will only defer up to 8 hours for a holiday. If an employee enters 10 worked hours on a holiday, he/she will only receive 8 hours of Holiday Credit.
 - There is still a problem with Exempt Employees and overtime when there is a holiday – please check your pay sheets carefully in these periods.
- When checking your Pre-Check Detail, watch the holiday codes:
 - Holiday: hours given for a scheduled holiday (paid)
 - Holiday Taken: hours the employee is using from his/her bank (paid)
 - Holiday Credit: hours automatically going into the holiday bank (not paid)
 - Holiday Deferred: hours manually entered to go to holiday bank (not paid)

IMPORTANT REFERENCE INFORMATION

INJURY LEAVE/WORKERS' COMP:

- Risk will notify HR Payroll to set up Injury and Worker's Comp banks for the employee when a claim has been filed and approved.
- Payroll Reps will receive an email from Risk when the claim is approved, and from HR Payroll when the banks have been set up.
- When entering time in the timecard:
 - An employee must use 29[INJURY LEAVE] for the first 24 hours.
 - A note indicating the claim number must be added to each time entry.
 - Once the Injury Leave bank for the case is depleted, the employee must use code 30[WKCOMP WAGECONT] for Worker's Compensation Wage Continuation.
- If an employee is still on Worker's Comp leave when the Worker's Comp bank is depleted, the employee must use code 149[WKCOMP LWOP]. When this code is entered into Ultipro, the employee does not receive pay from Larimer County; Tri-Star, the third-party vendor, may pay them directly.
- Workers' Comp hours will show as two entries on the Pre-check Detail report (it must be split for tax purposes since 2/3 of the hours are non-taxable and 1/3 are taxable).
- If you have questions on specific cases, please contact the Risk Department.

LEAVE WITHOUT PAY (PLWOP, SLWOP):

- If an employee will be on Leave without Pay for more than half a pay period, the Leave Without Pay Notification Form (LCHR-20) must be completed.
- As long as the employee is in paid status for at least half the pay period:
 - This absence will not affect benefits.
 - The employee will continue to receive accruals.
- **PLWOP (Personal Leave Without Pay)** is used for absences for personal reasons when the employee has not accrued enough paid leave time.
 - If the absence will be for more than half the pay period, the LCHR-20 form must be completed and the employee will not receive accruals during the absence.
 - The request must be approved by the supervisor and Decision Maker, and the department must be notified of how the employee will cover Benefits costs.
- **SLWOP (Sick Leave Without Pay)** is used for longer absences for medical reasons. The LCHR-20 form must be completed.
 - If the absence will be for more than half the pay period, the employee will not receive accruals during the absence. However, the County will continue to pay the employer share of benefits.

MARITAL STATUS CHANGES:

- Employees can change their marital status in UKG (no form is needed).
- If the marital status change will result in a change of benefits for the employee, he/she should complete a *Benefit Status Change Form* (available on the Bulletin Board). The employee should contact HR Benefits with questions.

MERIT INCREASES:

- Merit Increases are automatically entered each pay period via an import by HR Payroll and are effective the first day of the pay period in which the review date falls.
 - HR Payroll will send a Merit report on the Monday prior to pay period end showing your department's employees who will receive a Merit increase in the next pay period.
 - If you have no employees due a Merit increase that period, you will not receive a report.
 - The report will have been adjusted for variable pay increases and those at max of range.
 - Please review the report for accuracy and notify HR Payroll of any discrepancies by the Friday after pay period end.
 - If the report is accurate, you do not need to respond.
 - Once the *previous* payroll is confirmed (on Tuesday before pay date), HR Payroll will import all Merit increases for the *current* pay period. These will be effective as of the first day of the current pay period. "Next Salary Review" dates will be updated automatically.
 - **You will still need to enter an action for the employee for the Performance portion of the review (you must wait to enter this until AFTER the Merit Import is complete).**
 - Next review dates should always be the scheduled due date of the review, regardless of the date it was actually done. (This does not apply to SHR.)
- If a Merit increase was missed on the import due to incorrect review dates or other reasons, the Merit must be entered manually in workflow.
 - The effective date should be entered as the first day of the *current* pay period.
 - Add notes to the workflow indicating why the merit was late, the date the evaluation should have been processed, and the pay date on which Retro Pay was given.
 - Complete a Retro Pay form (LCHR-89) (from the first day of the period in which the merit was due to the last day of the previous pay period before entry).
 - Enter the retro pay dollar amount in the timecard.
 - Upload the Retro Pay form to the employee's Documents tab.
 - Check the Pre-check Detail for the pay increase and the retro pay amount.

MILITARY LEAVE:

- An employee needs to send Payroll and/or Benefits their Military orders.
 - The employee works with Benefits on which benefits they want to keep or cancel during their leave.
- HR Payroll will set up a Military Leave bank with 15 Calendar days for the employee.
 - This bank is based upon their regular work schedule. Example: If an employee works 10-hour days, then the employee would receive 150 hours in their Military Bank.
- The employee will use code 32[MILITARY LEAVE] when using the hours in their bank.
 - The employee may choose to only use some of their paid Military Leave hours each period (for example, only enough to cover benefits).
 - The employee must be in paid status for at least half the pay period to receive accruals.
- Once the employee runs out of hours in the Military bank, or if they choose to use only some of their paid leave hours:
 - The employee will use code 115[MIL LWOP] to make their timecard whole. (This is unpaid time.)
 - An employee will not accrue leave time while in unpaid military leave status unless they work half of the pay period.
- Please see Policy 331.6 V. section G. for more information regarding Military Leave.

MISSED PUNCHES:

- A “Missed Punch” entry will appear in an employee’s timecard if they clicked on the “Time Clock” option in the menu, rather than “Time Management”.
- This entry will prevent them from saving or submitting their timecard.
- You must contact HR Payroll to remove the Missed Punch (send an email to hr_etime and request we remove the Missed Punch).

IMPORTANT REFERENCE INFORMATION

NAME CHANGES:

- Employees can enter their name change information directly into UKG. This action then goes to workflow to await approval.
- IT and HR work together to process the name change:
 - A WeServe ticket is opened, and IT builds a new email address and login
 - Once HR receives the new email address, they rebuild the username and roles.
 - The employee must be onsite for some of the network access to be updated
- Employees **MUST** change their name with the Social Security Administration before changing their name in UltiPro.
 - HR Security runs a report that verifies names and SSN's with Social Security. The name change workflow action will not be approved if they don't match.

OUT OF STATE WORK:

- If your department has an employee who may work out of state, please contact the HR Payroll Manager immediately.
- **These situations MUST be approved by HR and Risk in advance** of any work being done by the employee.
- Work in another state requires research and setup to ensure that we comply with local, state and federal tax laws.

OUT OF TITLE PAY:

- May be given to employees taking on additional duties outside of their normal job description due to a manager or co-worker being out for an extended time or to cover an open position until filled.
- Must be approved by the Department Generalist or HR Director. Upload documentation of this approval to the employee's Documents tab and notify hr_etime.
- The Out of Title Pay form (LCHR-88) must be submitted *each pay period*.
 - Enter the employee name, Out of Title information and hours in the form.
 - Enter the email address of the Decision Maker who will approve.
 - Enter your (the Payroll Rep's) email address.
 - Electronically sign the form and click Submit.
 - The form will automatically be sent to the Decision Maker's email for signature.
 - Once the Decision Maker signs and submits, the form will return to the Payroll Rep.
- Upload the signed form to the employee's Documents tab.
- Enter the dollar amount of the Out of Title Pay in the employee's timecard, using pay code 36[OUTOFTITLEPAY D].
- Watch the Pre-check Detail report for the Out of Title amount.

PARKING DEDUCTIONS:

- County employees are eligible for reduced rates for parking at the Civic Center Parking Structure (CCPS) that is owned and managed by the City of Fort Collins.
- Employees must complete a CCPS Parking Permit Form and take it to City of Fort Collins Parking Services to obtain a vehicle permit. The City will then notify HR Payroll to begin monthly deductions.
- Current rates are \$12/month for covered parking; \$6.00/month for rooftop parking.
- Parking fees are deducted on the first paycheck of each month.

REMOTE WORK STIPENDS:

- The Remote Work Program was initiated in 2021. Employees requesting mandatory or voluntary remote work must fill out the Remote Work Program Application.
- Mandatory remote work employees are eligible for an initial stipend of \$1,200 upon approval, and each following year will receive a stipend of \$500.
- Approved Remote Work Stipends for mandatory remote workers are forwarded to HR Payroll and are added to the employee's paycheck on the next scheduled payroll.
- Voluntary remote workers are not eligible for the stipend.

REPORTING:

- Reports are available in UTM, Standard Reports and Business Intelligence (now called UKG Pro People Analytics).
- In UTM, access reports by clicking Time Management > Reports > Reports Generator.
 - Available reports are listed under the "Report Template" heading on the left side of the screen.
 - Click on a category to see a list and description of the reports.
 - When you have selected a report, click on the Properties tab to select format and filter options for the report and click Submit.
 - Click on the Preview tab to see the report.
 - A recommended report to use when calculating retro pay is the *Detail Report.TA* under the Time & Attendance template. This report will show total hours and OT worked between a range of dates.

REPORTING (Cont'd):

- In Core, access Standard Reports under Administration>Reporting>Standard Reports.
 - These are reports that were supplied by Ultipro.
 - Click on the Available tab, select your Role and search for the desired report.
 - Select the desired properties for the report and click Finish.
 - Click on the Completed tab to find the report once it is run.
 - This is where you will run your *Pre-check Detail* report every pay period to check your employees' pay sheets.
- In Core, access Business Intelligence reports under Administration>Business Intelligence>BI UltiPro Reports.
 - These are reports that have been built by HR's Application Support Specialist and other County employees for specific functions.
 - Recommended reports to use include *Compare Prior to Current Gross* (for checking pay sheets) and *Employee PTO Balance Report for Supervisors* (to monitor employee vacation balances), and *Allocation Setup Information* (to check employee costing).
 - For instructions on accessing and using the General Use reports available in BI, see the *UltiPro Business Intelligence Reporting* guide.
- Contact Judy Shimkus in HR (x 5972) if you need assistance in building a custom report.

RETRO PAY:

- Given when pay or a pay increase was entered late or was missed from a previous period. (Missed HOURS must be entered as a Historical Edit in the timecard; contact HR Payroll to have a historical edit entered.)
- The Retro Pay form (LCHR-89) must be submitted.
 - Enter the employee name, retro pay dates and hours in the form.
 - Enter your (the Payroll Rep's) email address.
 - Electronically sign the form and click Submit.
 - The form will automatically be sent to the email entered.
- Upload the signed form to the employee's Documents tab.
- Enter the dollar amount of the Retro Pay in the employee's timecard, using paycode 37[RETRO PAY D] for regular employees or 18[RETROPAY TEMP D] for temporary employees.
- Watch the Pre-check Detail report for the Retro Pay amount.

SECOND LANGUAGE COMPENSATION:

- The Second Language Compensation Program was initiated in 2020 to encourage and recognize employees who use a second language during work hours to serve the customers of Larimer County.
- The County pays a flat rate each pay period to employees (regular or limited term) who have completed the application, testing, and approval process.
- For more information, go to the website at <https://www.larimer.org/hr/employee-relations/2nd-language-comp-program>.

SUPERVISORS:

- When setting up an employee as a new supervisor:
 - Change the Time Management panel
 - Click Edit. In the Additional Security Access area, click Supervisor.
 - Scroll to the bottom. In the Supervisor and Administrator area, select the appropriate Supervisor access group from the drop-down box.
 - Click Save.
 - Assign all direct reports to the new supervisor (see the *Supervisor Change* guide for instructions).
 - **NOTIFY HR PAYROLL OF NEW SUPERVISOR**
 - HR Payroll must set up additional roles and security in System Configuration before the supervisor will have access to see his/her direct reports.
- To change Supervisors for employees or reassign direct reports for a terminating supervisor, see the *Supervisor Changes* guide for instructions.

TEMPORARY SICK LEAVE:

- As of 1/1/21, temporary employees are eligible to accrue sick leave in accordance with Colorado's Healthy Families and Workplaces Act.
 - The accrual rate is based on hours worked: 1 hour of sick leave for every 30 hours worked (this is a calculation of .0334 per hour)
 - The bank will stop at 48 hours for maximum accrual per year.
 - UKG is set up to automatically calculate the accruals.
- If an employee moves from temporary to regular status, the temporary sick time accrued will be moved to a regular sick bank.
- If a temporary employee leaves County employment, and then returns, the sick leave balance will be reinstated.

IMPORTANT REFERENCE INFORMATION

TERMINATIONS:

- Enter the termination action in UKG and submit to workflow for approval (see the *Terminate Employee* guide for instructions).
 - Termination date is the last day in paid status.
 - Last Day Worked Date is the last day they were physically on the job.
 - ***Paid Through*** date is the ***last paycheck date***
 - Always check the COBRA box, enter the term date and “Termination” as the reason
 - Add Notes (including payout amounts, accruals deleted, etc).
- Upload the resignation letter, email or other termination documents to the employee’s Documents tab.
- Check the employee’s timecard carefully for final hours worked and leave time taken. If the employee was in paid status for less than half of the pay period, notify HR Payroll to remove the current accruals.
- Enter the employee’s Vacation, Holiday and Comp Time payout amounts in his/her timecard (sick time payouts will be entered by HR Payroll or Benefits).
- If the employee had a Connectivity Allowance or Second Language stipend, end-date it in Ultipro.
- Check the Pre-check Detail carefully for accuracy of all terminating employee hours and payouts.

W-4 TAX WITHHOLDING CHANGES:

- W-4 Tax changes can be made through employee self-service in UKG at any time during the year.
- Changes MUST be made by the end of the current pay period in order to be in effect for the next paycheck.
- Encourage employees to try the *Model My Pay* feature in UltiPro before selecting their tax filing status and allowances.
- Changes made to the Federal W-4 will automatically update the State withholding elections.
 - If an employee wants different Federal and State withholding allowances, have them enter the W-4 info for Federal first, then enter the State information. This will prevent the Federal info from overriding the State info.

WIRELESS ALLOWANCES:

- See “Connectivity Allowances.”

WORKFLOW ACTIONS:

- Please be conscientious when submitting workflow actions so they do not have to be denied and redone. (Guides are available on the Bulletin Board with step-by-step instructions for most workflow actions!)
- You will not see a workflow action immediately in an employee’s record; it will not be applied until the workflow has been approved by HR Benefits and/or HR Payroll. This may take 1-2 days. Do NOT resubmit unless you receive an email saying the workflow was denied.
- Check your UKG Inbox for the status of your workflows.
- Some actions DO NOT go through workflow and will apply immediately to the employee’s record. These include:
 - Costing changes
 - Supervisor changes
 - Sheriff ID Info Updates
- **IMPORTANT NOTE:**
The deadline for workflow actions is 5:00PM on Wednesday, pay period end.
- If you receive a personnel action that requires a workflow *after* the deadline of 5pm on the last day of the pay period, *you must contact HR Payroll to request processing.* We do not automatically check or process workflows after the deadline until the payroll is confirmed on the following Tuesday.
- On the Monday and Tuesday when payroll is being processed, only new hire workflows are approved. All other workflows will be processed once the payroll has been confirmed.