

# STATE OF COLORADO FISCAL RULES

## CHAPTER 9: PAYROLL

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# STATE OF COLORADO FISCAL RULES

## Rule 9-1 USE OF THE STATE PAYROLL SYSTEM

### AUTHORITY:

24-30-201(1)(e), C.R.S.  
24-30-202(1); (8.5); (13), C.R.S.

### DEFINITIONS:

State Payroll System - The official payroll system for the State of Colorado as designated by the State Controller.

### RULE:

All state agencies and institutions of higher education shall use the state payroll system to record and maintain employee payroll information and data; and to pay employees, unless the State Controller has granted an exception.

# STATE OF COLORADO FISCAL RULES

## Rule 9-2 DIRECT DEPOSIT PAYROLL FOR STATE EMPLOYEES PAID ON THE STATE PAYROLL SYSTEM

### AUTHORITY:

24-30-201(1)(e), C.R.S.  
24-30-202(1); (8.5); (13), C.R.S.  
24-50-104(8)(a), C.R.S. (Payment of Salaries)

### DEFINITIONS:

Direct Deposit Payroll Program - A payroll program where an employee's net pay is deposited directly to the employee's legally established checking or savings account via an electronic fund transfer system.

State Payroll System - The official payroll system for the State of Colorado as designated by the State Controller.

### RULE:

State employees paid either monthly or bi-weekly on the state payroll system shall be on the direct deposit payroll program unless an exception is approved by the State Controller, or delegate.

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## Rule 9-3 FINAL PAY FOR A TERMINATING STATE EMPLOYEE

### AUTHORITY:

24-30-201(1)(e), C.R.S.  
24-30-202(1); (8.5); (13), C.R.S.  
24-50-104(8)(a), C.R.S. (Payment of Salaries)

### DEFINITIONS:

State Payroll System - The official payroll system for the State of Colorado as designated by the State Controller.

### RULE:

Final pay shall be available to terminating state employees as follows:

- .01 When an employee terminates employment with the state, with or without giving notice, final payment shall be made no later than their next regular pay day.
- .02 When a state agency or institution of higher education terminates an employee, final payment shall be made within three working days of the date of termination.

# STATE OF COLORADO FISCAL RULES

## Rule 9-4 OVERPAYMENTS TO STATE EMPLOYEES

### AUTHORITY:

24-30-201 C.R.S.

### RULE:

Through error, a state employee may be paid more than is due. When the error is detected, provisions shall be made for the repayment of the overpayment.

If the overpayment is nominal, it shall all be deducted from the employee's next paycheck. However, in some cases the overpayment may be significant and require a repayment schedule extending over a period of time. The chief executive officer, or a delegate, of the state agency or institution of higher education shall establish a repayment schedule based on the particular facts involved in each case. The State Controller shall approve any repayment schedule extending for more than six months.

An employee's maximum liability for repayment, should an error go undetected for over a two year period, shall be limited to the total amount of the overpayment for the first two years in which the employee was overpaid