



## NOTICE OF PAYDAYS

### As Required by C.R.S. §§ 8-4-107, -103

Employers must provide notice to employees of the regular paydays and the time and place of payment. Employers must post, and keep posted, this notice where employees can easily see it: at the workplace if practicable, the employer's payment office, or if easily accessible to employees, electronically. Employers are required to post a new notice any time paydays or time or place of payment change.

Pay periods must be no longer than a calendar month or 30 days, whichever is longer. Paydays must be no later than 10 days following the close of each pay period.

### EMPLOYEES ARE PAID ON REGULAR PAYDAYS AS FOLLOWS:

Payday: Bi-Weekly - Every Other Friday

Time:

Place: Via Direct Deposit or Paper Check via USPS

This form is provided as a courtesy by the Colorado Department of Labor, Division of Labor Standards and Statistics. Other Notice of Paydays posters are acceptable provided that they contain the elements and information required by C.R.S. § 8-4-107.

For more information about rights and responsibilities under Colorado wage and hour law, contact the Colorado Department of Labor and Employment, Division of Labor Standards and Statistics: 303-318-8441 / 888-390-7936 / [cdle\\_labor\\_standards@state.co.us](mailto:cdle_labor_standards@state.co.us) (English or Spanish).

All laws, guidance  
and complaints:

[ColoradoLaborLaw.gov](http://ColoradoLaborLaw.gov)



Spanish guidance  
and complaints:

[LeyesLaboralesDeColorado.gov](http://LeyesLaboralesDeColorado.gov)



Other labor standards  
posters:

[cdle.colorado.gov/LaborStandardsPosters](http://cdle.colorado.gov/LaborStandardsPosters)

