



COLORADO DEPARTMENT OF LABOR AND EMPLOYMENT  
DIVISION OF LABOR  
[www.colorado.gov/cdle/labor](http://www.colorado.gov/cdle/labor)

# NOTICE OF PAYDAYS

In accordance with 8-4-107, C.R.S.:

Every employer shall post and keep posted conspicuously at the place of work if practicable, or otherwise where it can be seen as employees come or go to their places of work, or at the office or nearest agency for payment kept by the employer a notice specifying the regular paydays and the time and place of payment, in accordance with the provisions of section 8-4-103, and also any changes concerning them that may occur from time to time.

Pay periods can be no greater duration than a calendar month or 30 days, whichever is longer. Paydays must occur no later than 10 days following the close of each pay period. 8-4-103, C.R.S.

## EMPLOYEES ARE PAID ON REGULAR PAYDAYS AS FOLLOWS:

Time: **4:00PM**

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Place: **Pay Check, Direct Deposit or Paycard**

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This form is provided as a courtesy by the Colorado Division of Labor. Other Notice of Paydays Posters may be acceptable provided that they contain the elements and information required by 8-4-107, C.R.S.