



## ***PAYROLL PROCESSING NEWSLETTER***

***July 18, 2008 For Pay period: 07/13/08 – 07/26/08 Paid 08/08/08***

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### **Items of Interest:**

#### **Payroll Staff Position Openings:**

Payroll has two positions open in the payroll services section; please recommend and encourage qualified individuals you all may know to apply.

Payroll Clerks - Administrative Associate Sr. - University of Kansas, Payroll Unit of the Comptroller's Office.  
Application deadline is 7/20/08.

These positions provide payroll services for the US and Non-US citizen employees. The position 00000088 duties are working with non-US citizen employees to ensure they are hired in accordance with all laws, regulations and statues. Position 00000120 will process bi-weekly payroll for approximately 1800 employees; with duties focusing on US-citizen employees.

For more information and to apply for these positions go to <https://jobs.ku.edu>. An EO/AA employer

#### **Temporary Social Security Numbers and Federal Tax Withholding**

International employees who have been assigned a temporary social security number and have been added to the payroll system are required to be taxed at 30% withholding for federal tax.

Once the employee receives their permanent social security card OR obtains another receipt from the Social Security Administration Office signed by a Social Security Administration Office representative with their permanent social security number on it, this should be delivered personally to the Payroll office.

With the receipt of this information, the employee's tax withholding will be reduced to the rate specified by the employee on their Federal W-4 form or in accordance to the federal regulations.

#### **Hiring Employees Working for Another State Agency:**

If you discover that you want to extend an offer to someone who is currently on the state payroll (either KU or any other Kansas state agency) where any of the following conditions are different or if they are already employed up to the maximum FTE allowed, please send an email to Pam Burkhead [pburkhead@ku.edu](mailto:pburkhead@ku.edu) and Karen Banning [kbanning@ku.edu](mailto:kbanning@ku.edu) before making an offer.

- employee category ( e.g. Faculty, Unclassified Professional Staff)
- pay group (e.g. LFC, STN)
- FLSA status (exempt/salaried, non-exempt/hourly)
- position status (regular, temporary).

Karen and Pam will try to find ways to make the appointments co-exist within federal, state and university regulations. But in case this is not possible, the conflicts should be resolved before an offer is made to avoid having to rescind it.

Please provide in your email to Karen and Pam the details of the appointment you wish to make, including job title, employee category, paid hourly or salaried, and anticipated end date (if known.) If the candidate is employed at another state agency, provide the agency name and any other information that you might have.

### **Change on Website Homepage – Items of Interest and Reminders:**

You can now move your cursor over any of these items and click on them to bring up the entire 'article' rather than having to click below the 'Reminders'.

### **Privacy Corner**

Privacy and Security go hand in hand. As you move through your workday, you will find countless opportunities to secure private or confidential data. This includes names and student grades, employee leave forms, social security numbers on travel requests, etc. Please take a minute to stop and consider how you process this confidential data? Do you have a clean desk policy? Is it locked in a cabinet with limited access? Is the information saved only in PeopleSoft or SAKU and not in an excel spreadsheet?

If you have questions or concerns about your daily privacy and security practices, please contact the KU Privacy Office at 4-9528 or [privacy@ku.edu](mailto:privacy@ku.edu). For additional information see [www.privacy.ku.edu](http://www.privacy.ku.edu).

### **Reminders:**

#### **Gross and Fringe Report/DEMIS Suggestions**

The following are recommendations based on who is the HR Department designated on the Position/Job Data or who is paying i.e. funding source (Account Code).

For this section we will use Cost Center to mean the chart field DeptID/Organization/Cost Center part of the Account Code.

- A. Summer Session Funding: Run the report by HR Department as the cost center used is not unique to each department.
- B. Fund Another Department's Employee: Run the report by Cost Center.
- C. Project/Grants: Run the report by Project. In the conversion to the new financials chart field structure for projects, cost centers were changed. Project chart field is now used for all grants. If your project begins with letters be sure and include them. (Projects field is not case sensitive). Reference materials: [www.comptroller.ku.edu/financial\\_systems\\_administration/people\\_soft\\_9/](http://www.comptroller.ku.edu/financial_systems_administration/people_soft_9/)
- D. Scenario is a chart field that is only used in the HR/Pay system. It will now only be used for Endowment fund 725; KUMC reimbursable fund series 8XX; and PI when applicable for Projects.
- E. Charges for HR/Pay for FY2009 will not be posted in the financials system (UKANS, KURES/CRINC, and Budget-UBUD) until the new fiscal year/new financials system is open.
- F. FY2008 Transactions processed in FY2009
  - a. When running reports for off cycles, please include the true pay end date to track prior fiscal year changes due to late paperwork.
  - b. Prior year transactions that credit back monies will be made to the FY2008 Account Code. New charges for prior year's expenses will be made using the new FY2009 account codes.
- G. Contact is Wayne Spellman, [mailto:wspellman@ku.edu?subject=Payroll Newsletter](mailto:wspellman@ku.edu?subject=Payroll%20Newsletter), or 864-5991.

#### **Fiscal Year Budgets and Conversions:**

Over 6/21-6/23/08 fiscal year budget load data and departmental and funding conversions were updated in the HRSA system. Please refer to HRIS-L dated 6/23/08 and titled: HRSA Access - [FY Budget and Conversions](#) for more information.

## **HR/Pay Training:**

You can now access future HR/Pay training schedules by going to Payroll website, Employer Payroll Info, HR/Pay Training. A link will take you to the HR/EO website page with the most current training session to be offered. Here is the URL: [http://www.payroll.ku.edu/employer\\_payroll\\_info/HR\\_pay\\_training.aspx](http://www.payroll.ku.edu/employer_payroll_info/HR_pay_training.aspx)

**Summer FWS (Federal Work Study) 05/18 - 08/09/08** - For student hours reported on FWS positions effective 05/18 - 08/09/08 the employee must be eligible for **summer** federal work study. Also see HRIS-L e-mail sent June 02, 2008 @ 8:02 AM and our Payroll Procedures web page on summer FWS @ [http://www.payroll.ku.edu/documents/FWS\\_summerappointments\\_2008.pdf](http://www.payroll.ku.edu/documents/FWS_summerappointments_2008.pdf)