



PAYROLL PROCESSING NEWSLETTER

August 1, 2008

For Pay period: 07/27/08 – 08/9/08 Paid 08/22/08

Items of Interest:

Employee Supporting Documents: Payroll Services has recently begun to receive supporting documents that do not contain department signatures (e.g. oath, I-9, substance abuse, student consent to release for I-9). We suspect employees might be receiving the documents from their department OR downloading from KU websites but are returning them directly to Payroll Services. Employees may either come to Payroll Services to complete their documents or if the department is supplying the documents, they must also sign as the "witness".

Employees and Direct Deposit-Tips to Share with your Employees:

Even with our current participation rate of 90% we still have employees – students and others – who are not participating in direct deposit.

Because of State law we cannot require any employees to have direct deposit of their pay unfortunately.

What you can do is highly encourage and point out the advantages - Here are some things you should share with your employees:

- Money is generally available first thing on pay date and in some cases *depending on bank* posted during the night before actual pay date
- Their money is in their account when they would otherwise not be able to pick up a physical check - holidays, vacations, etc.
- There is no risk of stolen, lost or forged check(s) - It's SAFE
- If a check is stolen, lost or forged the delay to receive a replacement could be as long as a week or more depending on our pay schedules with the state of Kansas.
- No check cashing fees for employees without a bank account
- Can set up an account using their KU ID at Commerce Bank for free!!!!

From the Privacy Corner: "Did I dispose of the confidential or sensitive information in a secure shredding bin?"

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? Did I dispose of the confidential or sensitive information in a secure shredding bin?

If you have questions or concerns about your daily privacy and security practices, please contact the KU Privacy Office at 4-9528 or email to privacy@ku.edu. For additional information see www.privacy.ku.edu.

Reminders:

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 and Karen Banning 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'.

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