



## **PAYROLL PROCESSING NEWSLETTER**

**August 29, 2008**

**For Pay period: 08/24/08 – 09/06/08 Paid 09/19/08**

### **Items of Interest:**

**Student Hours:** Student employees on F1 Visas are limited to 20 hours per week on all positions, while school is in session. Other student employees may work up to 30 hours per week on all positions. In order to be appointed and paid on student payroll, students must meet minimum enrollment requirements. Social Security is charged if hours worked exceeds 30 per week. Valid F1 and J1 Visa employees are always exempt from Social Security taxes.

**Student Employees and Enrollment:** The Payroll office verifies student enrollment levels each pay period. When it is determined that an employee no longer meets the enrollment criteria, our office will contact the employing department to inform them of the situation. The department must contact the student to have them enroll in the requisite number of hours immediately or terminate employment. Departments may visit with HR/EO to determine if other appointment options exist to appoint the student to another type of temporary position. Link to enrollment chart:  
[http://www.hreo.ku.edu/files/documents/enroll\\_require.pdf](http://www.hreo.ku.edu/files/documents/enroll_require.pdf).

Upon the second consecutive pay period that a student hourly employee continues to show ineligible for student employment, **Payroll Services will terminate the student hourly appointment.** The employing department will be contacted with this information and must take immediate action to appropriately appoint to another position type or let the termination stand.

**Faculty and GTA Pay for 9/05/08:** As a reminder for most Faculty and GTA's, the pay period 8/10/08- 8/23/08 will consist of 6/14 days in pay status for the 9/05/08 pay checks.

**Labor Day - Holiday Credit Counting Toward FLSA:** As a reminder - holiday credit (paid time for a holiday when it is not worked) does now count toward the FLSA threshold for overtime for non-exempt staff. This basically means that holiday credit is like "physical work time" when it comes to counting towards the 40-hour limit. Any time worked on the holiday is compensated at 1.5 x rate as either comp time (HCP) or overtime (HDP).

**Benefits Open Enrollment** - The State of Kansas uses HR/Pay (HRSA) data **entered** as of 9/4/08 for creating the online user access for open enrollment in October 2008. We would like to request that payroll changes (new hires, rehires, FTE and salary changes) be sent to the Payroll office in advance of this date for any changes that you are aware of effective now through December if possible. This will 1) allow more folks to do on line instead of paper forms 2) allow them to enroll in the appropriate benefits based on HR/Pay Data. More information will be coming from HR/EO about open enrollment.

### **Reminders:**

**FICA Status for Fall 2008:** Enrollment will be checked against Fall 2008 enrollment for determining FICA status for student employees beginning with the pay period 8/10-8/23/08. The student enrollment and FICA taxation rules are located on our website at: [http://www.payroll.ku.edu/employer\\_payroll\\_info/student\\_employment.aspx](http://www.payroll.ku.edu/employer_payroll_info/student_employment.aspx)

**Fall Work Study (FWS):** Please refer to the August 2008 memo from the Office of Student Financial Aid (OFSA) regarding Fall FWS information effective 8/10/08 and including important dates. Please contact Nick Prewett (864-4695) if you have questions regarding a student's eligibility for FWS. The full memo is located on our website at: [http://www.payroll.ku.edu/documents/FWS\\_Fall\\_2008.pdf](http://www.payroll.ku.edu/documents/FWS_Fall_2008.pdf)

**For Non-US Citizen New Hires** – Please have them complete their documents with Shelly Lawhorn in the Payroll Office. Please refer to our “International Employees – Non US Citizen Employment” section on our payroll website for more information:

[http://www.payroll.ku.edu/international\\_employees/Non\\_U%20S\\_citizen\\_employment.aspx](http://www.payroll.ku.edu/international_employees/Non_U%20S_citizen_employment.aspx)

### **I-9 Form Completion:**

**The employee must sign the I-9 no later than the day the employee starts work. A department staff must sign it no later than three days after employment begins.** Signature dates do not have to match, but departmental staff members must be aware that their signatures are an indication they have reviewed the original documents as required by the I-9. **The I-9 signature of a departmental staff member is an attestation under penalty of perjury that the appropriate documents have been examined and appears to be genuine.** Departmental staff members should not sign an I-9 if they have not reviewed the original documents as required by law, and new employees should not be allowed to work without the appropriate documentation of work eligibility

**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".