



PAYROLL PROCESSING NEWSLETTER

September 12, 2008

For Pay period: 09/07/08 – 09/20/08 Paid 10/03/08

Items of Interest:

New Payroll Staff Members:

Richard Davis: Richard is working with Shelly Lawhorn on non-US citizen payroll. He comes to us from outside of the University community and brings an experienced business background.

Linda Mann: Linda is working with Dawna and her group on US citizen payroll. Linda comes to us from the University Public Safety Office and brings her experience with HRSA and KU.

Please join us in welcoming our two newest members!

From the Privacy Corner: October is Cyber Security Awareness Month. Please see items related to privacy in our Items of Interest and Reminders on our payroll website homepage.

Reminders:

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.

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.

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.