



PAYROLL PROCESSING NEWSLETTER

September 26, 2008

For Pay period: 09/21/08 – 10/04/08 Paid 10/17/08

Items of Interest:

Paychecks with student work study funding - Possible RFAs: Please refer to the HRIS-L message sent on Friday, 9/26/08 posted on our website at the following URL along with other related information:

http://www.payroll.ku.edu/funding_for_payroll/fws_rfa_law.aspx

Payroll Funding:

Position Funding Summary Report: Please run this report found in HRSA: *Go, Define Business Rules, Define Budget/Encumbrnce (U.S.), Report*. This report should be used to ensure employee's are on the correct position (regular/temporary), pool ID, compensation rate, standard hours and account code, before they are paid.

Non-Funded and Overspent FY09 Cost Centers/Funding for Position and Pools: It is the Unit's responsibility to process a Budget Transfer Form (BTF) through budgetary channels to cover the FY09 projected expenditures for non-billing account codes. This BTF should be processed when the appointment is made. Some dollars may be allocated at the area of responsibility level, not at the position or pool level.

Departments will need to retain additional, unallocated money for the "W" pools. If not, you will need to transfer the appropriate funds to cover the projected 25% general use funding (003, 099, etc) for gross pay charges for FY2009.

New Report: We have a new report in HRSA that is available for timekeepers. It is a listing of all positions by HR position department(s) as of date requested. Select data by several options or all. Lists Position #, Job Code/Title, Current Employee Name, Latest Past Employee Name or "No Incumbent", Termination Date or Active, Pay Group, Employee Type, Regular/Temporary, Employee Classification, Position Department Number, Pool ID (if applicable). Navigation: *Go, Develop Workforce, Manage Positions, Report, Posn Rpt (Filled / Vacant), Add (first time) or Update/Display*. If you do not see this menu option, please email pburkhead@ku.edu and she will switch you over the "new – set up a few years ago" timekeeper operator class. See page 20 at www.hreo.ku.edu/files/documents/hrpay_reports.pdf for full details.

Payroll Tracking: For those who have access to the tracking reports through the DEMIS web site www.demis.ku.edu (not DEMIS portal): An oversight occurred and a parameter was not "set" to track the entry data for FY2009. We are not able to provide the reporting data for funding entries made into HRSA from 6/22/08 to 7/10/08 and 7/12/08 to 9/15/08. This is a just a reporting of funding changes in HRSA – this is not a loss of real data – just in our after the fact monitoring report. If you have DEMIS Gross and Fringe Access and you do not have the Payroll Tracking Reports in DEMIS but you would like it, please email pburkhead@ku.edu. Tracking Manual is located at www.hreo.ku.edu/files/documents/demis_trxn_doc.pdf and the Column Heading descriptions are located at www.hreo.ku.edu/files/documents/demis_pay_track_codes.pdf. This does not affect any HRSA data or HRSA reports.

Paycheck to be issued 10/30/08: This check is the third check in the month of October so the following will apply:

- **No** vacation accrual for unclassified employees for this pay period
- **All** taxes are applicable
- **No** GHI or FSA (flexible spending account) deductions will be taken on this check

From the Privacy Corner: October is Cyber Security Awareness Month. We'd like to encourage you to visit the KU Privacy Office website: <http://www.privacy.ku.edu/>

Also see related articles in our Items of Interest and Reminders on our payroll website homepage.

Reminders:

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.

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.