



PAYROLL PROCESSING NEWSLETTER

October 15, 2008

For Pay period: 10/05/08 – 10/18/08 Paid 10/31/08

Items of Interest:

Paycheck to be issued 10/31/08: 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

Veteran's Day Holiday: Veteran's Day, November 11, 2008 is a holiday for **USS and UPS** employees although University offices must remain open since classes are in session. Please remember that administrative authorization from your departmental authority must be obtained before working on a holiday. Employees wanting to take Veteran's Day off should request it from their supervisor in the same way that vacation leave is requested.

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).

Payroll cannot edit for this authorization. Staff should consult with their supervisor before working the holiday since the work performed will result in holiday compensation. If you have any questions about holiday compensation, please contact Payroll Services at Payroll@ku.edu

Holiday's and Pay Calcs:

November 11th Veterans Day Holiday: Pay period ending 11/1 is accelerated:

First Pay Calc Monday, 11/03, 5 p.m.

Second Pay Calc Tuesday, 11/04, noon

Final Calc Tuesday, 11/04, 3 p.m.

Thanksgiving Week- Super Accelerated: For pay period ending 11/15

First Pay Calc **Friday, 11/14, 5 p.m.**

Second Pay Calc Monday, 11/17, noon

Final Calc Monday, 11/17, 3 p.m.

Temporary Employees-999 hours: Please refer to our payroll policies regarding temporary employees and restrictions on hours for calendar year: http://www.payroll.ku.edu/employer_payroll_info/payroll_procedures.aspx - [TempEE](#)

Reminders:

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/Encumbrance (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.