



PAYROLL PROCESSING NEWSLETTER

October 24, 2008

For Pay period: 10/19/08 – 11/01/08 Paid 11/14/08

Items of Interest:

Employee Current Home (W-2) Addresses: Please ensure that your employees (including students) have their most recent home address in the HRSA database as soon as possible. This will ensure that W-2 forms are mailed to the correct address.

Daylight Savings Time Ends – November 2, 2008; Please refer to page on our website under the Payroll Policies page: http://www.payroll.ku.edu/employer_payroll_info/Daylight_savings_time.aspx

Reminders:

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](#)

