



PAYROLL PROCESSING NEWSLETTER

November 7, 2008

For Pay period: 11/02/08 – 11/15/08 Paid 11/26/08

Items of Interest:

HealthQuest Taxable Gift Cards: As noted in previous communications, the Kansas Health Policy Authority (KHPA) HealthQuest program for 2008 included the incentive of a \$50 gift card for completing the HealthQuest Personal Health Assessment (PHA). The State of Kansas determined that the gift cards are a taxable fringe benefit to the plan participant for the total of all gift cards selected by or for the plan participant and their eligible dependents. Affected KU employees who received this taxable fringe benefit will see fringe benefit income (FBN) on their 11/14/08 paychecks. Additional information will be forthcoming to the affected employees.

Employee Direct Deposit – Change in Requirements: Effective immediately, all new direct deposit forms submitted to Payroll must be accompanied by a banking document which shows bank name, bank transit number (ACH number), account number. Examples of these would be a voided check, an account card, and the top of a bank statement.

This requirement ensures we have the correct and valid information. The adjusted forms can be found under “Employee Forms” on the payroll website: http://www.payroll.ku.edu/for_employees/employee_forms.aspx

Holiday’s and Pay Calcs:

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.

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. Please refer to Holiday Compensation chart: http://www.hreo.ku.edu/files/documents/holiday_comp_chart.pdf

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

This is just a reminder of the codes to be used when reporting those who worked on Veterans Day and are eligible for compensatory time.

· Exempt (salaried) unclassified fiscal year faculty, academic staff and professional staff (UPS)(i.e., accruing holiday compensation at the rate of one hour for every hour worked). Earnings code of HCC to be used.

· Non-exempt (hourly) and exempt (salaried) University Support Staff and non-exempt (hourly) unclassified professional staff will receive holiday compensation at the rate of 1 ½ hours for each hour worked. Earnings code of HCP to be used.

A chart is located at http://www.hreo.ku.edu/files/documents/holiday_comp_chart.pdf which contains additional details.

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

Reminders:

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.

Temporary Non-Student Employees-999 hours: Please refer to our payroll policies regarding non-student temporary employees and restrictions on hours for calendar year:

http://www.payroll.ku.edu/employer_payroll_info/payroll_procedures.aspx#TempEE

Document regarding non-student temporary staff is located at

<http://www.hreo.ku.edu/files/documents/temporarypos.pdf>