



## ***PAYROLL PROCESSING NEWSLETTER***

***December 5, 2008***

***For Pay period: 11/30/08 – 12/13/08 Paid 12/24/08***

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### **Items of Interest:**

**Holiday's and Pay Calcs: - Updated from previous newsletter!!!!**

**For pay period ending 12/13 – SUPER Accelerated due to Christmas Holidays**

**First Pay Calc Friday, 12/12, 5 p.m.**

**Second Pay Calc Monday, 12/15, noon**

**Final Calc Monday, 12/15, 3 p.m.**

**New Year - Accelerated: Pay Period Ending 12/27/08**

**First Pay Calc: Monday, 12/29, 5 p.m.**

**Second Pay Calc: Tuesday, 12/30, Noon**

**Final Pay Calc: Tuesday, 12/30, 3 p.m.**

**Discretionary Day Holiday:** For eligible employees whose last workday of a week is Friday, the last day to use the 2008 Discretionary Day is Wednesday, December 24, 2008. For employees whose last workday of a week is Saturday, the last day to use the 2008 Discretionary Day is Saturday, December 27, 2008. The 2009 D-Day will be available for eligible employees on Sunday, December 28, 2008.

**Deadline for Submitting Calendar Year 2008 Paycheck Adjustments:** All adjustments which impact employee payroll information (earnings, deductions, taxes) must be received by payroll by 5:00 p.m. on December 5. **NO EXCEPTIONS WILL BE MADE.**

### **Change in Paycheck Issue date – PPED 12/13/08:**

Due to the addition of the Christmas holiday of 12/26/08 – paychecks and direct deposit will be now be dated and available on Wednesday, 12/24/08. For students who request their 12/24/08 paper check be mailed due to their being gone during winter break, they **must** provide a self-addressed, stamped envelope to the Payroll Office (147 Carruth).

**Holiday Reporting – Hours Worked:** With the addition of December 26<sup>th</sup> as an additional holiday, we have three official holidays (12/25, 12/26 and 1/1/09) that may affect staff.

Holidays codes (HDC/HDE) default into the *Time and Leave* panels for all full-time regular non-academic year employees. This default does not mean that an employee is eligible or not eligible as this is a standard load. Timekeepers are responsible for verification of employee's holiday eligibility. Do not delete the HDC/HDE if the employee is eligible for the holiday (if you do it will short their paycheck). The guide to eligibility for and reporting of holidays is located at [http://www.hreo.ku.edu/files/documents/Holiday\\_report\\_guide.pdf](http://www.hreo.ku.edu/files/documents/Holiday_report_guide.pdf)

Employee works on a holiday and is eligible for compensatory time - the following codes are used:

- HCC - 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).
- HCP - 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. A chart is located at [http://www.hreo.ku.edu/files/documents/holiday\\_comp\\_chart.pdf](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 may result in holiday compensation. If you have any questions about holiday compensation, please contact Payroll Services at <mailto:Payroll@ku.edu>

**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

## 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](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>

**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](http://www.payroll.ku.edu/for_employees/employee_forms.aspx)