



PAYROLL PROCESSING NEWSLETTER

December 19, 2008

For Pay period: 12/14/08 – 12/27/08 Paid 01/09/09

Items of Interest:

Holiday's and Pay Calcs:

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.

Social Security Wage Base: 2009 OASDI maximum wage base is \$106,800 no maximum for Medicare. OASDI/Medicare tax rates remain same. In addition, there are changes in the Federal withholding tax rates but Kansas state withholding tax remains same.

Discretionary Day and the Kyou Portal: The discretionary day is worth one day and the hours can vary by the employee and their work schedule. The discretionary day cannot be used for multiple days – must be used for one whole day. The HR/Pay system default is 8 hours. If you have an employee who uses their d-day and you need additional hours to be added (e.g. 2 hours for a 10 hour day) or need hours removed (e.g. remove 2 as it was for a 6 hour work day) send an email to Payroll Services requesting an accrual adjustment (<mailto:payroll@ku.edu>).

Reminder: On the Kyou portal if the employee sees the words “Discretionary Day” this means the employee does have the day available to use - if they do not see the words they do not have it. The portal does not display the hours value.

Student Employee Query: Payroll office has sent a query of all current student hourly appointments to departments. Please review this query current employment status and return to Payroll office with notations of terminations and FTE changes before 1/15/09; the first day of Spring 2009 classes.

Reminders:

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.

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 26th 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

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 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.