



PAYROLL PROCESSING NEWSLETTER

February 13, 2009

For Pay period: 02/08/09 – 02/21/09 Paid 03/06/09

Items of Interest:

Student Employees and Enrollment: The Payroll office verifies student enrollment levels for all student employees each pay period. When it is determined that a student hourly employee no longer meets the enrollment criteria, our office will contact the employing department to inform them of the situation. The department must contact the student to have them enroll in the requisite number of hours immediately (*note: Independent Study courses do not meet enrollment requirements*) or the department must visit with HR/EO to discuss appointment options to appropriately appoint the student to another type of temporary position or else terminate employment. Upon the second consecutive pay period that a student employee continues to show ineligible for student employment, **Payroll Services will terminate the student appointment.** The employing department will be contacted with this information and must take immediate action to appropriately appoint to another position type or let the termination stand.

Academic Year and Advanced Deductions: For those who have less than 12-month appointments (e.g. academic year faculty) and have summer leave with benefit rows, summer advanced deductions for health insurance and optional group life insurance will begin with the pay period ending 3/7/09, issue date 3/20/09. Advanced deductions will occur over 6 consecutive pay periods the last deduction will occur on the pay period ending 5/16/09, issue date 5/29/09.

Forms: Please use the latest forms available on the [Payroll Employer Forms](#) , [Payroll Employer Forms](#) and [HR/EO Forms](#) web pages. HR/EO and Payroll has been modifying the format of forms to pdf as well as updating as necessary.

Reminders:

Duplicate W-2 forms for 2008: No duplicate W-2s can be issued until Jan. 22, 2009 per the State of Kansas. Employees will first need to contact the KU Payroll Office to inquire if the missing W-2 has been returned due to undeliverable address. In the event the original was destroyed or lost, the employee will be instructed to go to the Payroll website and follow the link on the homepage to the State of Kansas Self Service page <https://sharp.ks.gov/psp/ESS/>

Employees who have been terminated greater than 30 days will need to contact KU Payroll Services to request the duplicate (<mailto:payroll@ku.edu>) . The State Self-Service option will not work for these ex-employees.

Students/Social Security Tax Withholding: Beginning with the 1/11/09-1/24/09 pay period, student employees who are not enrolled in the minimum required hours for the Spring semester 2009 will be charged Social Security and FICA taxes. F1 and J1 Visa holders would be the exception to this rule.

Student Employee Paychecks: beginning Feb 2, 2009, Student employee paper paychecks will be disbursed in room 23, Strong Hall, Bursar's Office, MTWF 8:10 am - 4:00 pm and Th 9:40 am - 4:00 pm.

Please inform your students of this change and that after Feb. 2nd checks will no longer be available in Carruth. The paychecks for the 1/23/09 on-cycle (regular) will be the last paychecks at the Carruth location; after Feb 1 ALL paper checks will be moved to Bursar's Strong Hall location.

If a student has a question with their paycheck the departmental PRS should be first to assist and Payroll staff remain available to help as well.

2008 W-2 Forms: The 2008 W-2 forms were placed in the mail by the State of Kansas, Topeka on 1/06/09. Below is a link to a guide that helps explain how each box on the W-2 form is derived. The guide defines what items must be added (+) or subtracted (-) to arrive at the amounts shown on the W-2 form. Please post and share with your employees <http://www.da.ks.gov/ar/infocirc/fy2009/09-P-018AW-2WageTaxStmentCalc.xls>

Note - Deductions for mandatory TSA deductions are not reflected separately on the W-2 form, as the IRS does not require these be reported. These have reduced the State and Federal taxable gross amounts by the amount of the contributions as required by law.

Original W-2 and Duplicate forms with a foreign mailing address: Documents with a foreign mailing address will be sent to the KU Payroll office. Payroll will contact the employee and the department to have pick up form from our office.