



## **PAYROLL PROCESSING NEWSLETTER**

**February 27, 2009**

**For Pay period: 02/22/09 – 03/07/09 Paid 03/20/09**

### **Items of Interest:**

**Employer Fringe Benefit Deduction Moratoriums:** Senate Bill 23 suspended employer deductions for both retirement Death & Disability payments and Group Health Insurance. There will be no employer deductions during the pay periods outlined below.

- **Death & Disability (D&D)** will have moratorium on contributions (0.00%) beginning with the pay period ending February 21, 2009 through pay period ending June 13, 2009.
- **Employer Group Health Insurance (GHI) Premiums** will have moratorium on contributions (0.00%) beginning pay period ending March 7, 2009 through pay period ending June 13, 2009

**Revised 2009 Federal Income Tax Withholding Tables:** The Internal Revenue Service (IRS) has issued revised tables for the percentage method of withholding and advance earned income credit (EIC) payment tables for 2009. These tables were revised due to changes to the tax law made in the American Recovery and Reinvestment Act of 2009.

Employees are not required to complete a new Form W-4 for Federal withholding. The revised tables were developed to apply for withholding for all employees and to take into account all current tax provisions. Also, employees are not required to complete a new Form W-5 for Advance EIC payments.

These new tax rates will be in effect for the paychecks for pay period ending 3/7/09 paid 3/20/09.

Please go to Employee Payroll Info, Calculation Methods, Federal Taxable Gross Calculation on our website for more information: [http://www.payroll.ku.edu/for\\_employees/payroll\\_calculation\\_methods.aspx#Fed%20Gross](http://www.payroll.ku.edu/for_employees/payroll_calculation_methods.aspx#Fed%20Gross)

**HR/Pay (HRSA) Training:** Individual HRIS-L will not be sent for the basic training sessions required for access. The training schedule is located on the HR/EO website at the following URL: [http://www.hreo.ku.edu/training/info/course\\_details/58](http://www.hreo.ku.edu/training/info/course_details/58). We will also be including the next training session dates in our Payroll Newsletter. Specialty HR/Pay related training will continue to be sent out on the list serve.

### **Reminders:**

**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.

**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/>

Ex-employees who have been separated from service with KU more 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.