



PAYROLL PROCESSING NEWSLETTER

March 13, 2009, 2009

For Pay period: 03/08/09 – 03/21/09 Paid 04/03/09

Items of Interest:

Daylight Savings Time Begins March 8, 2009 and Ends November 1, 2009

Daylight Savings Time Begin – Reporting: Clocks are set ahead at 2:00 AM Sunday 3/8/09 in observance of Daylight Saving Time. Nonexempt employees who work during the time when the clock is set ahead will not have a reduction in pay for this “lost” hour. The “lost” hour will be reported on timesheets with the earnings code DST (daylight savings time). This hour will not count toward overtime; however, it will count toward leave accrual. The salary of exempt employees will not be affected by daylight savings time.

HR/Pay DEMIS reporting has now officially moved to the new DEMIS portal site. Please bookmark this address <https://demisweb.ku.edu/Portal> to access the data. This is the same portal site that you access your Financials DEMIS reports.

You will use your KU online ID to sign on. One less sign on and password to remember!

The previous DEMIS web site (demis.ku.edu) will no longer be updated.

A revised manual is located at www.hreo.ku.edu/files/documents/demis_hrpay_training_manual.pdf.

Federal Work Study Summer Form Available: To be considered for Summer 2009 FWS, students must have submitted a “Financial Aid Request for the Summer 2009 Session” before the April 24, 2009 priority date established by the KU OSFA. The entire memo can be found on the HRIS-L message sent 2/25/09 at 1:06 PM.

Reminders:

Employer Fringe Benefit Deduction Moratoriums: Senate Bill 23 suspended employer deductions for both retirement Death & Disability payments and Group Health Insurance. This suspension does not affect the employee’s coverage or their payments.

The State will recover the amounts that would have been spent for Health Insurance and D&D from all funds EXCEPT the “university federal fund” which includes KU Funds 717, 908, 918, 920, 928, and 938. The method the State will be using for recovering these savings has not been announced. When the State has determined its process to recover the savings, Budget Management & Fiscal Services will be working with the budgeteers and the Comptroller's Office to make the necessary adjustments

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

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. 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.

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.