



## ***PAYROLL PROCESSING NEWSLETTER***

***March 27, 2009***

***For Pay period: 03/22/09 – 04/04/09 Paid 04/17/09***

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### **Reminders:**

**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](http://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](http://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.

**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

**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.

**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.