



PAYROLL PROCESSING NEWSLETTER

April 10, 2009

For Pay period: 04/05/09 – 04/18/09 Paid 05/01/09

Items of Interest:

Revised I-9: The U.S. Citizenship and Immigration Services (USCIS) has recently revised and released a NEW version of Form I-9 **effective April 3, 2009**. All NEW employees must use this form and not previous versions.

The form can be found on the payroll website at the following URL: http://www.payroll.ku.edu/documents/I-9_eff_040309.pdf

You want to be sure you are using the form that has Rev. 02-02-09 on the bottom of each page on the lower right.

Student Employee W-2 (Home) Addresses: Please ensure that all of your student employees have a current W-2 address in HRSA at all times. Prior to the end of the academic year you should ensure that this information is current, especially for those students not continuing employment after this semester.

Those with timekeeper access may update the Home Address in the directory panel. Navigation: *Go, Administer Workforce Administer Workforce (US), Use, KU Directories*. The training manual for this panel is located at <http://www.hreo.ku.edu/files/documents/DirectoryPanels.ppt>

University Support Staff (USS) Maximum Vacation Balances

USS employees whose vacation balance is, or soon will be, over the maximum must use their excess vacation leave by Saturday, June 13, 2009 (or a preceding work day, such as Friday, if not working on Saturday). If they are unable to take the excess vacation leave, up to 40 hours of vacation leave that is over the maximum allowed will be converted to sick leave by the HR/Pay system at the end of the fiscal year.

The hours the USS employee accrues during the 05/31/09 - 06/13/09 pay period are not affected. The table below outlines the maximum USS accumulation limits based on their length of service. The full leave table is located at http://www.hreo.ku.edu/files/documents/classified_leave.xls

Unclassified Professional Staff (UPS) and Fiscal Year Faculty/Academic Staff Vacation Leave

Accrual: These faculty/staff are eligible to earn up to 22 days of vacation leave (2 days per month), 176 hours for full-time per fiscal year. Affected employees will not earn vacation leave during the payroll periods of FY09: 5/17/09 - 5/30/09 paid 6/12/09 and 5/31/09 - 6/13/09 paid 6/26/09.

In addition, they do not accrue vacation leave for the pay period of 5/03-5/16 paid 5/29/09, as it is the third check of the month.

The KYOU portal will show accrual of vacation leave each of these periods but will then show an adjustment with those hours being backed out.

Vacation leave charts are located at http://www.hreo.ku.edu/files/documents/unclass_leave.xls

Accruals Report - Supervisor

To assist supervisors in monitoring their employee's balances, please run the Accruals by Dept - PPE Range and check the option to run by Supervisor Name. See page 5 of the HR/Pay Reports Manual

www.hreo.ku.edu/files/documents/hrpay_reports.pdf for details

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) 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.

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.