



PAYROLL PROCESSING NEWSLETTER

April 24, 2009

For Pay period: 04/19/09 – 05/02/09 Paid 05/15/09

Items of Interest:

Retroactive Funding (RFA) and all other Adjustments for FY2009: We request that all payroll transactions regardless of funding source (account codes) for FY2009 be processed and approved through budgetary channels on or before the June 5, 2009 5:00 p.m. deadline. Please adhere to this deadline so that corrections are processed timely and accurately for us to meet the state and university required deadlines and for accurate fiscal year reporting. *Please ensure that you have the necessary approval and documentation for the request prior to submitting the information to the payroll office.

Paycheck Issued 05/29/09: This check is the third check in the month of May so the following will apply:

- No vacation accrual for unclassified employees for this pay period
- All taxes are applicable
- No GHI or FSA (flexible spending account) deductions will be taken on this check.

Student Paycheck Reminder - A student employee who wants their last paycheck of the semester mailed will need to provide a self-addressed, stamped envelope to either the Bursar's Office (Room 23, Strong Hall) or the Payroll office (Room 147, Carruth O'Leary). We also encourage the use of direct deposit to avoid missing any paychecks.

Reminders:

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