



## **PAYROLL PROCESSING NEWSLETTER**

**May 8, 2009**

**For Pay period: 05/03/09 – 05/16/09 Paid 05/29/09**

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### **Items of Interest:**

**Federal Work Study (FWS): Summer FWS (Federal Work Study effective 5/17/09):** A HRIS-L message sent May 6, 2009 but the memo has since been revised. You will find the revised memo at the following URL: <http://www.payroll.ku.edu/documents/FWSSum2009.pdf> The navigation on our website is: [Payroll Home](#) > [Employer Payroll Info](#) > [Payroll Procedures, Federal Work Study Memo Summer 2009](#).

**Students Charged Social Security, Medicare (FICA) Taxes:** Beginning with the 5/31/09 pay period student employees who are not enrolled in the minimum required hours for summer school will be charged FICA taxes. When school is not in session, students may work over 75% or 30+ hours **up to a maximum of 40** in a workweek however, they will be charged FICA taxes on the entire pay period earnings. F1 and J1 student Visa holders are an exception. The Student Social Security Exemption Chart is located at [www.hreo.ku.edu/files/documents/socialsec\\_exempt.pdf](http://www.hreo.ku.edu/files/documents/socialsec_exempt.pdf).

**GTA/GRA Enrollment Criteria for Summer:** To ensure your GTA/GRA students are eligible for employment please review the Student Hours Enrollment Chart located at [www.hreo.ku.edu/files/documents/enroll\\_require.pdf](http://www.hreo.ku.edu/files/documents/enroll_require.pdf).

**Student Employee Query:** The payroll office will send on 5/8/09 a listing of all current student hourly appointments to departmental PRS. Please review this listing of all current student employees and return to Payroll office with notations of terminations and standard hours changes before 06/09/09. This process eliminates the need for payroll forms to terminate or change standard hours for your student employees.

**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 (except for the last advance GHI deduction for LFC, LTN and LTX).

## Reminders:

**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>

**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.

### 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](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](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](http://www.hreo.ku.edu/files/documents/hrpay_reports.pdf) for details