

## **PAYROLL PROCESSING NEWSLETTER**

**July 17, 2009**

**For Pay period: 07/12/09 – 07/25/09 Paid 08/07/09**

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### **Items of Interest:**

**FY10 Fringe Benefit Rates-Revised 07/09:** The State of Kansas has issued the payroll fringe benefit rates for both employee and employer for FY10 effective with the paychecks issued on or after 7/10/09; these have been revised to add the new KPERS retirement 'Tier 2' coverage mentioned below. A copy of the rates can be found on our website at: [http://www.payroll.ku.edu/documents/fringe/fringe\\_benefit\\_rates10\\_rev0709.pdf](http://www.payroll.ku.edu/documents/fringe/fringe_benefit_rates10_rev0709.pdf)

**KPERS - Employees Beginning Employment on or After July 1, 2009:** All employees who begin employment in a KPERS-covered position on or after July 1, 2009, will become immediate members on the first day of employment and will be in "Tier 2" which has the same employer contribution (7.57% for FY 10) and employees will contribute 6%. For more information, see [http://www.hreo.ku.edu/files/documents/KPERS\\_newplan\\_eff\\_07\\_09\\_FAQ.pdf](http://www.hreo.ku.edu/files/documents/KPERS_newplan_eff_07_09_FAQ.pdf)

### **HR/EO Annual Meetings for Personnel Related Staff (PRS)**

Agenda items will include: policy updates, benefits updates, position/title management & recruitment processes (PeopleAdmin) updates, etc. If you have items or topics which you wish to have discussed, email Ola Faucher [ofaucher@ku.edu](mailto:ofaucher@ku.edu) prior to August 5. All meetings will be held in 150 Joseph R. Pearson (JRP). No registration is required.

- Wednesday, August 5                      1:30 - 3:00 p.m.
- Friday, August 7                              9:30 - 11:00 a.m.
- Tuesday, August 11                          9:30 - 11:00 a.m.

**DEMIS Gross and Fringe Report Suggestions:** Faculty during the summer may be funded centrally or by another department. You may need to run the gross and fringe based on a chartfield or the Position Department (HR Department) in order to verify the paycheck and funding are correct.

- 1) Summer Session Funding: Run the report by HR Department as the cost center used is not unique to each department.
- 2) Fund Another Department's Employee: Run the report by Cost Center. (You may only enter the first 4 digits to report information for all cost centers beginning with that value.)
- 3) Project/Grants: Run the report by Project
- 4) Scenario is a chart field that is only used in the HR/Pay system. It is used for Endowment fund 725; KUMC reimbursable fund series 8XX; and PI when applicable.
- 5) FY2010 HR/Pay charges will not be posted in the financial system (UKANS, KURES, and Budget) until the new year budgets are also available in the financial system.
- 6) When running reports for off cycles, please include the true pay end date to track possible prior year changes charged or credited to FY2010.
- 7) Contact is Wayne Spellman, [wspellman@ku.edu](mailto:wspellman@ku.edu) or 864-5991.

**Unclassified Professional Staff and FY Faculty and Academic Staff salary notices:** were picked up in HREO by campus mail on Wednesday, July 15<sup>th</sup>. The Portal Appointment Information page was updated as well.

## Reminders:

### New Employer Fringe – KU Vacation Leave Payout Fund (KULEAV): from HRIS-L sent 6/23/09:

#### Vacation Leave Payout and Assessment:

Effective FY2010, the University will be establishing a Vacation Leave Payout Fund to pay for non-retirement vacation leave payouts for eligible faculty and staff.

#### Assessment:

This new payout fund will be set up similar to the State Leave Payout Fund used for payout of sick leave and vacation leave for retirement eligible terminations.

The University Vacation Leave Payout Fund will be funded by charging an employer/department fringe assessment that will be assessed on all paychecks. The official fringe code will be "VLN" and the expense object code will be "11761-VLN Assessment". This assessment is similar to other fringe assessments of paychecks.

The vacation leave fringe rate for FY2010 is 0.275%. The Vice Provost for Finance will have the responsibility to reevaluate the fringe rate on a periodic basis. This charge will be reflected in the HR/Pay gross and fringe and journals to the financial system.

#### Payout:

Vacation leave payouts will be processed on a payroll off-cycle, this will be a separate check and will not be included with the regular earnings as in the past.

The goal of the University Vacation Leave Payout Fund is to alleviate the drain on departmental and grant budgets related to unbudgeted vacation leave payouts and improve budgetary efficiency related to these payouts.

A copy of the Vacation Leave Payout policy is available at ...

[https://documents.ku.edu/policies/comptroller/Comptroller-Payroll-Vacation\\_Leave\\_Payout\\_Policy.htm](https://documents.ku.edu/policies/comptroller/Comptroller-Payroll-Vacation_Leave_Payout_Policy.htm)

Questions about this new policy should be directed to Katrina Yoakum, Comptroller, at [kyoakum@ku.edu](mailto:kyoakum@ku.edu).

### Form I-9 Can Be Used After June 30 Expiration Date

USCIS has announced that Form I-9, Employment Eligibility Verification (Rev. 02/02/09), currently on the Payroll website at [http://www.payroll.ku.edu/documents/I-9\\_rev\\_020209.pdf](http://www.payroll.ku.edu/documents/I-9_rev_020209.pdf) will continue to be valid for use beyond June 30, 2009 (the expiration date stated on the form). *Other versions of this form will not be accepted.*

USCIS has asked the U.S. Office of Management and Budget (OMB) to approve the continued use of the current Form I-9. Once the extension is approved by OMB, USCIS will update Form I-9. While this request is pending, the current Form I-9 (Rev. 02/02/09) will not expire. After approval, employers will be able to use either the Form I-9 with the new revision date or the Form I-9 with the 02/02/09 revision date.