

## **PAYROLL PROCESSING NEWSLETTER**

**July 31, 2009**

**For Pay period: 07/26/09 – 08/08/09 Paid 08/21/09**

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### **Items of Interest:**

**Academic year faculty salary notices:** were picked up in HREO by campus mail on Wednesday, July 29<sup>th</sup>. The Portal Appointment Information page was updated as well.

### **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.

### **Employees and Direct Deposit-Tips to Share with your Employees:**

Even with our current participation rate of 90% we still have employees – students and others – who are not participating in direct deposit.

Because of State law we cannot require any employees to have direct deposit of their pay unfortunately.

What you can do is highly encourage and point out the advantages - Here are some things you should share with your employees:

- Money is generally available first thing on pay date and in some cases *depending on bank* posted during the night before actual pay date
- Their money is in their account when they would otherwise not be able to pick up a physical check - holidays, vacations, etc.
- There is no risk of stolen, lost or forged check(s) - It's SAFE
- If a check is stolen, lost or forged the delay to receive a replacement could be as long as a week or more depending on our pay schedules with the state of Kansas.
- No check cashing fees for employees without a bank account
- Can set up an account using their KU ID at Commerce Bank for free!!!! <http://commercebank.com/university-of-kansas/?rd=1>

### **Reminders:**

**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)

**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.