

PAYROLL PROCESSING NEWSLETTER

August 14, 2009

For Pay period: 08/09/09 – 08/22/09 Paid 09/04/09

Items of Interest:

HR/Pay (HRSA) Training: Courses to be offered in August is as follows:

Navigation: Part 1: 8/19/09 (Wed) 1pm-5 pm

Part 2: 8/20/09 (Thur) 8am-Noon

Time and Leave: 8/21/09 (Fri) 8am-Noon

Training is held in room 31 of Carruth-O'Leary Hall- Administration and Finance Training Room.

The training schedule and further information is located on the HR/EO website at the following URL:

http://www.hreo.ku.edu/training/info/course_details/58

FICA Status for Fall 2009: Enrollment will be checked against Fall 2009 enrollment for determining FICA status for student employees beginning with the pay period 8/09-8/22/09. The student enrollment and FICA taxation rules are located on our website at: http://www.payroll.ku.edu/employer_payroll_info/student_employment.aspx

Fall Work Study (FWS): Please refer to the August 2009 memo from the Office of Student Financial Aid (OFSA) regarding Fall FWS information effective 8/09/09 and including important dates. Please contact Nick Prewett (864-4695) if you have questions regarding a student's eligibility for FWS. The full memo is located on our website at: http://www.payroll.ku.edu/documents/FWS_Fall_2009.pdf

For Non-US Citizen New Hires – Must complete their documents with Shelly Lawhorn in the Payroll Office. Please refer to our “International Employees – Non US Citizen Employment” section on our payroll website for more information:

http://www.payroll.ku.edu/international_employees/Non_U%20S_citizen_employment.aspx

I-9 Form Completion:

The employee must sign the I-9 no later than the day the employee starts work. A department staff must sign it no later than three days after employment begins. Signature dates do not have to match, but departmental staff members must be aware that their signatures are an indication they have reviewed the original documents as required by the I-9. **The I-9 signature of a departmental staff member is an attestation under penalty of perjury that the appropriate documents have been examined and appears to be genuine.** Departmental staff members should not sign an I-9 if they have not reviewed the original documents as required by law, and new employees should not be allowed to work without the appropriate documentation of work eligibility

2009-2010 Faculty/Staff/Student (GTA/GRA) Telephone (Paper/Printed) Directory

Deadline - Friday, September 4, 2009 at 5:00 p.m. See HR/EO website for further information:

http://www.hreo.ku.edu/files/documents/Directory_Info.pdf

Faculty and GTA Pay for 9/4/09: As a reminder for most faculty and GTA's, the pay period 8/9-8/22/09 will consist of 5/14 days in pay status for the 9/4/09 pay checks/direct deposits.

Reminders:

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

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:

- Can set up an account using their KU ID at Commerce Bank for free!!!!
<http://commercebank.com/university-of-kansas/?rd=1>
- 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

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