

PAYROLL PROCESSING NEWSLETTER

August 28, 2009

For Pay period: 08/23/09 – 09/05/09 Paid 09/18/09

Items of Interest:

Faculty and GTA Pay for 9/4/09 Paycheck: 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 paychecks/direct deposits.

Student Hours: Student employees on F1 Visas are limited to 20 hours per week on all positions, while school is in session. Other student employees may work up to 30 hours per week on all positions. In order to be appointed and paid on student payroll, students must meet minimum enrollment requirements. Social Security is charged if hours worked exceeds 30 per week. Valid F1 and J1 Visa employees are always exempt from Social Security taxes.

Student Employees and Enrollment: The Payroll office verifies student enrollment levels each pay period. When it is determined that an employee no longer meets the enrollment criteria, our office will contact the employing department to inform them of the situation. The department must contact the student to have them enroll in the requisite number of hours immediately or terminate employment. Departments may visit with HR/EO to determine if other appointment options exist to appoint the student to another type of temporary position. Link to enrollment chart: http://www.hreo.ku.edu/files/documents/enroll_require.pdf.

Upon the second consecutive pay period that a student hourly employee continues to show ineligible for student employment, **Payroll Services will terminate the student hourly appointment.** The employing department will be contacted with this information and must take immediate action to appropriately appoint to another position type or let the termination stand.

Labor Day - Holiday Credit Counting Toward FLSA: As a reminder - holiday credit (paid time for a holiday when it is not worked) does now count toward the FLSA threshold for overtime for non-exempt staff. This basically means that holiday credit is like "physical work time" when it comes to counting towards the 40-hour limit. Any time worked on the holiday is compensated at 1.5 x rate as either comp time (HCP) or overtime (HDP).

Benefits Open Enrollment - The State of Kansas uses HR/Pay (HRSA) data **entered** as of 9/4/09 for creating the online user access for open enrollment in October 2009. We would like to request that payroll changes (new hires, rehires, FTE and salary changes) be sent to the Payroll office in advance of this date for any changes that you are aware of effective now through December if possible. This will 1) allow more folks to do on line instead of paper forms 2) allow them to enroll in the appropriate benefits based on HR/Pay Data. More information will be coming from HR/EO about open enrollment.

Use of Employee Name and ID in Email: Please be sure that when you are sending email that you are careful not to use full name plus employee ID, and/or full SSN. To further protect the confidentiality of our employees it would be best if you used encrypted email that is available to all KU Outlook users. The central offices have this capability and encourage the use of encryption. This is the link to getting your own certification: <https://ca.aims.ku.edu/kuca/using/outlook1.shtml>

Reminders:

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 appear 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

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