

## **PAYROLL PROCESSING NEWSLETTER**

**September 11, 2009**

**For Pay period: 09/06/09 – 09/19/09 Paid 10/02/09**

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### **Items of Interest:**

#### **I-9 Form –New Form Released:**

US Citizenship and Immigration Services (USCIS) has released a new version of Form I-9, Employment Eligibility Verification with an expiration date of “08-31-12” (upper right hand corner), a new revision date of “08-09-09” (lower right hand corner) and no other changes. USCIS has advised that the previous form with a revision date of “02-02-09” and expiration date of “06-09-09” are still acceptable for use. The new form can be found at:

<http://www.uscis.gov/files/form/i-9.pdf>

**Position Funding Summary Report:** Please run this report found in HRSA: *Go, Define Business Rules, Define Budget/Encumbrnce (U.S.), Report*. This report should be used to ensure employee’s are on the correct position (regular/temporary), pool ID, compensation rate, standard hours and account code, before they are paid.

**Non-Funded and Overspent FY10 Cost Centers/Funding for Position and Pools:** It is the Unit’s responsibility to process a Budget Transfer Form (BTF) through budgetary channels to cover the FY10 projected expenditures for non-billing account codes. This BTF should be processed when the appointment is made. Some dollars may be allocated at the area of responsibility level, not at the position or pool level.

Departments will need to retain additional, unallocated money for the “W” pools. If not, you will need to transfer the appropriate funds to cover the projected 25% general use funding (003, 099, etc) for gross pay charges for FY2010.

### **Reminders:**

**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](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. Please refer to the holiday guide for further explanation: [http://www.hreo.ku.edu/files/documents/Holiday\\_report\\_guide.pdf](http://www.hreo.ku.edu/files/documents/Holiday_report_guide.pdf) .

**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. The full Social Security number should never be sent in email for any purpose.

### **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