

PAYROLL PROCESSING NEWSLETTER

September 28, 2009

For Pay period: 09/20/09 – 10/03/09 Paid 10/16/09

Items of Interest:

Change to Student Payroll Check Distribution Hours

Effective November 1, 2009 the Bursar's office will only distribute student payroll checks on Friday and Tuesday from 8:10 a.m. to 4:00 p.m. Check distribution is done at the cashier's windows in room 21/23 of Strong Hall.

Employee ID on Payroll Form: Please be sure, for former or existing employees that you put the employee ID on the payroll form. Without the EMPLID#, payroll isn't certain if the form is for a new hire instead of a rehire or hire concurrent. If you're uncertain of the EMPLID#, please use last four digits of SSN and use comments section to state your hiring intentions.

Time and Leave:

The time and leave manual has been updated and is located at

www.hreo.ku.edu/files/documents/Pyrl_time_leave_manual.pdf. Below are just a few reminders.

- It is the sole responsibility of each departmental timekeeper to maintain accurate and detailed time and leave records, including leave balances, for each employee in their department. Hours worked must be tracked by the actual day the hour occurred for nonexempts. Leave must be reported on the actual day taken for all employees. It is also the department's responsibility to collect, report and to enter time and leave on-line or submit paper timesheets to Payroll when applicable. No time and leave reporting is to be kept outside the HR/Pay system or adjusted by the department on future payroll periods.
- Reporting time worked or leave taken in an incorrect payroll period or knowingly reporting inaccurate time worked or not reporting leave used is a falsification of federal and state auditable records and represents misconduct. These actions will also create inaccurate reporting that is required at the state and federal levels.

Additional related time and leave materials are available on this page:

www.hreo.ku.edu/policies_procedures/category_details/32.

Paycheck to be issued 10/30/09: This check is the third check in the month of October so the following will apply:

- **No** vacation accrual for unclassified employees for this pay period
- **All** taxes are applicable
- **No** GHI or FSA (flexible spending account) deductions will be taken on this check

Reminders:

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.

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/Encumbrance (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.

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.