

PAYROLL PROCESSING NEWSLETTER

October 9, 2009

For Pay period: 10/04/09 – 10/17/09 Paid 10/30/09

Items of Interest:

New Additional Fringe Benefit Reporting Form: We have updated this form and it has been posted to our website at the following URL: http://www.payroll.ku.edu/documents/Adl_Fringe_Benefit_1009.pdf Please use this form immediately and discard any of the older variations you may have on hand.

Work Authorization Re-verification: Please instruct your international employees to: Bring updated, original work authorization document to the International Payroll Office (room 144, Carruth O'Leary Hall), for us to make a copy of the document and complete Section 3 "Updating and Reverification" of a new I-9 form.

OR Take updated, original work authorization document to departmental personnel representative. PRS may make a copy of the document and complete section 3 of a new I-9 Form and submit both to the International Payroll Office. All copies of work authorization documents received by International Payroll without accompanying I-9 Form with Section 3 filled out will be rejected.

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.

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 (Group Health Insurance) or FSA (flexible spending account) deductions will be taken on this check

Veteran's Day Holiday November 11, 2009: 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 .

Accelerated Pay Calcs Scheduled: Note – Friday first calc!!!!

Pay Period Ending 11/14/09:

- 1st Calc – **5:00 pm Friday, 11/13/09**
- 2nd Calc – 12:00 Noon, Monday, 11/16/09
- Final Calc – 3:00 pm, Monday, 11/16/09

Reminders:

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.