

PAYROLL PROCESSING NEWSLETTER

October 23, 2009

For Pay period: 10/18/09 – 10/31/09 Paid 11/13/09

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.

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

Daylight Savings Time Ends – November 1, 2009; Please refer to page on our website under the Payroll Policies page: http://www.payroll.ku.edu/employer_payroll_info/Daylight_savings_time.aspx

Employee Current Home (W-2) Addresses: Please ensure that your employees (including students) have their most recent home address in the HRSA database as soon as possible. This will ensure that W-2 forms are mailed to the correct address.

Reminders:

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.