

## **PAYROLL PROCESSING NEWSLETTER**

**November 6, 2009**

**For Pay period: 11/01/09 – 11/14/09 Paid 11/25/09**

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### **Items of Interest:**

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

##### **Pay Period Ending 11/14/09:**

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

**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.

- Exempt (salaried) faculty, academic staff and professional staff (UPS): accrue holiday compensation at the rate of 1 hour for every hour worked. Earnings code to be used: HCC
- Non-exempt (hourly) and exempt (salaried) University Support Staff and non-exempt (hourly) UPS staff will receive holiday compensation at the rate of 1 ½ hours for each hour worked. Earnings code to be used: HCP

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).

#### **Change in Paycheck Issue date – PPED 11/14/09:**

Due to the Thanksgiving holiday of 11/27/09 – paychecks and direct deposit will be now be dated and available on Wednesday, 11/25/09.

**Temporary Employees-999 hours:** Please refer to our payroll policies regarding temporary employees and restrictions on hours for calendar year

[http://www.payroll.ku.edu/employer\\_payroll\\_info/payroll\\_procedures.aspx#TempEE](http://www.payroll.ku.edu/employer_payroll_info/payroll_procedures.aspx#TempEE)

**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](http://www.payroll.ku.edu/employer_payroll_info/Daylight_savings_time.aspx)

### **Reminders:**

#### **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 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.