

MEMO TO: All Faculty and Staff

FROM: Dorene Spotts
Fiscal Manager

SUBJECT: Payroll Schedule for Fiscal Year 2017

DATE: April 11, 2016

The University's planned schedule of paycheck issuance is bi-weekly, with checks issued every other Friday (a holiday falling on a payday advances the paycheck issuance). It should be understood that the gross pay in each check probably will be equal, but net amounts may vary because of differences in various types of withholding.

CONTRACTS FOR 12-MONTH PERSONNEL will be effective for the University's academic (fiscal) year, which is from July 1, 2016 through June 30, 2017.

CONTRACTS FOR 9-MONTH FACULTY teaching under the semester system will extend from August 15, 2016 through May 5, 2017. Deadline to ensure employees receive a first pay on 8/19/2016 is to have all information submitted to HRTD for entry by August 9, 2016 at 5:00 p.m.

Faculty members on 9-month contracts who wish to be paid on a 12-month basis should submit a 9- Month Faculty Pay Option Selection form to Payroll Department by July 31, 2016. This form can be found on the Payroll web site at <http://payroll.utoledo.edu/Forms.asp>. Faculty members who signed up for this option previously are already set up and do not need to make a new request.

Once this request has been processed, it will be an ongoing deduction year after year without having to process any future paperwork. This will remain in effect until employment terminates, a job position ends, or a new form is completed and submitted by July 31, 2016 indicating 9 months of pay.

Upon termination, resignation, retirement, transfer, etc., there will be a final payout of the deferred balance.

PART-TIME FACULTY (Summer or other terms) AND SUPERANNUATES teaching under the semester system will be processed based on the start dates and end dates provided on the personnel action form. Please see schedule below for due dates to Payroll.

GRADUATE ASSISTANTS: All appropriate personnel actions should be submitted using the actual start date the student begins working for the department. Before the start of each semester COGS will be in communication with each department and Business Manager on actual deadline dates for that semester. Please see the schedule below for due dates to HRTD and submit all appropriate personnel actions to COGS 2 to 3 days before the deadline listed.

- Summer:
 - Beginning of the session is May 16, 2016.
 - To ensure students receive either a first pay or continued, if assignment was extended, on May 27, 2016 – information needs to be received in HRTD by 5:00 p.m. on May 17, 2016.
- Fall:
 - Beginning of the session is August 22, 2016

- To ensure students receive either first pay or continued, if assignment was extended, on September 2, 2016, information needs to be received in HRTD by 5:00 p.m. on August 23, 2016.
- Spring:
 - Beginning of the session is January 9, 2017.
 - To ensure students receive either first pay or continued, if assignment was extended, on January 20, 2017, information needs to be received in HRTD by 5:00 p.m. on January 10, 2017.

STUDENT EMPLOYEES: All appropriate personnel actions should be submitted using the actual start date the student begins working for the department.

- Spring Semester Ends:
 - Work-study assignments, May 6, 2016
 - Non work-study assignments, May 6, 2016
- Summer Semester:
 - Assignment dates may extend between May 14, 2016 and August 12, 2016
 - Use the actual begin date for all new hires
- Fall Semester:
 - Assignment dates may be extended beginning August 13, 2016.
 - Use the actual begin date for all new hires
 - Please be sure to submit new OPERS exemption form when changing a student back to an exempt student status.
 - To ensure students receive a first pay on September 2, 2016 – personnel actions need to be received in Career Services by August 16, 2016 and then received in HRTD by 5:00 p.m. on August 23, 2016.

NOTE: This payroll schedule applies only to employees for whom a valid social security number has been provided to the Payroll Department. If you have an employee who is waiting on their Social Security card please refer to the procedure for paying NRA students on the payroll web site, <http://payroll.utoledo.edu/NonResidentAliens.asp>.

If an employee requires access to the parking system 2 weeks prior to their start date, the PA needs to be in Payroll at least 3 weeks prior to the employee's start date.

You may obtain an electronic version of this schedule on the payroll website at <http://payroll.utoledo.edu/PayrollNoticesSchedules.asp>. If you have any questions, please contact the Payroll Department at 530-8780.

Payroll FAQ's:

Who is eligible for direct deposit?

Everyone is eligible for direct deposit. Signing up for direct deposit can be done through self-service under the Employee Tab. Per contract, AFSCME members are required to enroll in direct deposit.

When are changes due to Payroll?

The usual cutoff for submitting additions or changes to payroll is 5:00 PM on non-payroll Tuesday. This includes all changes for federal and state tax withholding.

When are changes due to HRTD?

The usual cutoff for submitting additions or changes is 5:00 PM on non-payroll Tuesday.

What can I do to be sure that my area does not have rejected timecards?

Student and Seasonal/Temporary Employees are to complete online timesheets to submit hours worked.

Paper timecards should only be used for overtime and comp time and are due in the Payroll office by Friday before the payday at 5pm.

Online timesheets need to be submitted by the students and approved by the supervisors by posted deadlines.

Timecards should be completed legibly in ink with the employee's name, Rocket number, department, in and out times, totaled and signed. Before approving the card, the authorized signer should verify the hours and provide a rate of pay, position number, index number, and account code to which the hours are to be charged. Failure to complete the lower portion of the timecard in its entirety will result in the time card being rejected.

Please remember that an employee must have an active assignment on the account for hours to be assigned to it.

Supervisors will be notified via email to address issues with timecards that cannot be processed as submitted.

Paid Holidays

	Academic on Both Campuses	Clinical At HSC
Independence Day	Monday, July 4, 2016	Same as Academic
Labor Day	Monday, September 5, 2016	Same as Academic
Veterans Day	Friday, November 11, 2016	Same as Academic
Thanksgiving Day	Thursday, November 24, 2016	Same as Academic
President's Day (Flex)	Friday, November 25, 2016	Same as Academic
Columbus Day (Flex)	Friday, December 23, 2016	Saturday, December 24, 2016
Christmas Day (Observed)	Monday, December 26, 2016	Sunday, December 25, 2016
New Year's Day (Observed)	Monday, January 2, 2017	Sunday, January 1, 2017
Martin Luther King Day	Monday, January 16, 2017	Same as Academic
Memorial Day	Monday, May 29, 2017	Same as Academic

When are Personnel Action forms and timecards/API due?

The normal schedule is PA's are due completed with all the required approvals and signatures to HRTD by 5:00 pm on non-payroll Tuesday. Timecards are due by 5:00 pm on non-payroll Friday. The API close time is normally 11:00 am on non-payroll Thursday. Holidays that may cause a change to the normal schedule for PA's and timecards/API are noted on payroll schedule below.

*****Deadlines for Online Time Sheets in Banner Self-Service****

Students: 12:00 Midnight Sunday of pay week

Approvers: 2:00 PM Monday of pay week

Pay No.	Pay Day	PA's Due	Main Campus Timecards Due	API Close	Online Time Sheet Submission	Online Supervisor Approval	Special Notes	
14	07/08/2016	06/27/2016	06/30/2016	06/29/2016	06/30/2016	07/01/2016	Holiday Change	
15	07/22/2016	07/12/2016	07/15/2016	07/14/2016	07/17/2016	07/18/2016		
16	08/05/2016	07/26/2016	07/29/2016	07/28/2016	07/31/2016	08/01/2016		
17	08/19/2016	08/09/2016	08/12/2016	08/11/2016	08/14/2016	08/15/2016		
18	09/02/2016	08/23/2016	08/26/2016	08/25/2016	08/28/2016	08/29/2016		
19	09/16/2016	09/06/2016	09/09/2016	09/8/2016	09/11/2016	09/12/2016		
20	09/30/2016	09/20/2016	09/23/2016	09/22/2016	09/25/2016	09/26/2016		
21	10/14/2016	10/04/2016	10/07/2016	10/6/2016	10/09/2016	10/10/2016		
22	10/28/2016	10/18/2016	10/21/2016	10/20/2016	10/23/2016	10/24/2016		
23	11/10/2016	10/31/2016	11/3/2016	11/2/2016	11/3/2016	11/4/2016	Holiday Change	
24	11/23/2016	11/10/2016	11/16/2016	11/15/2016	11/16/2016	11/17/2016	Holiday Change	
25	12/09/2016	11/29/2016	12/2/2016	12/1/2016	12/4/2016	12/5/2016		
26	12/22/2016	12/12/2016	12/15/2016	12/14/2016	12/15/2016	12/16/2016	Holiday Change	
1	01/06/2017	12/22/2016	12/29/2016	12/28/2016	12/29/2016	12/30/2016	Holiday Change	
2	01/20/2017	01/09/2017	01/12/2017	01/11/2017	1/12/2017	01/13/2017	Holiday Change	
3	02/03/2017	01/24/2017	01/27/2017	01/26/2017	01/29/2017	01/30/2017		
4	02/17/2017	02/07/2017	02/10/2017	02/09/2017	02/12/2017	02/13/2017		
5	03/03/2017	02/21/2017	02/24/2017	02/23/2017	02/26/2017	02/27/2017		
6	03/17/2017	03/07/2017	03/10/2017	03/09/2017	03/12/2017	03/13/2017		
7	03/31/2017	03/22/2017	03/24/2017	03/23/2017	03/26/2017	03/27/2017		
8	04/14/2017	04/04/2017	04/07/2017	04/06/2017	04/09/2017	04/10/2017		
9	04/28/2017	04/18/2017	04/21/2017	04/20/2017	04/23/2017	04/24/2017		
10	05/12/2017	05/02/2017	05/05/2017	05/04/2017	05/07/2017	05/08/2017		
11	05/26/2017	05/16/2017	05/19/2017	05/18/2017	05/21/2017	05/22/2017		
12	06/09/2017	05/30/2017	06/02/2017	06/01/2017	06/04/2017	06/05/2017		
13	06/23/2017	06/13/2017	06/16/2017	06/15/2017	06/18/2017	06/19/2017		
14	07/07/2017	06/26/2017	06/29/2017	06/28/2017	06/29/2017	06/30/2017	Holiday Change	
15	07/21/2017	07/11/2017	07/14/2017	07/13/2017	07/16/2017	07/17/2017		