

Payroll Express

Holidays Are Approaching

The holidays are approaching soon and included in the hustle and bustle are changes in our deadlines for processing paperwork and time cards. Please make note of the following details,

<u>Payday</u>	<u>PA's due</u>	<u>Time cards due</u>
Nov. 24	Nov. 15	Nov. 17
Dec. 10	Dec. 1	Dec. 3
Dec. 22	Dec. 13	Dec. 15
Jan. 7	Dec. 28	Dec. 30
Jan. 21	Jan. 11	Jan. 13

Compensatory Time

The first of the year changes with the compensatory time process began. We do payouts to anyone that is over the 180-day or 240-hour limit every payday. We will also be putting anyone that has a negative balance into unpaid status. It is important that any hours being used be put on a separate absence report and be submitted to the payroll office by close of day on the non-payday Friday. As part of this new system, payouts and employee history reports are available on our website. Visit our website <http://www.payroll.utoledo.edu/>

Retirement Questions?

In order to serve you better throughout all the stages of your career, OPERS and STRS provides a number of seminars as well as one-on-one counseling to help you better understand your retirement plan. Please contact OPERS at 1-800-222-7377 or www.OPERS.org and STRS at 1-888-227-7877 or www.strsoh.org to find out more.



Rejected Timecards & Hold List

These lists are posted to the web by the morning of the regular rejected timecard day. If your department has a “**rejected timecard**” that can be fixed easily simply e-mail at payroll@utnet.utoledo.edu and we can make the correction. Unfortunately there are still some corrections that will require you to come to the payroll office to correct. Rejected timecard errors need to be corrected no later than 4 p.m. on the rejected timecard day in order to be processed for payment that week.

If there is an employee from your area on the “**Hold List**” it does not mean that they will not be paid. Rather the check that is issued will be held in the payroll office so that we can obtain the proper paperwork needed to accurately process the payment before releasing the check.

Can We Help You?

Joanne Gray, X-8780 – direct deposit, address changes, mail stop updates, savings bonds & misc.
Lynda Obee, X-8784 – SEPA's, OPERS/STRS bi-weekly forms, summer reserve and comp. time and purchasing prior service credits.
Mary Wazbinski, X-8782 – GAPAs, APAs, SPAs, extra compensation, journal entries.
Juli Bejarano, X-8786 – International tax, taxes and wages, payroll balancing and reconciling.
Debbie Davis, X-8783 – child support, garnishments, STRS/OPERS reporting and prior service credits.
Jennifer Harpel, X-8781 – Payroll Manager – currently working with ERP part time.

It Is Not To Late, Yet!

Please look at your check stub and verify that the address is correct. This is the address that the payroll department will be using when we send out W-2's in a few months. If it needs to be updated please visit our site; <http://www.payroll.utoledo.edu/Forms.asp>