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### Newsletter Editor

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## HR User's Group

This is the last meeting for 2006, as we will not have a December meeting. We plan to use this time to review topics already covered and to address other issues you want to discuss. Topics to be covered:

Job family update  
Time sheets  
Employee recognition policy  
Signature approval/authority  
Winter closure  
UAK Jobs

For other discussion topics, please email the information to: [susan.miller@uaf.edu](mailto:susan.miller@uaf.edu)

November 9, 2006 (Thursday)  
10:00 – 11:30 a.m.  
Wood Center ballroom

If you plan to attend the meeting, please register by email: [susan.miller@uaf.edu](mailto:susan.miller@uaf.edu)

If you are not a member of the HR list serve, and would like to be in order to receive announcements from HR, please sign up at:  
<http://www.uaf.edu/uafhr/PPA/index.html>

**Next HR User Group Meeting**  
January 11, 2007 (Thursday)

## Payroll Updates

### Holiday schedule

The Thanksgiving holiday is Thursday and Friday, November 23<sup>rd</sup> and 24<sup>th</sup>. Job forms must be submitted to HR on or before November 15<sup>th</sup> for any job actions effective between November 12<sup>th</sup> and 25<sup>th</sup>. Time sheets will be due to HR by noon on Monday the 27<sup>th</sup> as usual. However, with the holiday falling on the end of the previous week, departments will need to begin collecting time sheets on either Tuesday or Wednesday, November 21<sup>st</sup> and 22<sup>nd</sup>.

### Other holiday reminders

Employees who are planning ahead for an extended absence over the holidays will need to submit time sheets in advance. Temporary employees on extended leave should also submit a time sheet to report zero hours worked. Blank time sheet templates are available at [http://www.alaska.edu/hr/forms/hr\\_payrollforms.xml](http://www.alaska.edu/hr/forms/hr_payrollforms.xml). PPA's need to make sure the correct template is used,

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## Payroll Updates

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(exempt vs. non-exempt) and that the employee's name, ID number and TKL agree with the Banner system information. Social security numbers are not valid. Students and temporary employees should refrain from estimating time worked as this often leads to overpayments. Departments might consider collecting time sheets from these employees on the morning of the 27<sup>th</sup>. PPA's are encouraged to contact their payroll technician if they have any questions.

### Reminders for leave eligible staff

Per UA regulation, employees must be in paid status on the day immediately prior to **AND ON THE DAY** following any holiday in order to be eligible for holiday pay. Paid status is interpreted to mean a whole or partial day worked, or a whole or partial day of paid leave. The only exception to this policy is during the three-day holiday closure at year end.

Annual leave accruals exceeding 240 hours will be lost after the pay period that includes January 31<sup>st</sup>, (pay period R4). Employees can plan to make use of those excess hours during the upcoming holiday season, or cash them in. For more information regarding Annual Leave Cash-in, see [http://www.alaska.edu/hr/procedures/reference/al\\_cashin.xml](http://www.alaska.edu/hr/procedures/reference/al_cashin.xml).

### University vehicle use

Employees who routinely use a university passenger vehicle to drive between work and home are required to report that use as a taxable benefit. The accounting period for calculating taxable vehicle use is November 1<sup>st</sup> through October 31<sup>st</sup> of every year. Requests for taxable vehicle reports will be sent out in early November. Department administrators will be responsible for the distribution, collection and return of all Taxable Vehicle Use reports by mid November.

### Tax information

Have you contributed enough in federal withholding for 2006? The IRS offers a tax calculator to help you determine that. It can be found at <http://www.irs.gov/individuals/article/0,,id=96196,00.html>. Remember that your payroll parking deductions, TDAs, retirement, flexible spending accounts and most healthcare deductions reduce taxable income for federal withholding. To change your withholding, complete and submit a new W4 form to your department administrator. The form can be found at [http://www.alaska.edu/hr/forms/hr\\_payrollforms.xml](http://www.alaska.edu/hr/forms/hr_payrollforms.xml).

<b>Personnel Payroll Submission Schedule</b> <a href="http://www.uaf.edu/uafhr/Payroll.html">www.uaf.edu/uafhr/Payroll.html</a>					
Pay Period	Job Forms In Personnel by 2 p.m.	Timesheets to Payroll by 12 p.m.	Scheduled Payroll Run #	Check Issue Date	Holidays
15-Oct-06 to 28-Oct-06	20-Oct-06	30-Oct-06	R23	10-Nov-06	
29-Oct-06 to 11-Nov-06	03-Nov-06	13-Nov-06	R24	24-Nov-06	
12-Nov-06 to 25-Nov-06	<b>15-Nov-06 *</b>	27-Nov-06	R25	8-Dec-06	Nov 23 & 24
26-Nov-06 to 09-Dec-06	01-Dec-06	11-Dec-06	R26	22-Dec-06	

**\* Early submission required**

## On the Move

Kim Maki, former UAF HR Coordinator, has accepted a job with Statewide Human Resources. UAF Human Resources has hired Steve Tate as our new HR Coordinator. Steve had previously worked at UAF HR, and we are pleased to welcome him back.

## Lincoln Financial Vendor

Local representatives of Lincoln Financial will be on campus November 7<sup>th</sup> – 9<sup>th</sup> to meet with University of Alaska employees about their retirement plans. Group seminars will cover both the University of Alaska Defined Benefit and Defined Contribution Plans. Individual consultations are by appointment. You do not need to be a Lincoln client to attend the seminars or meet with a representative.

### Lincoln Financial Group

[University of Alaska Pension, Optional Retirement Plan, and 403(b) Vendor]

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### Confidential Individual Appointments (call or email to schedule an appointment)

Tuesday, November 7th – Butrovich Building Room 212B; All Day

Wednesday November 8th – IARC Building Room 417; All Day

Thursday, November 9th – Wood Center Conference Room B; All Day

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### Group Presentations – Defined Benefit Plans (participants in TRS/PERS hired before July 1, 2006)

Tuesday, November 7th – Butrovich Building Room 212B; 10:00am to 11:00am

Wednesday, November 8th – IARC Building Room 417; 10:00am to 11:00am

Thursday, November 9th – Wood Center Conference Room B; 10:00am to 11:00am

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### Group Presentations – Defined Contribution Plans (participants in ORP or hired after July 1, 2006)

Tuesday, November 7th – Butrovich Building Room 212B; 2:00pm to 3:00pm

Thursday, November 9th – Wood Center Conference Room B; 2:00 to 3:00pm

### Please Contact:

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121 Spruce Ave., Fairbanks, AK 99709

452-6393 ext. 23

chris@pyunker.com

