

INFORMATION REGARDING CHANGE OF PAYROLL SYSTEM TO BANNER

Beginning November 30, 2003 student payroll will be combined with staff payroll to prepare for the transition to Banner. What exactly does this mean and how will it affect you? These and other questions are answered by this Q and A. *We will be providing more information as we approach the transition date. PLEASE WATCH FOR LIBNEWS MESSAGES IN THE FUTURE.*

What does this mean?

Staff and student payroll will be processed on the SAME biweekly pay cycle. This will require that staff and student time sheets be turned in at the same time. (Explained below...keep reading!)

Which payroll cycle is being dropped?

The student payroll cycle is being dropped. Beginning with the M1 pay cycle staff, undergrad students, and academic hourly employees will be paid on the same payday. Student time sheets will no longer be recorded from Friday-Thursday after the L6 pay period. Beginning with the M1 pay period students will be on the Sunday-Saturday workweek.

When is the last student pay cycle?

L6 will be the last student pay cycle. Time sheets need to be completed for work from November 14 – November 26, 2003. **They will be due by Noon on Tuesday, November 25. Please remember that Thanksgiving is on November 27 and Friday, November 28 is a campus holiday. **TIME SHEETS NOT IN BY THE DEADLINE WILL NOT BE PROCESSED FOR PAYMENT ON DECEMBER 10.****

What time sheets will we use?

Everyone will continue to use the time sheets they are currently using.

When will time sheets be due?

DUE DATES ARE FIRM DEADLINES. TIME SHEETS NOT RECEIVED BY THE DEADLINE WILL RESULT IN A LATE PAYCHECK! COURTESY CALLS WILL NO LONGER BE MADE TO REMIND YOU TO TURN IN YOUR TIME SHEET.

M1 pay period: Student and academic hourly time will be reported for working November 30 – December 6, 2003. Staff time sheets will be reported for working November 23 – December 6, 2003. All time sheets need to be in the Library Business Office no later than 5pm on Wednesday, December 3.

Paychecks/ direct deposits for this pay period will be received on December 17.

M2 pay period: Staff, student, and academic hourly time will be reported for December 7 – December 20, 2003. All time sheets need to be in the Library Business Office no later than 5pm on Wednesday, December 17. (REMEMBER if it's payday I have to turn in my time sheet!) Paychecks/direct deposits for this pay period will be received on December 31. (Note: the old staff pay schedule indicates the pay date as December 30 but this is an error!) *Please refer to the enclosed schedule.*

GRAD HOURLY STUDENTS PAID MONTHLY WILL CONTINUE TO BE PAID ON A MONTHLY SCHEDULE. DUE DATES FOR THEIR TIME SHEETS WILL NOT CHANGE.