PAYROLL PROCEDURES

2017

Doug Anderson 4-6558
(Payroll Manager)

Sue Ackerman 4-6298
(Hourly Payroll, Vacation/Sick Leave)

Sue Hudson 4-0455
(Electronic Personnel Actions, Correction Vouchers)

Kasi Buchholz 4-7425
(Moving Expenses, Correction Vouchers)

Diana Keech 4-6556
(Verifications, Tax Treaties, Emergency Payroll Requests)

http://www.controller.iastate.edu/payroll/
Payroll Website

Payroll Office

Location
The Payroll Office is located on the first floor of the Administrative Services Building.

Office hours are: 7:30 am to 5:00 pm during the academic year;
7:30 am to 4:00 pm during the summer and breaks.

2015 W-2s
2015 W-2s are available via Access Plus. Once you have logged in to Access Plus, click on the Employee tab, the W-2 link in the left column, select Electronic, Submit, then click on the year to view. This is a two-sided, official document you can use for tax purposes. 2013 and 2014 W-2s are also available.

1095-C Form
New for 2015, employees will receive a 1095-C form in addition to your W-2 form for tax purposes if you are enrolled in or were offered health care coverage. This is part of the Affordable Care Act (ACA). For more information, please refer to the Affordable Care Act Tax Form Q&A.

2016 Payroll Cutoff Dates
2016 Payroll cutoff dates are posted under the Calendar's link.

Payroll Sign-up
Payroll sign-up is completed in the Human Resources Records Management Office located in 3810 Beardshear.

FICA
For 2016, the FICA tax rate for employees is 6.2% on the first $118,500 wages paid. The Medicare tax rate is 1.45% on the first $200,000 and 2.35% above $200,000.

W-4 Forms Online
The federal and Iowa W-4 withholding forms are now available in Access Plus under the Employee Tab, W-4 Withholding. You can complete these forms if you have a valid ISU email account. You will have to do a paper W-4 for Iowa if you are claiming exempt or more than 22 allowances and send it to the Payroll Office.

How to Contact Us - New address
Payroll Office
Iowa State University
Administrative Services Building Room 1560
2221 Wanda Daley Drive
Ames, IA 50011-1004

Phone: 515-294-6556
Fax: 515-294-0470
Email: payroll@isstate.edu
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GENERAL INFORMATION

Payroll Sign-Up

On or before the first day of employment, all employees hired at Iowa State University must complete payroll forms in the UHR Service Center part of University Human Resources, Records Management Office located in 3810 Beardshear. Find more information including forms for Payroll sign-up on the UHR website or email hrhelp@iastate.edu.

Pay Periods/Paydays

For employees that receive pay on a monthly basis, pay for the current month’s earning is issued on the last working day of the current month. If the month ends on a Saturday or Sunday, payday will be the prior Friday. If the normal payday falls on a university-recognized holiday or a legal holiday, payday will be one work day prior to the holiday.

For hourly employees that receive pay on a semi-monthly basis, they are paid 1/2 month after the completion of a pay period. Hours worked for the first half of the month (1-15) would be paid the last working day of the month. Hours worked the second half of the month (16 – last day) would be paid the 15th of the following month. If the 15th or the last day of the month falls on a Saturday or Sunday, payday will be the prior Friday.

ISU will not typically pay salaried or hourly employees prior to the aforementioned schedule. Arrangements may be made, upon approval by the Payroll Office, for international employees who are resigning, returning to their home country, and who may have problems receiving and/or negotiating an ISU payroll check in their home country to receive their final paycheck prior to leaving the U.S.

If an employee loses an issued paycheck or does not receive an issued paycheck in the mail, the ISU Accounting Office will replace the paycheck no sooner than ten banking days following its issue date. If the employee signs up for direct deposit, the ten day waiting period may be waived.

Emergency Payroll Request

Iowa State University does not issue advance payment of wages to employees. However, if an employee misses a payroll through no fault of his or her own and therefore is not issued a payroll check in a timely manner, an emergency payroll request may be issued for that portion of the their pay which was not issued timely for a $50 departmental charge. No emergency checks will be issued for employees who are receiving additional compensation or have had the terms of their employment changed through promotion or transfer.
The emergency request must be received in Payroll at least two work days prior to the distribution date. It is the department’s responsibility to either enter hours as previous time for hourly employees or make sure the Electronic Personnel Action has made it to Payroll for salaried employees, before the request can be processed. Always use the Emergency Payroll Request Form which can be found on the Payroll website under University Forms. The department cannot use 4XX or 704 funds to pay the fee.

**Pay Bases**

The following is a list of pay bases at the University:

- A  12 Month Faculty/Administrative
- B  9 Month Faculty
- C  Graduate Student
- D  Pre/Post Doctorate
- E  Merit Salaried Employee
- H  Merit Hourly Employee
- K  Contract Employee
- M  Miscellaneous Employee
- MN  Miscellaneous Affiliate Organizations Employee
- P  Professional & Scientific
- XH  Casual Hourly
FRINGE BENEFIT INFORMATION

Fringe Benefit Pool Rates for Budgeting Purposes for
Fiscal Year 2017 and Fiscal Year 2018

A fringe benefit pool is where:

- Employee benefits are clustered and averaged by employee groupings
- Rates are calculated annually as a percentage of salaries and wages
- Benefits are charged to all funding sources on a consistent basis
- Employee benefits choices are kept within the pool rather than by units

<table>
<thead>
<tr>
<th>Fringe Pool FY17</th>
<th>Fringe Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>27.5 %</td>
</tr>
<tr>
<td>Graduate Assistant</td>
<td>9.8 %</td>
</tr>
<tr>
<td>Post Doctorate</td>
<td>32.9 %</td>
</tr>
<tr>
<td>Merit</td>
<td>45.8 %</td>
</tr>
<tr>
<td>Sr. Staff / Leadership</td>
<td>11.4 %</td>
</tr>
<tr>
<td>Contract / P&amp;S / MN</td>
<td>34.5 %</td>
</tr>
<tr>
<td>Students</td>
<td>.6 %</td>
</tr>
<tr>
<td>Non-Student</td>
<td>17.1 %</td>
</tr>
</tbody>
</table>

The benefits pool includes:

- Medical, dental, wellness
- Retirement, social security, Medicare
- Worker’s compensation, unemployment
- Life, disability insurance and disability waivers
- Employee assistance program, tuition reimbursement, child care
- Sick leave payouts
PROCEDURES FOR TERMINAL INPUT OF HOURLY WAGES

Wage Hour Reporting

P&S employees making less than $23,660 ($455.00/week) and all E, H, M, and non-student XH employees, must complete an Employee’s Wage-Hour Report for each payroll period to report hours worked. All student XH employees must complete a Student Employee Wage-Hour Report. These forms must be filed within their employing department(s) for a period not less than ten (10) years.

Overtime Compensation

The following policies apply to all university departments and divisions and rescind any other arrangements that may have existed in the past, unless specific approval in writing is granted from the Office of the Vice President for Business and Finance.

1. The work week will begin at 12:01 a.m. Sunday and consist of 168 consecutive hours in the form of 7 consecutive 24-hour periods ending the following Saturday at 12:00 midnight.
2. During the work week, compensatory time off will be granted on an hour-for-hour basis.
3. Compensatory time off or overtime pay at the rate of time and one-half for all hours compensated in excess of 40 hours in a work week will be granted at the completion of the work week.
4. Compensatory time earned but not paid must be submitted: 1) for H-base employees by terminal input, and, 2) for E-base employees on the monthly leave roster. Convert all compensatory hours to time and one-half if overtime is applicable. Compensatory time used should be reported as paid leave information on the respective documents.
5. When required to work on an official holiday, the employee can be granted an equivalent holiday off and time and one-half for the hours worked (up to 8 hours) within the work week.
6. The existing policy of considering paid vacations, holidays, and sick leave as time worked for determining entitlement to overtime will continue to be followed, except that when a designated holiday falls on the employee's day off, such holiday will be paid at straight time and will not be counted toward overtime hours.
7. Overtime payments for compensatory time will continue to be charged to the appropriate current expense account.
8. All XH hourly employees, students and non-students, must be compensated at the rate of time and one-half for hours worked over 40 hours per week from all sources within the University. Unless identified as overtime hours on the terminal input screen, time and one-half for all hours above 40 per work week will be prorated to each funding source in the same ratio of pay from all sources for that week.
9. The university will apply the state minimum wage of $7.25 per hour to all employees, including student employees.
10. It is the general policy of the University to utilize compensatory time off in lieu of cash payment for overtime whenever possible. Compensatory time off should be granted at the request of the employee with the approval of the appropriate departmental supervisor whenever possible, and it should be consistent with the staffing and business needs and the program or office affected. Although every effort should be made to accommodate the employee's wishes, it is management’s responsibility to establish appropriate work schedules.

11. In terms of efficiency of university operations, it is not desirable to have employees accumulating excessive amounts of compensatory time. Except under unusual circumstances, a supervisory/confidential employee should not accumulate more than 80 hours of compensatory time, since this is the equivalent of approximately a two-week work period. Employees covered by the collective bargaining agreement are allowed to accumulate up to 160 hours. Absences of a longer duration could affect the department's ability to provide an adequate level of service.

**Holiday Pay**

There are eleven holidays – 9 scheduled and 2 unscheduled. The unscheduled holidays are accrued to an employees’ vacation balance. For employees who work between Monday and Friday, holidays occurring on Saturday are scheduled for Friday. Holidays that occur on Sunday are scheduled for Monday. For other employees, the calendar day is the holiday.

A-B-C-D-K-P base and unorganized merit employees not covered by the collective bargaining agreement will receive holiday pay if they are in pay status either the day before OR the day after the holiday. Organized merit employees, per the Collective Bargaining Agreement, must be in pay status the day before AND the day after a holiday in order to receive the holiday pay. This requirement may be waived as part of the university’s Staffing Guidance for University Breaks. Terminating employees will not be paid for a holiday occurring after their last day of actual work, unless that holiday was the last day of the month. In that case, the employee would have worked the whole month and therefore would be entitled to a full month’s pay.

I – Full time employees (40 hours per week):

A. When the holiday falls on a **regularly scheduled work day** and the employee is **not required to work the holiday**, the holiday pay equals what the employee would regularly earn on that day. Full time employees must receive at least 8 hours of holiday pay even if their scheduled work day would be less than 8 hours.

1. Employees working four 10 hour days will receive up to 10 hours of holiday pay if the holiday falls on a regularly scheduled work day.

2. Employees working three 12 hour days and one 4 hour day will receive 12 hours of holiday pay if the holiday falls on a day scheduled to work 12 hours. If the holiday falls on the day
scheduled to work 4 hours, the employee would receive 8 hours of holiday pay. This would
give the employee 44 hours in pay status for the week, if a merit employee, 4 hours would be
paid as overtime.

B. If the holiday falls on a regularly scheduled day off, the employee will earn 8 hours
compensation for the holiday. A merit employee has the discretion to take it in cash or
compensatory time off. Compensatory time is taken at the request of the employee with the
approval of the supervisor.

Merit employees required to work on a holiday will receive 8 hours of compensation as holiday
pay. The employee has the discretion to take in cash or compensatory time off for 8 hours.
Compensatory time is taken at the request of the employee with the approval of the supervisor.

1. Employees working four 10 hour days (Tuesday – Friday) will receive 8 hours of holiday pay
if the holiday falls on Friday and the employee is required to work. If the employee decides to
take holiday premium pay as compensatory time and holiday pay as cash, the employee will
be paid for only 38 hours of work and will have to take 2 hours as vacation to maintain 40
hours of pay.

2. If an employee regularly works four 10 hour days and would normally be required to work on
the holiday, but requests to schedule the holiday off, the employee will receive 8 hours of
holiday pay and take 2 hours of vacation pay to maintain 40 hours of pay for the week.

II - Part time employees (less than 40 hours per week):

Holidays are prorated according to the employee’s base of employment. A 3/5 time employee
who works 8 hours Monday, Wednesday, and Friday will receive 4.8 hours (3/5 of 8) holiday pay
for every holiday whether a normal work day or not. In this case, if the holiday fell on a normal
work day the employee would have to take 3.2 hours of vacation or make up 3.2 hours work that
week in order to have 24 hours in pay status for the week. If the holiday fell on a scheduled day
off, the employee could reduce one of the work days that week to 3.2 hours to maintain 24 hours
in pay status that week.
TERMINAL INPUT FOR HOURLY PAYROLL

Hourly payroll should be entered by 5:00 p.m. on the second workday after the 15th or 31st. In most cases, a third day is allowed, so departments should check on the terminal input screen itself for the exact cutoff date. The following morning, the department will receive an e-mail of the terminal input to check for input errors. Email payroll@iastate.edu by 10:00 am if errors are found. The authorization page of the terminal input should be certified correct and returned to the Payroll Office, 1560 ASB, within 2 days. If authorization page is not received, notify Payroll at 294-6556.

Information submitted by terminal input will be printed on a voucher for each account. Payroll Vouchers can be viewed in E-Rep Reports on AccessPlus five working days before payday.

In departments using time clocks, the timecards usually serve as confirmation of the employee's presence during an eight hour shift. In certain departments, job requirements often necessitate irregular periods of work and shifts of various lengths. In these departments, the elapsed time (to the nearest completed tenth of an hour) is computed and used as the basis for paying the employee.

SCHEDULE FOR THE FINAL DAY TO ENTER HOURS BY TERMINAL INPUT FOR 2017

<table>
<thead>
<tr>
<th>PAY PERIOD</th>
<th>LAST DAY TO ENTER HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 16 - December 31</td>
<td>January 4, 2017</td>
</tr>
<tr>
<td>January 1 - January 15</td>
<td>January 18, 2017</td>
</tr>
<tr>
<td>January 16 - January 31</td>
<td>February 2, 2017</td>
</tr>
<tr>
<td>February 1 - February 15</td>
<td>February 17, 2017</td>
</tr>
<tr>
<td>February 16 - February 28</td>
<td>March 3, 2017</td>
</tr>
<tr>
<td>March 1 - March 15</td>
<td>March 20, 2017</td>
</tr>
<tr>
<td>March 16 - March 31</td>
<td>April 4, 2017</td>
</tr>
<tr>
<td>April 1 - April 15</td>
<td>April 18, 2017</td>
</tr>
<tr>
<td>April 16 - April 30</td>
<td>May 3, 2017</td>
</tr>
<tr>
<td>May 1 - May 15</td>
<td>May 18, 2017</td>
</tr>
<tr>
<td>May 16 - May 31</td>
<td>June 5, 2017</td>
</tr>
<tr>
<td>June 1 - June 15</td>
<td>June 20, 2017</td>
</tr>
<tr>
<td>June 16 - June 30</td>
<td>July 5, 2017</td>
</tr>
<tr>
<td>July 1 - July 15</td>
<td>July 19, 2017</td>
</tr>
<tr>
<td>July 16 - July 31</td>
<td>August 3, 2017</td>
</tr>
<tr>
<td>August 1 - August 15</td>
<td>August 18, 2017</td>
</tr>
<tr>
<td>August 16 - August 31</td>
<td>September 5, 2017</td>
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<td>December 19, 2017</td>
</tr>
<tr>
<td>December 16 – December 31</td>
<td>January 3, 2018</td>
</tr>
</tbody>
</table>
Hourly Time Entry – PP Screen

1. Enter University ID number - Individual’s name will appear. **Never type in a name.** If the name does not appear, either the person has not signed up for payroll in University Human Resources (3810 Beardshear) or an incorrect University ID number is being used.

2. Enter Funding Account and rate - This only has to be done the first time an individual is to be paid OR if there is a change to the funding account or rate.

3. Enter daily data - Enter data to the nearest 10th of an hour; decimal points are not necessary, the computer will automatically put them in when the enter key is hit. The computer will automatically total the entries and shift any hours above 40.0 per week to overtime.

4. The terminal will display the last day to enter hours each pay period.

5. For H-base employees, enter any vacation, sick leave, or comp time usage and payouts to the nearest 10th of an hour on the “CURRENT” line at the bottom of the screen.

6. Each screen is capable of four lines of input. To get to a second or third line, press the F12 key. (Ctrl + F12 for Mac)

7. If more than four lines of input are needed, use the sequence # field to the right of the University ID Number, i.e. “02”. This sequence will show four more lines.

8. If changing a work study rate, make sure it has been approved by Financial Aid first.

CWD (Carry Forward) Hours

Carry forward hours are the balance of the hours from week 1 that were paid in the previous pay period. The system looks at these hours when calculating OT for that week.
**Week 0 Entries**

Any time an entry is made in week 0, there **cannot** be hours entered in week 1, 2, 3 or 4. A second line is needed for those hours, press the F12 key. An entry in week 0 must be accompanied by one of the following class codes entered in the “CS” field to the right of the hourly rate:

<table>
<thead>
<tr>
<th>Class</th>
<th>Used For</th>
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<tbody>
<tr>
<td>CT</td>
<td>Comp time payouts</td>
</tr>
<tr>
<td>OC</td>
<td>On-call hours</td>
</tr>
<tr>
<td>OT</td>
<td>Overtime</td>
</tr>
<tr>
<td>PR*</td>
<td>Previous period hours</td>
</tr>
<tr>
<td>RA</td>
<td>Rate adjustment</td>
</tr>
<tr>
<td>SD2</td>
<td>Shift 2</td>
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<td>SD3</td>
<td>Shift 3</td>
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<td>VC</td>
<td>H-base terminal vacation payouts</td>
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<tr>
<td>WS</td>
<td>Work study</td>
</tr>
</tbody>
</table>

*Use “WS” for a Work Study previous period class code, NOT “PR”. If there is current Work Study hours also, a WS is needed on that line too.*

---

**PRHR FUNC PP ID/SSN 000000000 I SEQ 01 NAME DEPT 12050**

**NAME: DOE JANE**

**PAY PERIOD: 01 01 16 THRU 01 15 16**

**FND.ACCT SC.PROJ RATE CS S RG.HR OT.HR S2.RH S2.OT S3.RH S3.OT O.C.**

701 1205 8.24 PR 16.0 3.0

**TOTAL HOURS: 16.0 3.0**

**CWD HOURS: WEEK TYPE: APPT: USER.DATA:**

<table>
<thead>
<tr>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
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<tr>
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</tr>
</tbody>
</table>

(PREVIOUS HOURS OR LEAVE PAYOUT)

**THE LAST DAY TO ENTER HOURS FOR THIS PAY PERIOD IS 01/20/16**

**VCR VCC SLR SLE SLF CPE CPU**

**CURRENT:**

**BALANCES:**

**P8364** RECORD HAS BEEN UPDATED

---
Workstudy (WS)

WS must be in the class column in order to have proper charges made to workstudy funds. If WS does not appear in the class column, the wages will be paid entirely from departmental funds.

Shift Differential

Enter 2 or 3 in the S or Shift column. This will pay the individual at their current rate of pay and add $.60 or $.65 per hour to it. (Example below)
Alpha Browse

Enter the employee’s name at which to start the browse, or enter A to start at the beginning. This screen was implemented as a quick check for the accuracy of the information that was just entered. It will display up to 12 employee records at once, then press F8 to browse through the rest of the file. Employees not paid will stay in AB for three months.

NOTE: This screen will show only University ID numbers.

---

<table>
<thead>
<tr>
<th>FC</th>
<th>NAME</th>
<th>UNIV. ID.</th>
<th>FND ACCT</th>
<th>SC</th>
<th>PROJ</th>
<th>RATE</th>
<th>CS</th>
<th>HOURS</th>
<th>OT</th>
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<td></td>
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<td>3003</td>
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<td>01 701</td>
<td>1234</td>
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<td>7.50</td>
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<td>1234</td>
<td>18.3</td>
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<td>JONES JOHN</td>
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<td>01 703</td>
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<td>8.85</td>
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<td>1515</td>
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<td>703</td>
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</tbody>
</table>

P8358 PRESS -PF8- TO CONTINUE
ACCESS PLUS E-REPORTS

There are two Payroll related e-Reports that can be found in AccessPlus: the Hourly/Salary Payroll Vouchers and the VSL Roster Listing. In order to view either of these reports, a Confidentiality Agreement must be signed by the user and their supervisor and sent to the Payroll Office.

**Hourly/Salary Payroll Vouchers Confidentiality Agreement:**
[http://www.controller.iastate.edu/payroll/confidentialitypay.pdf](http://www.controller.iastate.edu/payroll/confidentialitypay.pdf)

An email notification will be sent when payroll vouchers can be viewed in e-Reports on AccessPlus. It is imperative that departments review the vouchers immediately and notify the Payroll Office regarding any errors or other problems. Notification of errors received in Payroll at least three working days prior to payday can be corrected without inconveniencing the employee.

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**Learning how to use the system:** You will need to enter all applicable criteria that you have. The idea is to fill in enough to limit your results to 50 possible vouchers or less. For instance, if the only criteria you entered was a “Fund Account”, you could possibly have over 1000 correct vouchers, but only 50 would be provided in the results page. So adding a second criteria would reduce the results.

Here are some examples to use for each criteria:

- **Voucher Number**: S12345
- **Fund Account**: 704; 70412; 7041205 **Do not enter dashes or section/project numbers**
- **Report Type**: only valid entries are “Hourly” or “Salary”
- **Org Code**: this is a 5 digit number. 02 would give you all vouchers for that college where 02050 would give you all vouchers for that department
- **Department Number**: this is a 5 digit department code
- **Department Name**: this is the “Recipient” field from the Account Title File. An example would be CONTR stands for Controllers Dept
- **Payroll Date**: the list will include any Payroll Vouchers printed between the dates given
VSL (Vacation/Sick Leave) Roster Listing Confidentiality Agreement:  
http://www.controller.iastate.edu/payroll/confidentialityvacsl.pdf

The VSL Roster Listing will be available in e-Reports on AccessPlus on the 16th of the month for the department to review the prior month.  (i.e. month of January may be viewed on February 16.)

<table>
<thead>
<tr>
<th>Payroll VSL Roster Listing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search Criteria: Property options: Match all</td>
</tr>
<tr>
<td>Department Num: ? Like</td>
</tr>
<tr>
<td>Department Name: ? Like</td>
</tr>
</tbody>
</table>

Using the Vacation/Sick Leave system is very similar to the Hourly / Salary Payroll Voucher system. You will need to enter all applicable criteria that you have.

Here are some examples to use for each criteria:

VSL Usage for month of: the list will include any VSL Roster Listing printed between the dates given
Department Number: this is the 5 digit number(s) that was provided on the Confidentiality Agreement
Department Name: this is the Recipient field from the Account Title File. An example would be CONTR stands for Controllers Dept

Other Features Available for Both e-Reports are:

**LIKE:** a search for values that begin with the specified characters. Wildcard characters can be used for additional matching options.

**WILDCARD:** here are a few examples of what can be used.

ADM Matches anything starting with ADM (ADMINISTRATIVE, ADMISSIONS)
%20 Matches anything containing 20 (111-20-01, 200-01-01, 111-22-20)
J%SMITH Matches anything starting with J and also containing SMITH (Jane Smith, John Smith, Jon Alan Smithson)
___20 Matches anything with 20 in positions 4-5 (111-20-33, 999-20-11)
5_6 Matches anything with 5 in position 1 and 6 in position 3 (506-12-34, 516-99-99)

**BETWEEN:** The BETWEEN ... AND operator selects a range of data between two values. These values can be numbers, text, or dates. To display records between, and including a Start Date and an End Date, just type the start date in the first box and the end date in the second box.
LEAVE INFORMATION

Vacation Accrual

Faculty (A-base), Professional and Scientific (P-base), Pre/Post-Doctoral Research Associates (D-base) accrue vacation on a monthly basis at the rate of two days for each full month of employment. Vacation credit may accrue to twice the annual entitlement (192 hours per year). Persons employed less than full time accrue pro-rated vacation credit based on their fractional appointment. B-base faculty do not accrue vacation.

Merit (E or H base) employees in permanent full-time positions are eligible to accrue vacation as follows:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th># of Days per Year earned</th>
<th># of Hours per month</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 4 Years</td>
<td>10 Days Per Year (plus 2 personal holidays)</td>
<td>8 Hours Per Month</td>
</tr>
<tr>
<td>5 - 11 Years</td>
<td>15 Days Per Year (plus 2 personal holidays)</td>
<td>11.33 Hours Per Month</td>
</tr>
<tr>
<td>12 - 19 Years</td>
<td>20 Days Per Year (plus 2 personal holidays)</td>
<td>14.67 Hours Per Month</td>
</tr>
<tr>
<td>20 - 24 Years</td>
<td>22 Days Per Year (plus 2 personal holidays)</td>
<td>16 Hours Per Month</td>
</tr>
<tr>
<td>25+ Years</td>
<td>25 Days Per Year (plus 2 personal holidays)</td>
<td>18 Hours Per Month</td>
</tr>
</tbody>
</table>

Sick Leave Conversion to Vacation Credit

Full-time or part-time employees who have accumulated a minimum of 240 hours may elect to convert sick leave to vacation for any month that no sick leave has been used. Sick leave is converted in a 3 to 1 ratio (i.e. 12 hours of sick leave becomes 4 hours of vacation).

To elect conversion of sick leave to vacation, an employee must notify his/her department head or designee by the 9th of the month following any calendar month in which there has been no sick leave used. The election will remain in effect until the employee notifies the employer to terminate the original request. If use of sick leave reduces an employee's sick leave account below 240 hours, the account will have to be built up to 240 hours before the eligibility for conversion is restored.

Full-time employees may accrue a maximum of 12 days (96 hours) of vacation from sick leave conversion. Part-time employee accrual maximum is pro-rated. Vacation usage may be subtracted from either account at the option of the employee. Any usage of sick leave, including emergency leave, funeral leave, etc. makes one ineligible to make the conversion for the month in which the usage occurs.

Sick Leave Conversion to Vacation Request Form (bottom portion of page)
**Pallbearer and Funeral Leave**

An employing department will grant an employee time off with pay:
1. Not to exceed three days for each occurrence in the case of death in employee's immediate family
2. Not to exceed one day for each occurrence for service as pallbearer at the funeral of a person that is not a member of the employee's immediate family

**Emergency Leave**

Employees may carry up to 40 hours of unused emergency leave over from the previous year. If a full 40-hours were carried over from the prior year, an employee could use a maximum of 80 hours of emergency leave in the current year. (These figures apply to full-time employees; emergency leave is prorated for part-time employees.) For example, a full-time employee who used one day (8 hours) of emergency leave last year, and has an accrued sick leave balance of at least 32 hours will be able to carry over 32 hours of emergency leave.

All emergency leave will be charged to the employee's accrued sick leave, therefore emergency leave cannot be used in excess of the sick leave balance. For the purpose of this policy, immediate family is defined as, and limited to, the employee's spouse, children, grandchildren, foster children, step children, legal wards, parents, grandparents, foster parents, step parents, brothers, foster brothers, step brothers, sons-in-law, brothers-in-law, sisters, foster sisters, step sisters, sisters-in-law, daughters-in-law, aunts, uncles, nieces, nephews, first cousins, corresponding relatives of the employee's spouse and other persons who are members of the employee's household.

**Jury Duty and Court Service Leave**

When, in obedience to a subpoena or direction by proper authority, an employee appears as a witness or serves as a member of a jury in any public or private litigation, he or she will be entitled to the reimbursement for mileage, meals, or other expenses as paid by the court. If the employee is in regular pay status, compensation provided by the court for jury or court service (court fees only – employee keeps the reimbursement for mileage and meals) must be paid in cash or personal check to the Payroll Office, 1560 ASB and no vacation usage gets reported. Otherwise, if the employee wishes to retain the court fees, vacation or leave without pay must be reported.

**Transfer of Vacation Accruals**

When an employee transfers from one administrative unit to another within the university, any accrued vacation will also transfer unless there are written restrictions. If the employee should terminate university employment within the first two years of service in the new department, liability for payout of unused vacation will be shared by both departments based on accrual and usage. Any vacation taken during the first two years will be deducted from the liability of the former employing department or departments. For each month vacation is not taken, liability for
one month’s accrual will transfer from the previous department to the new department so that, at the end of the two-year period, all vacation liability of the former department will have ended.

In the case of A-base, K-base and P-base employees, either department may require an employee to use some accrued vacation prior to effecting a transfer if it can be demonstrated that accepting a substantial liability for accrued vacation might be detrimental to its budget operations. In such cases, the employee cannot be required to reduce his or her accrued balance below 15 days.
LEAVE REPORTING

1. All paid leave usage for A, B, D, K, P, E and H base employees must be reported to the Payroll Office. Only one department is to be responsible for reporting leave information for an employee.

2. Leave usage for H base employees is to be reported online in the hourly payroll system when the hours to be compensated are entered.

3. Leave usage for A, B, D, K, P and E employees is to be entered online in the vacation/sick leave (VS) function. All leave is to be reported to the nearest tenth of an hour. Current month usage must be entered online by the 9th of the following month. If the 9th falls on a Saturday or Sunday the following Monday will become the deadline.

```
PRHR FUNC VS ID/SSN 012345678 I SEQ 01 NAME DOE JANE    DEPT
EMPL.NAME: DOE JANE            TITLE: CLERK III
APPOINTMENT: E   F.T.E: 1.0000 TIME:  HOURLY RATE: 13.73

DEPT.NO: 12345 DEPT.NM: ACCTG PRIOR SRVC MO:     HIRE DATE: 01 01 91
CONVERT.CODE: N CURRENT.CONVERSION: N CARRY BAL: 23.00   END DATE:

                  VACATION  CONVERTED SICK.LEAVE EMERGENCY FUNERAL COMP.TIME
ACCRUAL.RATE:  11.33                        12.00
PREV.ACCRUAL:  11.33                        12.00
BALANCE:       37.55                        262.70   63.00
YTD.USAGE:     4.50                         .00
01 PREV.MONTH: 4.5                          .0       .0       .0       .0       .0
02 CURR.MONTH:                        COMP.TIME EARNED:
ACCRUAL.FACTOR: 1.0000
PREV.FACTOR: 1.0000  PREV.FTE: 1.0000
P8360                   RECORD MAY BE UPDATED
```

4. The VSL Roster Listing will be available in e-Reports on AccessPlus on the 16th of the month for the department to review the prior month. (i.e. month of January may be viewed on February 16.)

5. Any corrections to previously reported leave usage or leave balances must be reported to the Payroll Office on the Monthly Leave Correction Request form. This form is also used to report any change in an employee's sick leave conversion option. Employees must initial the form to change their conversion option.
Salary Computation for Partial Month

Salary payments to staff members who are on appointment for less than a full month because of leave without pay, resignation or appointment at dates other than the beginning or the end of the month are computed on the basis of actual working days in the month. For this purpose, working days are considered to be 40 hours Monday through Friday unless otherwise specified.

B-Base summer appointments effective May 16 and ending August 15 will receive 1/2 month’s pay in May and August regardless of the number of working days between May 16 - May 31 and August 1 - August 15.

12 Month Pay Plan: B-Base Faculty

A twelve month pay plan will be available to tenured, tenure track, adjunct B-base faculty, Clinicians and Lecturers on a three year appointment, Senior Clinicians, Senior Lecturers, and nine or ten month professional and scientific employees. Individuals who choose this option will receive their 9-month salary in twelve equal monthly payments beginning July 31. University benefits and employment tax deductions will be made equally from the twelve monthly payments. Additional summer pay will be added to the regular monthly pay.

Sign-up for the program must be made by July 10 of the fiscal year (July 1 - June 30) the option is to begin. Once the option is elected, a change to the regular pay plan cannot be made until the following year. New employees are not eligible for this option until July following the academic year in which employment began with Iowa State University.

Arrangements to elect or cancel the twelve month pay option must be made with the Payroll Office by July 10 of the fiscal year the option is to begin or end. To sign up for the 12 month option, print and complete the appropriate form below and mail the form to the Payroll Office, 1560 ASB, 1004.

Request for 12 Month Pay Option - B Base
Resignations--Payments of Terminal Vacation

Electronic Personnel Actions for resignations should indicate the last day of work as the ending date. Note: University policy does not allow employees to take vacation for a period of time and return for a brief period (i.e., one day) for the sole purpose of extending pay status, vacation accruals, and other University benefits. The resignation date should be the last day of work with total vacation hours indicated for payout.

The computation of pay for terminal vacation for A, K, P and E base employees will be based on the employee's salary converted to the appropriate hourly rate. To calculate a partial month’s vacation accrual, take the number of the last working day and divide it by the number of calendar days in that month, then multiply it times the employee’s normal monthly accrual; thus, for a full time P&S resigning on March 7 you would use 7/31 x 16 to get a total 3.6 hours vacation accrual for March. When completing the monthly leave report for the month in which a salaried employee terminates, do not enter the number of hours of terminal vacation paid out. Enter only the amount of vacation and sick leave used during the month of termination.

For H base employees a resignation EPA still needs to be processed showing the last day worked and the vacation hours to be paid out. However, it is not the EPA which actually gets the vacation paid out. Those hours need to be entered into the HT system to be paid out.

A, D, K and P base personnel on term appointments funded by sponsored programs will be required to take vacation during the period of the appointment or it will be lost unless prior arrangements are made to do otherwise. This terminology must be used in the Letter of Intent (LOI). The vacation payout can be charged to the award using actual hours accrued while employed on the award.

If an employee chooses to waive the right to terminal vacation pay, the Payroll Office will require written justification from the department. The department should have written authorization from the individual in the departmental files.

Graduate Assistants

1. Restrictions
   For US citizens, the maximum time allowed is 3/4 during academic year and for NON-US citizens the maximum time allowed is 1/2 during academic year.

2. Current Salary Ranges for 2016-2017
   
<table>
<thead>
<tr>
<th>Fraction</th>
<th>Minimum</th>
<th>to</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/4</td>
<td>$ 950.00</td>
<td>to</td>
<td>$2,400.00</td>
</tr>
<tr>
<td>1/2</td>
<td>$1,900.00</td>
<td>to</td>
<td>$4,800.00</td>
</tr>
<tr>
<td>3/4</td>
<td>$2,850.00</td>
<td>to</td>
<td>$7,200.00</td>
</tr>
</tbody>
</table>

3. Graduate College Email List
   To receive periodic information, call 4-4531 and ask to be added to their email list.
ELECTRONIC PERSONNEL ACTION

Acquiring Access for new users:

The user will first need to get ADIN access by requesting access to the system at http://www.controller.iastate.edu/controller/sysaccess.html. Next, the user will need to gain access to the appropriate systems (EF – Electronic Forms Approval and/or PC – Payroll Commitments). The user’s supervisor must email Doug Anderson requesting these systems. The supervisor must state in the email whether the user is going to be an originator, an approver or a proxy (if proxy, for who), and their department name and number.

Training for new users:

New users to the Electronic Personnel Action system should notify Sue Hudson in Payroll at 294-0455 to set up a time for personal training after they have acquired access to the appropriate systems (PC & EF for originators; EF for approvers). Originator’s training will last approximately 2 hours at the user’s station. NOTE: It is helpful if the originator waits until they have an action(s) to process. The Approver’s training will take less than an hour.

Establishing a Proxy:

In case of the absence of an approver, we recommend that every approver has a proxy. The proxy should be someone who has authority to sign documents in the absence of the approver and each approver can have up to two proxies. The approver should email Doug Anderson at djander@iastate.edu and state who the proxy/proxies should be.

2017 Electronic Personnel Action Cutoff Dates:

These are the last dates for each month that an action will be processed by the corresponding department. We recommend that actions are started as early as possible.

<table>
<thead>
<tr>
<th>GRADUATE COLLEGE</th>
<th>HRS/PAYROLL</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 17</td>
<td>January 18</td>
</tr>
<tr>
<td>February 15</td>
<td>February 16</td>
</tr>
<tr>
<td>March 17</td>
<td>March 20</td>
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<td>April 14</td>
<td>April 17</td>
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<td>May 16</td>
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<td>June 16</td>
<td>June 19</td>
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<td>July 14</td>
<td>July 17</td>
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<td>August 15</td>
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<td>September 14</td>
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<td>October 17</td>
<td>October 18</td>
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<td>November 15</td>
<td>November 16</td>
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<tr>
<td>December 14</td>
<td>December 15</td>
</tr>
</tbody>
</table>
EPA Manual is online:


CORRECTION VOUCHERS

To move hourly payroll from one fund account to another, use the Payroll Correction Voucher. If the Correction Voucher involves a 4XX account, it should be sent to Sponsored Programs Accounting at 1810 ASB. If no 4XX accounts are involved, send directly to the Payroll Office at 1560 ASB.

- List each employee separately with the University ID number.
- NO attachments are necessary as long as the form is filled out correctly.
- Amount should be wages only, unless the Partial Transfer box is checked.
- Partial Transfer (Exact Amount) does NOT mean only one person from this voucher is being moved. It means the total you entered in the Amount field is the total you want the wages and benefits to equal.
- DO NOT use 704 accounts for hourly wages (it will automatically be changed to 701).
- If wages should have been coded Work Study, call Financial Aid, 4-0060.
- Salary corrections must be done using the CF Function of the Electronic Personnel Action.
- Sub-accounts corrections for employees is done in KFS Salary Expense Transfer (ST). You will have to move the benefits separately.
# Student Employee Wage-Hour Report

## Payroll Period

<table>
<thead>
<tr>
<th>Payroll Period</th>
<th>Beginning</th>
<th>Month</th>
<th>Day</th>
<th>Year</th>
<th>Ending</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>University ID Number</th>
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### Work Schedule

<table>
<thead>
<tr>
<th>Day</th>
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</tr>
</tbody>
</table>

### Total Hours

- **Total Hours by Week:**

---

**Total Hours Worked for the Period:**

I certify the information reported here to be correct and that I have worked no more than ________ hours for other departments of Iowa State University for this period.

**Employee’s Signature:**

**Date:**

Certified to be correct and work was performed in a satisfactory manner.

**Supervisor’s Signature:**

**Title:**

**Date:**

Pursuant to university procedures and state law, it is required that the information requested on this form be provided. If it is not provided, no payroll check will be issued.

*Hours are to be reported to the nearest tenth of an hour (i.e. 3.8 hours instead of 3.75 hours).*

*All student XH base employees must complete the Student Employee Wage-Hour Report and submit it to his or her immediate supervisor or departmental office for each payroll period.*

*Total hours compensation must include hours worked for noncash payments (i.e. room and/or board or goods received).*

*This report is due on the 15th and last day of each month. When either date falls on a Saturday, Sunday or holiday, reports are due the next working day. All reports should be typed or printed in ink.*

*Where time clock cards are used, attach card, completing information not shown on ca*

---

The University is covered by the Fair Labor Standard Act. All student employees must be paid in compliance with the law. This regulation mandates that these employees be compensated for all hours above 40 per workweek at the rate of time and one-half. All hours worked from all sources within the University are considered in determining if overtime at time and one-half is applicable.

---

**ATTENTION TO DEPARTMENTS:** In addition to this report, all other payroll or employment records such as time clock cards, contracts and agreements, and exemption memoranda, must be preserved by each department for five years from the last date of entry.
# Employee's Wage-Hour Report

<table>
<thead>
<tr>
<th>Payroll Period</th>
<th>Month</th>
<th>Day</th>
<th>Year</th>
<th>University ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning</td>
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<tr>
<td>Ending</td>
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<table>
<thead>
<tr>
<th>Day</th>
<th>Hrs</th>
<th>Code</th>
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</tbody>
</table>

**Sunday**

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

**Saturday**

**Total Hours By Week**

**Absence Codes**
- C-Compensatory Time
- H-Paid Holidays
- M-Military Leave
- E-Emergency Leave
- J-Jury Duty
- S-Sick Leave
- F-Funeral/Pall.
- L-Leave Without Pay
- V-Vacation

**Total Hours Worked**
- I certify the information reported here to be correct and that I have worked no more than ________ hours for other departments of Iowa State University for this period.

**Total Hours Compensation**
- X Employee's Signature
- Date

Reviewed & certified to be correct:
- X Supervisor’s Signature
- Title
- Date

*Hours are to be reported to the nearest tenth of an hour (i.e. 3.8 hours instead of 3.75 hours).

*Unless exempt by the university’s Personnel Officer, all E, H, and XH base employees must complete the Employee’s Wage-Hour Report and submit it to his or her immediate supervisor or departmental office for each payroll period.

*Total hours compensation must include hours worked for noncash payments (i.e. room and/or board, goods received)

*Where reports are required for employees, such records are due on the last work day of each month. For all hourly employees, reports are due on the 15th and last day of each month. When either date falls on a Saturday, Sunday or paid holiday, reports are due the next working day. All reports should be typed or printed in ink.

*Where time clock cards are used, attach card, completing information not shown on card.

The University is covered by the Fair Labor Standard Act. All E and H employees must be paid in compliance with the law. This regulation mandates that these employees be compensated for all hours above 40 per work week at the rate of time and one-half. All hours worked from all sources within the University are considered in determining if overtime at time and one-half is applicable.

ATTENTION TO DEPARTMENTS: In addition to this report, all other payroll or employment records such as time clock cards, contracts and agreements, and exemption memoranda, must be preserved by each department for five years from the last date of entry.

**Leave Balances in Hours:**

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Brought Forward</th>
<th>Earned</th>
<th>Taken</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Vacation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Converted Sick Leave to Vacation</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Sick Leave</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Compensatory Time</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
ATTENTION TO DEPARTMENTS: In addition to this report, all other payroll or employment records such as time clock cards, contracts and agreements, and exemption memoranda, must be preserved by each department for ten years from the last date of entry.

Date: __________________________

TO: Doug Anderson, Payroll Manager
3608 ASB
FAX: 294-6470

FROM: Contact Person __________________ Phone __________________
Department __________________________
Campus Address ________________________ Campus 4-digit ZIP _______
Departmental Signature __________________

Pay Requested for: ___________________________ University ID Number _________

NOTE: Payroll must receive the Emergency Request Form and the Electronic Personnel Action (EPA) two work days prior to payday in order to have a deposit to the employee's account on payday. Otherwise, Payroll will process the Emergency Request within two days of receipt of both forms. The originator is responsible for making sure the EPA reaches Payroll.

For hourly pay, complete this form and enter the hours into the Hourly Time (HT) system.

Enter dept code that hours are input under: (i.e. 12345) __________ Work period missed: __________

TO BE COMPLETED BY INDIVIDUAL

Method of payment:

C Direct Deposit as currently elected
C Mail check to address below (allow an extra day due to mail delivery)

______________________________
Employee's Signature (required):

FOR PAYROLL USE ONLY
Monthly Leave Correction Request and/or
Sick Leave Conversion-to-Vacation Request
Iowa State University of Science and Technology

Employee University ID # __________________________ Date ________________

Last Name __________________________ First Name __________________________ Initial __

Leave Balance Correction:

Accrual Adjustment
+ or -

Usage Adjustment
+ or -

Corrected Balance

as of: ________________

☐ Regular Vacation

☐ Converted Vacation

☐ Sick Leave

☐ Regular Sick Leave

☐ Emergency Sick Leave

☐ Funeral/Pallbearer

☐ Emergency Leave taken year to date

☐ Compensatory Time

Explanation for Correction:

1. Originally reported ___ hours of ________________ usage for ________________ should have been ___ hours

2. Originally reported ___ hours of ________________ usage for ________________ should have been ___ hours

Comments: __________________________________________________________

Sick Leave Conversion:

Month to Begin __________

☐ Employee authorizes to automatically convert sick leave for vacation each month eligible

☐ Employee wishes to terminate original election to automatically convert sick leave for vacation

Employee must initial this request to convert or terminate sick leave to vacation ______________

Submit to: Payroll Office, 3608 ASB
or fax to 294-6470

Departmental Signature __________________________

Contact phone number ________________