PAYROLL PROCEDURES

March 7, 2014

Doug Anderson  4-6558
(Payroll Manager)

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

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

Deb Cochran  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.

2013 W-2’s
2013 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. 2011 and 2012 W-2’s are also available.

FICA
For 2014, the FICA tax rate for employees is 6.2% on the first $117,000 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.

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

How to Contact Us
Payroll Office
Iowa State University
3808 Administrative Services Building
Ames, IA 50011-3808

Phone: 515-294-5556
Fax: 515-294-5470
Email: payroll@iastate.edu
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GENERAL INFORMATION

*For detailed information, see Personnel & Human Relations section of the University Policy Library at [http://www.policy.iastate.edu/policy/personnel-human-relations](http://www.policy.iastate.edu/policy/personnel-human-relations).

New Employee Registration

On or before the first day of employment, all employees hired at Iowa State University must complete payroll forms in the Department of Human Resource Services, Records Management Office located in 3810 Beardshear. At this time the employee will fill out an I-9 form “Employment Eligibility Verification”, and Employment Information/Equal Opportunity form. If the employee is a temporary employee they will also need to bring the Temporary & XH Payroll Enrollment Form, [http://www.hrs.iastate.edu/hrs/node/626/attachment](http://www.hrs.iastate.edu/hrs/node/626/attachment). Federal and Iowa W-4 forms, direct deposit information and addresses are entered in Access Plus under the employee tab. If the employee is between 14 and 18 years of age, see Iowa Workforce Development - Work Permits and Iowa Child Labor Laws.

Under the Immigration Reform and Control Act of 1986, in the case of lost, stolen, or damaged documents necessary to complete the I-9, or individuals with a Form I-94 documenting permanent resident or refugee status, if an employee is unable to provide the necessary documents to verify their identity for completion of the I-9 on or before the first day of employment, he or she must produce a receipt showing that he or she has applied for the documents. In order to continue employment, the employee must produce the required documents within 90 days of hire.

Non-United States citizens must first go to the International Students & Scholars Office, Room 3248, Memorial Union, on or before their date of hire to complete the Form I-9 “Employment Eligibility Verification”. He or she must then submit the completed form to the Department of Human Resource Services, Records Management Office or to the employee’s department to complete registration for payroll.

Pay Periods/Paydays

All salaried employees receive their 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.

All hourly employees receive their pay on a semi-monthly basis. Hourly employees 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 15\textsuperscript{th} of the following month. If the 15\textsuperscript{th} or the last day of the month falls on a Saturday or Sunday, payday will be the prior Friday.
ISU will not pay salaried or hourly employees prior to the aforementioned schedule. Arrangements may be made, upon approval by the Payroll Office, for certain alien 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, unless the employee signs up for direct deposit, then the ten day waiting period will be waived.

**Emergency Payroll Request**

Iowa State University will 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 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 emergency 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 Misc Affiliate Organizations Employee
P  Professional & Scientific
XH Casual Hourly
FRINGE BENEFIT INFORMATION

Fringe Benefit Rates for Budgeting Purposes for Fiscal Year 13-14

(These rates are indicated each year in the front pages of the budget)

- Faculty (A, B) ----------------------------------------------- 31.5 %
- P & S, K -------------------------------------------------------- 37.8 %
- Merit (E, H) --------------------------------------------------- 50.0 %
- Grad Asst (C base) --------------------------------------------- 13.0 %
- D base ---------------------------------------------------------- 23.0 %

Others:
- Casual Hourly (XH)
  - Under Graduate Students ---------------------------------- 1.88 % (Workers Comp Only)
    (if enrolled 6 cr hrs academic year, 3 cr hrs during summer)
  - Graduate XH Students -------------------------------------- 1.88 % (Workers Comp Only)
    (if enrolled 5 cr hrs academic year, 2 cr hrs during summer)

- Non-Students or Students-------------------------------------- 10.15 % (FICA, WC, Unempl)
  (if enrolled less than above)
- Non-Students --------------------------------------------------- 19.08 % (IPERS, FICA, WC, Unempl)
  (Over 6 months Employment)
- B Base Summer Appointments ----------------------------------- 17.65 % (Only FICA & TIAA
  applicable unless WC (1.88)
  & Unempl (.62) maximum
  base limits not reached)
- Lump Sum Additional Time Payments ----------------------------  7.65 % (Only FICA unless WC (1.88)
  & Unempl (.62) maximum
  base limits not reached)

Annual (calendar year 2014) Limits on Certain Fringe Benefit Charges

<table>
<thead>
<tr>
<th>Benefit Type</th>
<th>Percentage of Base</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security: OASDI</td>
<td>6.20 % of $117,000</td>
</tr>
<tr>
<td>Medicare</td>
<td>1.45 % of all</td>
</tr>
<tr>
<td>Unemployment</td>
<td>0.62 % of $7,200</td>
</tr>
<tr>
<td>Worker’s Compensation</td>
<td>1.88 % of $20,000</td>
</tr>
</tbody>
</table>
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 seven years.

Overtime Compensation

(For blue collar, clerical, security, and technical merit employees, see contract. There are some major differences in overtime policies for organized employees.)

The University is covered by the Fair Labor Standard Act. Based upon university pay and classification systems, P&S employees making more than $23,660 ($455.00/week) and all A, B, C, D, and K base employees are exempt from overtime requirements. P&S employees making less than $23,660 ($455.00/week) and all E, H, M and XH base employees are non-exempt and must be paid in compliance with the law requiring overtime compensation at the rate of one and one-half times the employee’s regular rate of pay for all hours worked over 40 in the work week. All hours worked from all sources within the University are considered in determining if overtime at time and one-half is applicable.

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 can 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 after 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 will be granted an equivalent holiday off and time and one-half for the hours worked (up to 8 hours).
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 a management responsibility to establish appropriate work schedules and an employee can be directed to take compensatory time off at the department's discretion.

11. There is no policy limitation on the amount of compensatory time that can be earned. However, in terms of efficiency of university operations, it does not appear 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 contract 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.

Supervisors should be reminded that an employee's productivity can be improved with a regular schedule that provides adequate time off. In general, university employees are expected to have an 8-hour work day for five consecutive days with approximately two days off during each work week. Obviously, there are appropriate circumstances that necessitate requesting an employee to work overtime. However, through proper management and advance planning, this should be kept to a minimum.

**Holiday Pay**

There are eleven holidays – 9 scheduled and 2 unscheduled. The unscheduled holidays are accrued to the employees vacation account. 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.

All salaried employees (A,B,C,D,K & P-base) will receive holiday pay if they are in pay status either the day before OR the day after the holiday. This requirement may be waived as part of the university’s energy-conservation program. When this occurs, notice will be provided on the univeristy’s website. 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.

Merit employees (E & H-base), 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. Supervisory Merit employees are not covered by the Collective Bargaining Agreement and therefore use the prior paragraph rule.

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 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. Compensatory time shall be lost if not used within the subsequent 12 month period. The 8 hours of holiday pay is not counted in the calculation of overtime.

C. 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. Compensatory time shall lapse if not used within the subsequent 12 month period. If the employee chooses compensatory time off, those hours are not included in the calculation of overtime. If the employee chooses to take the holiday pay in cash, the 8 hours are counted in the calculation of overtime.

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.

Shift Differential Payments

All merit system employees will be paid a shift differential of $.60 per hour (SD2) for any shift of which four or more hours occurs between 6:00 p.m. and midnight and a shift differential of $.65 per hour (SD3) for any shift of which four or more hours occurs between midnight and 6:00 a.m.

All merit system employees, (E & H-base) are covered. Student employees hired on an XH base do not receive the shift differential. To receive the shift differential the employee must be scheduled to work at least four hours between 6:00 p.m. and midnight or between midnight and 6:00 a.m. No adjustments in the four-hour requirement will be made for employees on fractional appointment.

Employees who are regularly scheduled to a rotating shift and who work different shifts on a scheduled, regular basis will be paid the shift differential applicable to their scheduled shift. Shift differential is paid for all hours compensated including vacation, sick leave, and holidays. Employees temporarily reassigned to a different shift for one or more days are to receive the shift differential when applicable to the temporary shift assigned.

Standby Pay (On-Call Compensation)

Standby pay is to be paid to all merit system employees at the rate of 10% of the regular budgeted rate for each hour an employee is required to be on a standby status. Employees who are on standby, thereby receiving 10% of their hourly rate for each hour on standby, and are called back to work, do not receive standby pay for the three hours or amount of time worked if more than three hours.

Since these are "non-working" hours, these hours will not count as hours compensated for the purpose of computing overtime at time and one-half.
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. Notify Payroll at 294-6298 by 10:00 a.m. and email Payroll@iastate.edu if errors are found. The authorization page of the terminal input should be certified correct and returned to the Payroll Office, 3608 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-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 2014

<table>
<thead>
<tr>
<th>PAY PERIOD</th>
<th>LAST DAY TO ENTER HOURS</th>
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<tbody>
<tr>
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<td>January 3, 2014</td>
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<tr>
<td>January 1 - January 15</td>
<td>January 21, 2014</td>
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<td>January 16 - January 31</td>
<td>February 4, 2014</td>
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<td>February 1 - February 15</td>
<td>February 18, 2014</td>
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<td>February 16 - February 28</td>
<td>March 4, 2014</td>
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<tr>
<td>March 1 - March 15</td>
<td>March 19, 2014</td>
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<tr>
<td>March 16 - March 31</td>
<td>April 3, 2014</td>
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<td>April 1 - April 15</td>
<td>April 18, 2014</td>
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<td>April 16 - April 30</td>
<td>May 5, 2014</td>
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<td>December 17, 2014</td>
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<tr>
<td>December 16 – December 31</td>
<td>January 5, 2015</td>
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</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 the Office of Human Resource Services (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.
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.

---

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

PRHR FUNC PP ID/SSN 000000000 I SEQ 01 NAME

NAME: DOE JANE PAY PERIOD: 03 01 08 THRU 03 15 08
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 80.0 2.0

TOTAL HOURS: 80.0 2.0

CWD HOURS:

<table>
<thead>
<tr>
<th></th>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
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<tbody>
<tr>
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<td>WEEK 2</td>
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<td>WEEK 4</td>
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<tr>
<td>WEEK 0</td>
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</tr>
</tbody>
</table>

THE LAST DAY TO ENTER HOURS FOR THIS PAY PERIOD IS 03/19/08

VCR VCC SLR SLE SLF CPE CPU
CURRENT: 8.0 2.0
BALANCES: 112.4 196.0

P8364 RECORD HAS BEEN UPDATED
---

CWD 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>
</tr>
</thead>
<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>
</tr>
<tr>
<td>SD3</td>
<td>Shift 3</td>
</tr>
<tr>
<td>VC</td>
<td>H-base terminal vacation payouts</td>
</tr>
<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.*
Workstudy

“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.

<table>
<thead>
<tr>
<th>PRHR FUNC PP ID/SSN 000000000 I SEQ 01 NAME                 DEPT 12050</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME: STUDENT IMA PAY PERIOD: 01 01 11 THRU 01 15 11</td>
</tr>
<tr>
<td>FND.ACCOUNT SC.PROJ RATE CS S RG.HR OT.HR S2.RH S2.OT S3.RH S3.OT O.C.</td>
</tr>
<tr>
<td>701 1205 00 0000 7.25 WS 24.0</td>
</tr>
<tr>
<td>TOTAL HOURS: 24.0</td>
</tr>
<tr>
<td>CWD HOURS:</td>
</tr>
<tr>
<td>SUN  MON  TUE  WED  THU  FRI  SAT  TOTAL</td>
</tr>
<tr>
<td>WEEK 1 01</td>
</tr>
<tr>
<td>WEEK 2 02 03 2.0 04 3.0 05 2.0 06 4.0 07 08 11.0</td>
</tr>
<tr>
<td>WEEK 3 09 10 3.0 11 4.0 12 2.0 13 4.0 14 15 13.0</td>
</tr>
<tr>
<td>WEEK 4</td>
</tr>
<tr>
<td>WEEK 0 REG  OT (PREVIOUS HOURS OR LEAVE PAYOUT)</td>
</tr>
</tbody>
</table>

THE LAST DAY TO ENTER HOURS FOR THIS PAY PERIOD IS 01/19/11

CURRENT: VCR VCC SLR SLE SLF CPE CPU

BALANCES: 99.0 95.0

P8364 RECORD HAS BEEN UPDATED

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)

<table>
<thead>
<tr>
<th>PRHR FUNC PP ID/SSN 000000000 I SEQ 01 NAME                 DEPT 12050</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME: DOE JANE PAY PERIOD: 01 01 11 THRU 01 15 11</td>
</tr>
<tr>
<td>FND.ACCOUNT SC.PROJ RATE CS S RG.HR OT.HR S2.RH S2.OT S3.RH S3.OT O.C.</td>
</tr>
<tr>
<td>701 1217 00 0000 9.02 2 80.0</td>
</tr>
<tr>
<td>TOTAL HOURS: 80.0</td>
</tr>
<tr>
<td>CWD HOURS:</td>
</tr>
<tr>
<td>SUN  MON  TUE  WED  THU  FRI  SAT  TOTAL</td>
</tr>
<tr>
<td>WEEK 1 01</td>
</tr>
<tr>
<td>WEEK 2 02 03 8.0 04 8.0 05 8.0 06 8.0 07 8.0 08 40.0</td>
</tr>
<tr>
<td>WEEK 3 09 10 8.0 11 8.0 12 8.0 13 8.0 14 8.0 15 40.0</td>
</tr>
<tr>
<td>WEEK 4</td>
</tr>
<tr>
<td>WEEK 0 REG  OT (PREVIOUS HOURS OR LEAVE PAYOUT)</td>
</tr>
</tbody>
</table>

THE LAST DAY TO ENTER HOURS FOR THIS PAY PERIOD IS 01/19/11

CURRENT: VCR VCC SLR SLE SLF CPE CPU

BALANCES: 99.0 95.0

P8364 RECORD HAS BEEN UPDATED
**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.

```
PRHR FUNC AB ID/SSN 123567890 I SEQ 01 NAME A               DEPT 12050

<table>
<thead>
<tr>
<th></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>
</tr>
</thead>
<tbody>
<tr>
<td>ADAMS JANE</td>
<td>123456789</td>
<td>01</td>
<td>400</td>
<td>3003</td>
<td>30</td>
<td>3003</td>
<td>9.66</td>
<td></td>
</tr>
<tr>
<td>CHILD LORIN</td>
<td>432167979</td>
<td>01</td>
<td>701</td>
<td>1234</td>
<td></td>
<td></td>
<td>7.25</td>
<td>WS</td>
</tr>
<tr>
<td>DION DENISE</td>
<td>678765432</td>
<td>01</td>
<td>701</td>
<td>4321</td>
<td></td>
<td></td>
<td>10.00</td>
<td></td>
</tr>
<tr>
<td>ELVIRA SANDY I</td>
<td>478844133</td>
<td>01</td>
<td>400</td>
<td>1203</td>
<td></td>
<td></td>
<td>7.31</td>
<td></td>
</tr>
<tr>
<td>HIGHLAND ABIGAIL</td>
<td>489824789</td>
<td>01</td>
<td>202</td>
<td>0296</td>
<td></td>
<td></td>
<td>14.51</td>
<td>OT</td>
</tr>
<tr>
<td>HILLES JOHN</td>
<td>484484884</td>
<td>01</td>
<td>220</td>
<td>1150</td>
<td>ZD</td>
<td>AE01</td>
<td>18.01</td>
<td>CT</td>
</tr>
<tr>
<td>JONES D’ANGELA</td>
<td>123969632</td>
<td>01</td>
<td>701</td>
<td>1234</td>
<td></td>
<td></td>
<td>7.50</td>
<td>18.3</td>
</tr>
<tr>
<td>JONES JOHN</td>
<td>408940808</td>
<td>01</td>
<td>703</td>
<td>1515</td>
<td></td>
<td></td>
<td>8.85</td>
<td>PR</td>
</tr>
</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 (Vacation/ Sick Leave Vouchers). In order to view either of these reports a Confidentiality Agreement must be signed by the user and their supervisor then mailed to the Payroll Office.

Hourly/Salary Payroll Vouchers Confidentiality Agreement:  
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.

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 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 16\textsuperscript{th} of the month for the department to review the prior month. (i.e. month of January may be viewed on February 16.)

![PAYRL-VSL Roster Listing](image)

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 Vacation/Sick Leave Vouchers printed between the dates given
- **Department Num**: 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) personnel in permanent 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 use for doctor's appointments, funeral leave, etc. makes one ineligible to make the conversion for the month in which the usage occurs.

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 such time off 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, 3608 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.
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 all salaried 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.

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. A copy of this form can be found online under University Forms on the Payroll webpage.
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 faculty beginning or ending appointments in the middle of a semester will have salaries prorated according to the number of paid days (Monday through Friday) from the first day of classes to the last day of exam week.

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 and Nine or Ten Month Professional and Scientific Employees

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, 3608 ASB, 3608.

Request for 12 Month Pay Option - B Base

Request for 12 Month Pay Option - A, K and P 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, 2014 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 on 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 2013-2014**
   
<table>
<thead>
<tr>
<th>Fraction</th>
<th>Salary Range</th>
<th>to</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/4</td>
<td>$800.00 to $1,800.00</td>
<td></td>
</tr>
<tr>
<td>1/2</td>
<td>$1,600.00 to $3,600.00</td>
<td></td>
</tr>
<tr>
<td>3/4</td>
<td>$2,400.00 to $5,400.00</td>
<td></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.
THE 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 have 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.

2014 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 14</td>
<td>January 15</td>
</tr>
<tr>
<td>February 14</td>
<td>February 17</td>
</tr>
<tr>
<td>March 17</td>
<td>March 18</td>
</tr>
<tr>
<td>April 16</td>
<td>April 17</td>
</tr>
<tr>
<td>May 15</td>
<td>May 16</td>
</tr>
<tr>
<td>June 16</td>
<td>June 17</td>
</tr>
<tr>
<td>July 15</td>
<td>July 17</td>
</tr>
<tr>
<td>August 13</td>
<td>August 14</td>
</tr>
<tr>
<td>September 15</td>
<td>September 16</td>
</tr>
<tr>
<td>October 17</td>
<td>October 20</td>
</tr>
<tr>
<td>November 14</td>
<td>November 17</td>
</tr>
<tr>
<td>December 15</td>
<td>December 16</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 3609 ASB. If no 4XX accounts are involved, send directly to the Payroll Office at 3608 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 Dawn in Financial Aid, 4-0060.
- Salary corrections must be done using the CF Function of the Electronic Personnel Action.
- Sub-accounts corrections for salary employees is done in KFS Salary Expense Transfer (ST). You will have to move the benefits separately. For hourly employees, use the Payroll Correction Voucher.
# PAYROLL CORRECTION VOUCHER

**Iowa State University**

**Routing:** If any 4XX accounts, send to 3609 ASB. If no 4XX accounts, send directly to 3608 ASB.

**Instructions:**

1. List each employee separately by University ID Number.
2. NO attachments are necessary.
3. Only wages need to be entered in the AMOUNT field, benefits will automatically follow.
4. To move an exact amount of wages and benefits, mark the Ext Amt box with an X.
5. To move SALARY expenditures, use the CF function of the Electronic Personnel Action System.
6. For sub-account number changes, use Kuali: Salary Expense Transfer

<table>
<thead>
<tr>
<th>University ID Number</th>
<th>Employee Name</th>
<th>Payroll Voucher Number</th>
<th>Payroll Voucher Date</th>
<th>FROM Account Number</th>
<th>FROM Sub-Account #</th>
<th>TO Account Number</th>
<th>TO Sub-Account #</th>
<th>Amount</th>
<th>Ext Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:** $0.00

**Reason for Transfer (Required):**
- [ ] Account overspent
- [ ] Work Study indicator not on
- [ ] Typographical error
- [ ] Account past termination date
- [ ] Grant restrictions
- [ ] Other
- [ ] New account not established when expense posted

**Justification for Transfer (Required):**

**SPA ONLY:** Do NOT write in this area

- [ ] Document date > 90 days
- [ ] From overspent to Federal Account
- [ ] Outside award period
- [ ] Benefits only - class 13000-14000

I hereby certify that, to the best of my knowledge, the above statements are true and that the transfers are in accordance with funding regulations.

Principal Investigator/ Department Head - Typed Name

Signature

Pre-Audit

SPA Approved

Preparer - Typed Name

Campus Address

Phone #

Date

Please forward only the original copy. Keep a photocopy for departmental files.
## Iowa State University

**Student Employee Wage-Hour Report**

<table>
<thead>
<tr>
<th>Payroll Period</th>
<th>Month</th>
<th>Day</th>
<th>Year</th>
<th>University ID Number</th>
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<tbody>
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**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.

X Employee's Signature

Date

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

X 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 card

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.
# Iowa State University

## Employee's Wage-Hour Report

**Name:**

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<th>University ID Number</th>
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**Total Hours by Week**

<table>
<thead>
<tr>
<th>Absence Codes</th>
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<tbody>
<tr>
<td>C-Compensatory Time</td>
<td>H-Paid Holidays</td>
<td>M-Military Leave</td>
</tr>
<tr>
<td>E-Emergency Leave</td>
<td>J-Jury Duty</td>
<td>S-Sick Leave</td>
</tr>
<tr>
<td>F-Funeral/Pall.</td>
<td>L-Leave Without Pay</td>
<td>V-Vacation</td>
</tr>
</tbody>
</table>

**Total Hours Worked**

(During Pay 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.

**Total Hours Compensation**

(For Pay Period)

X Employee's Signature Date

Reviewed & certified to be correct.

X Supervisor's Signature Title Date

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*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.

<table>
<thead>
<tr>
<th>Leave Balances in Hours</th>
<th>Brought Forward</th>
<th>Earned</th>
<th>Taken</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Vacation</td>
<td></td>
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<td></td>
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<tr>
<td>Converted Sick Leave to Vacation</td>
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<tr>
<td>Sick Leave</td>
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<tr>
<td>Compensatory Time</td>
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</tbody>
</table>

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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.
# 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:
- **Check**
  - Regular Vacation
  - Converted Vacation
  - Sick Leave
- **Item**
  - Regular Sick Leave
  - Emergency Sick Leave
  - Funeral/Pallbearer
- **Corrected**
  - Emergency Leave taken year to date
  - Compensatory Time

**Corrected Balance as of:**

<table>
<thead>
<tr>
<th>Accrual Adjustment</th>
<th>Usage Adjustment</th>
<th>Corrected Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ or -</td>
<td>+ or -</td>
<td></td>
</tr>
</tbody>
</table>

## 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:**

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## Sick Leave Conversion:

- 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**

**Month to Begin**

Submit to:  
Payroll Office, 3608 ASB  
Departmental Signature

or fax to 294-6470  
Contact phone number