



Payroll

Yolanda Clark, Associate
Director

Final Academic Run for Calendar Year 2023

- **Academic Payroll** for period ending 12/14/2023 is being processed today
- Pay Date for payroll is **Thursday, December 21, 2023**
- Late transactions will be paid on January 19, 2024
- Notify payroll immediately of any late UTO, LWOP or terminations prior to 12/14/2023

Final Professional Run for Calendar Year 2023

- **Professional Payroll** for period ending 12/31/2023 is being processed on **Thursday, December 14, 2023**
- All transactions to be paid on this Payroll must be successfully completed by COB, Wednesday, December 13, 2023
- Pay Date for payroll is **Thursday, December 21, 2023**
- Retroactive Transactions prior to December 1, 2023, should've been completed on Monday, December 11, 2023
- Any late transactions will be paid on January 31, 2024
- Notify payroll immediately of any late UTO, LWOP or terminations prior to 12/31/2023 processed after 12/14/2023

Early Wage Payroll Due to Christmas Holidays

- Time for wage period ending Friday, December 15, 2023, must be **submitted and approved by 11:59 p.m. Thursday, December 14, 2023**
 - *Balance of Week 2 will need to be estimated**
- Pay Date for payroll is **Thursday, December 21, 2023**
- Retroactive Transactions for dates prior to 12/02/2023 must be completed by close of business **today**. Retroactive Payroll is being processed **Wednesday, December 13, 2023**

First Wage Run After Holidays

- Time for wage period ending Friday, December 29, 2023 must be **submitted and approved by 11:59 p.m. on Tuesday, January 02, 2024** – day we return from holidays
- Holiday Trigger is required to release time for 2nd week of period - **all days of 2nd week are holiday**
- Pay Date for payroll is **Friday, January 05, 2024**
- Retroactive Transactions for dates prior to 12/16/2023 must be completed by close of business on **Wednesday, December 20, 2023**. Retroactive Payroll is being processed **Thursday, December 21, 2023**

Early Student Payroll Due to Christmas Holidays

- Time for student period ending Friday, December 22, 2023 must be **submitted and approved by 3:00 p.m. on Monday, December 18, 2023**
 - *Only Estimate Time if Student is Working**
- Pay Date for payroll is **Thursday, December 21, 2023**
- Retroactive Transactions for dates prior to 12/09/2023 must be completed by close of business on **Friday, December 15, 2023**. Retroactive Payroll is being processed **Monday, December 18, 2023**

Helpful Timekeeping Reports

- Time Not Submitted Timekeeper
- Time Not Approved Timekeeper
- Workers with No Time Entry Timekeeper
- Time Holiday Hours **0** and Time Off GT **0** Report
- Time for the Period Detail
- Holiday Quick Guide

https://uiswcmsweb.prod.lsu.edu/training/timekeeper/timekeeper_holiday_quick_guide.pdf

Action Needed for Holiday Pay

In the following situations for classified and professional hourly employees:

- If the employee's normal work schedule is not equal to 8 hours per day: the timekeeper will need to use the **Holiday Adjustment** to reduce or increase the hours to match the normal work schedule. For example, an employee scheduled to work 6 hours would enter a Holiday Adjustment of -2. An employee scheduled to work 9 hours would enter a Holiday Adjustment of 1
- If no changes are required and the employee should be paid 8 hours per day: please use the **Holiday Trigger** time entry code for the week of 12/23/2022. The employee, manager or timekeeper will enter .01 hours in the unit field. Once this step is complete, the totals will update to include the 8 hours per day for holiday pay for full time employees. Remember to make sure the time is in an approved status to ensure payment.
- Classified employees who are less than 50% effort: Employees who are less than 50% effort will not see the holidays populated on the time entry calendar. The timekeeper will use the **Holiday Adjustment** to enter the correct number of hours the employee should be paid. Example: if an employee's regularly scheduled hours are 20 hours per week Monday through Friday, the timekeeper will enter 4 hours per day using the Holiday Adjustment for the periods of 12/16, 12/23 and 12/30.

Action Needed for Holiday Pay

- Employees who are not scheduled to work on a designated holiday must be given an alternate holiday on the next closest work day within the week
- Employees who are scheduled to work on an LSU holiday or their designated holiday shall enter all hours worked as **Holiday Worked** to receive holiday overtime. An employee who is scheduled to work 8 hours on a holiday will have 8 hours of Holiday Pay **and** 8 hours of Holiday Worked.
- Questions on holiday adjustments and holiday worked should be sent to hr@lsu.edu

Other Miscellaneous Information

➤ **No Mismatches Please**

Employee names reported on Form W-2 must match Social Security Administration (SSA) files

- \$50 penalty for name mismatches
- Employees may not receive proper credit for Social Security or Medicare earnings if SSA cannot identify the individual
- The name and Social Security number (SSN) on the employee's card should match the legal name and SSN that appears in Workday. If the employee wishes to be employed under another name, they must first go to the Social Security Administration and have their card changed before Payroll or Human Resources can make the change

➤ **Address Changes or Corrections**

- Verify that the address is correct on the Contact tab in Workday for employees who work in your department
- Correct address is important when payroll information, including the W2, must be mailed to an employee
- The following job aid https://uiswcmsweb.prod.lsu.edu/training/employee/home_and_emergency.pdf provides instructions on updating address information in Workday

➤ **Insurance Premium Changes**

- Newly elected benefit coverages and premiums for the 2024 plan year will be reflected in December paychecks
- Annual Enrollment elections for flexible spending healthcare and dependent care accounts will be reflected in the employees January paychecks