



Payroll

Yolanda Clark, Associate
Director

Final Academic Run for Calendar Year 2023

$\frac{3}{4}$ for period ending 12/14/2023 is being processed today

$\frac{3}{4}$ Pay Date for payroll is

$\frac{3}{4}$ Late transactions will be paid on January 19, 2024

$\frac{3}{4}$ Notify payroll immediately of imTO9OP4 46.0s0for

Early Wage Payroll Due to Christmas Holidays

- ¾ Time for wage period ending Friday, December 15, 2023, must be by
- ¾ Pay Date for payroll is
- ¾ Retroactive Transactions for dates prior to 12/02/2023 must be completed by close of business
Retroactive Payroll is being processed

First Wage Run After Holidays

- ¾ Time for wage period ending Friday, December 29, 2023 must be _____ by _____ on _____ day we return from holidays
- ¾ Holiday Trigger is required to release time for 2nd week of period -
- ¾ Pay Date for payroll is
- ¾ Retroactive Transactions for dates prior to 12/16/2023 must be completed by close of business on _____ . Retroactive Payroll is being processed

Early Student Payroll Due to Christmas Holidays

- ¾ Time for student period ending Friday, December 22, 2023 must be _____ by _____ on _____
- ¾ Pay Date for payroll is _____
- ¾ Retroactive Transactions for dates prior to 12/09/2023 must be completed by close of business on _____
Retroactive Payroll is being processed

Helpful Timekeeping Reports

[3/4 Time Not Submitted Timekeeper](#)

[3/4 Time Not Approved Timekeeper](#)

[3/4 Workers with No Time Entry Timekeeper](#)

[3/4 Time Holiday Hours and Time Off GT Report](#)

[3/4 Time for the Period Detail](#)

[3/4 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:

- $\frac{3}{4}$ If the employee's normal work schedule is not equal to 8 hours per day: the timekeeper will need to use the _____ 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
- $\frac{3}{4}$ If no changes are required and the employee should be paid 8 hours per day: please use the _____ 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.
- $\frac{3}{4}$ 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 _____ 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



3/4

Other Miscellaneous Information

- $\frac{3}{4}$ Employee names reported on Form W-2 must match Social Security Administration (SSA) files
 - $\frac{3}{4}$ \$50 penalty for name mismatches
 - $\frac{3}{4}$ Employees may not receive proper credit for Social Security or Medicare earnings if SSA cannot identify the individual
 - $\frac{3}{4}$ 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

- $\frac{3}{4}$
 - $\frac{3}{4}$ Verify that the address is correct on the Contact tab in Workday for employees who work in your department
 - $\frac{3}{4}$ Correct address is important when payroll information, including the W2, must be mailed to an employee
 - $\frac{3}{4}$ The following job aid https://uiswcmweb.prod.lsu.edu/training/employee/home_and_emergency.pdf provides instructions on updating address information in Workday

- $\frac{3}{4}$
 - $\frac{3}{4}$ Newly elected benefit coverages and premiums for the 2024 plan year will be reflected in December paychecks
 - $\frac{3}{4}$ Annual Enrollment elections for flexible spending healthcare and dependent care accounts will be reflected in the employees January paychecks