

- 1) **Who does this change affect?** This change affects only those employees who currently submit timesheets for the pay period beginning on the 16<sup>th</sup> of the month and ending on the 15<sup>th</sup> of the following month. Student employees are not affected by this change.
- 2) **Why is this change occurring?** Recent changes in IRS regulations related to wage and hour laws required that Elon University change the current practice of paying some hourly employees 1/12 of their yearly work hours per pay period. Instead employees will now be paid for actual hours worked each pay period. The total annual amount of pay will remain the same.
- 3) **What is the effect on my gross payroll?** Annual gross pay will remain the same. In each pay period employees will be paid for actual hours worked plus overtime for any hours worked over 40 per week.
- 4) **What is the effect on my net payroll?** Annual net pay will remain the same. Each employee's tax situation is unique. Your net pay will depend on your elected benefits and deductions.
- 5) **Will these changes affect the tax bracket that I am in now?** The employee's tax bracket will not change.
- 6) **What do employees impacted by the change need to do?** No action is required by the employee to initiate this change. However, each person should consider their own financial obligations when determining how to handle items such as bank drafts and normal monthly expenses.
- 7) **Will I need to make any changes to my benefit elections or payroll deductions?** In most situations the answer to this question is no. There are some exceptions such as Truiant deductions, phoenix card deductions, additional retirement deductions over the mandatory 4% and gift deductions. Individuals affected by these items will be contacted by the appropriate person to determine what the bi-weekly deduction should be.
- 8) **What are important dates that I should know?** A calendar highlighting all due dates for timesheets and associated pay dates will be posted on the Accounting Office ([www.elon.edu/accounting](http://www.elon.edu/accounting)) and the Office of Human Resources ([www.elon.edu/hr](http://www.elon.edu/hr)) websites. Regular pay dates will be every other Friday, beginning June 5. Timesheets will be due by noon on Monday before each pay day. Exceptions to this schedule related to holidays, will be noted on the calendar posted on the website. Reminder emails will also be sent for these exceptions.
- 9) **What is the timing of the transition?** Employees will receive their last monthly payroll on May 29, 2009 for period ending May 15, 2009. The first bi-weekly pay period begins May 16, 2009 and ends on May 29, 2009. One of the positive aspects of this change is the first bi-weekly pay date is June 5 which is only one week after your final monthly pay date on May 29<sup>th</sup>. Timesheets for this pay period will be due to accounting by noon on Monday, June 1, 2009.
- 10) **Will this change affect all university employees?** No, the change will only affect those employees who are currently hourly employees paid on a monthly basis, excluding students.
- 11) **How will this affect my accrual rate of vacation and or sick time?** Accrual rates will remain the same and will continue to be calculated based on a percentage of regular hours paid.

- 12) What is the deadline for submitting timesheets to payroll?** Timesheets are due to Accounting by noon on Monday following the Friday cutoff. This is critical for the timely processing of payroll.
- 13) How will I be affected if I work less than twelve months per year?** **A.** Employees who work less than twelve months per year and have their pay prorated over twelve months will be contacted individually to discuss their situation. **B.** Those individuals who work less than twelve months per year and do not have their pay prorated will submit timesheets for only those pay periods worked and will be paid on a bi-weekly basis.
- 14) What if I have my direct deposit split between more than one bank account?** Employees with split deposits with set amounts should contact payroll and complete new direct deposit forms. These forms should be completed no later than May 16, 2009.
- 15) What will be the first pay date that reflects pay increases effective June 1, 2009?** The first pay date that reflects pay increases will be June 19, 2009. This will include the pay period beginning May 30, 2009 and ending June 12, 2009. However, please remember that the increase is effective beginning June 1. Therefore, time worked on May 30 and 31 will be paid at the old rate.
- 16) Why does my supervisor have to deliver my timesheet to Accounting?** Internal control procedures require that all timesheets must be approved by the employee's supervisor and not returned to the employee.