University of Maryland Eastern Shore

Personnel Notes

A Human Resources Communique’

November—December, 2001

Holiday Closings and Payroll Check Distribution Schedule

The University will be closed on Thursday, November 22 and Friday, November 23, 2001 in observance of the Thanksgiving Holidays.

The University will be closed on Tuesday, December 25, 2001 through Tuesday, January 1, 2002 in observance of Christmas Day, President’s Day, Columbus Day, Veteran’s Day, a University Holiday and New Year’s Day. The University will reopen on Wednesday, January 2, 2002 following the observance of New Year’s Day.

The University will be open on Monday, December 24, 2001 which is Christmas Eve. Notification of any change will come from the proper authorities.

Payroll checks for the upcoming holidays will be distributed as follows:

Thanksgiving—Payroll checks will be distributed on Wednesday, November 21, 2001 beginning at 8:00 a.m.

Christmas Holiday—Payroll checks preceding the Christmas Holiday will be distributed on Friday, December 21, 2001 beginning at 8:00 a.m.

Payroll checks may not be distributed to employees prior to the date that is imprinted on the payroll check. If you will not be available to retrieve your payroll check, please leave a self-addressed stamped business size envelope in the Office of Human Resources; or give written permission to the person of your choice to pick up the check for you, or you may obtain your check on the next business day—Monday, December 24, 2001 before the university closes for the holiday.

For those persons who have direct deposit, your deposits will be posted to your respective accounts on the stated pay dates.

Address Changes and Corrections for 2001 W-2 Forms

Each employee/student who has received a payroll check through the university is requested to review their payroll stubs to insure that their address is correct. If upon reviewing your payroll stubs you note that your address is incorrect or missing, please stop by the Office of Human Resources, J.T. Williams Building—3rd floor to complete a payroll address form.

This form should be completed as soon as possible. Those employees/students who will not be returning to the university should place a forwarding address on file in the Office of Human Resources if you want your W-2 form to go to the correct address. Please note that if you fail to correct or change your address, this will cause a delay in receiving your W-2 form for 2001.

Special points of interest:

- Direct deposit is a safe and convenient way to bank when you are going out of town or can’t get to the bank to cash your check.
- All bankable employees are eligible for direct deposit—sign up today!

Joy to the World

Deck the Halls with bells of holly—fa, la, la, la, la, la, la, la
Leave Usage and Accrual During the Holidays

Regular Exempt and Non-Exempt employees may carry 50 days of annual leave (400 hours) over into a new year. There is no set cap on the amount of sick leave that may be carried over from one year to the next. Employees who may have more than 400 hours of annual leave and personal leave should use it by December 28, 2001. The Office of Human Resources leave/time entry database will automatically revert each employee over 400 hours of annual leave back to the said cap amount.

Three days of Personal leave will be credited for qualified regular 12 month employees as of January 1, 2002.

Contingent II employees (contractual employees on green/white timesheet) are allowed certain holidays based on their employment status. These holidays are: New Year’s Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, the Friday after Thanksgiving Day and Christmas Day. Accrued leave will have to be used by Contingent II employees for the time the university is closed for the Christmas Break. If you do not have enough leave to use during the holiday closing, these days will be coded as leave without pay. The approximate number of days that are not covered as holidays for Contingent II employees are four. Please plan your leave usage accordingly. Contingent I and student employees are not eligible for any type of paid leave during this time.

Payroll Submission Schedule

The following payroll submission schedule should be followed to ensure the timely processing of payroll checks. Failure to adhere to this schedule will result in no payroll check being ordered for the individual. This schedule applies to employment contracts of all types, overtime payment requests, one time payment and stipend requests and hourly paid timesheets (employees and students).

For the pay period 11/4/01-11/17/01, items should be submitted by 4:00 p.m. on 11/19/01 and payment can be expected on 12/7/01. For the pay period 11/18/01-12/01/01, items should be submitted by 4:00 p.m. on Monday, 12/3/01. Payment can be expected on 12/21/01. For the pay period 12/02/01-12/8/01, all items are due by 4:00 p.m. on Friday, December 7, 2001, (one week) and payment can be expected on 01/04/02. The second week 12/9/01-12/15/01 is due on Monday, December 17, 2001 and payment can be expected on Friday, January 18/02. Late timesheets mean no paychecks!

Employment over the Holidays

Specific departments who need employees/students to work over the holidays when the university is officially closed, should get proper approval before allowing employees/students to work.

Student employment is governed by certain guidelines. If you are unsure about the guidelines, please refer questions to Ms. Mary Ames at ext. 6401 for workshop students and Mrs. Pridget Harmon at ext. 7938 for financial aid students.

Employees who work when the university is closed should have prior approval from the respective department head and supervisor. Overtime requests, if applicable, should be completed in order for them to be signed and forwarded to insure timely processing.

Anyone who works over the holidays should have this clearly recorded on their timesheets for audit purposes. Other questions or concerns may be directed to appropriate supervisors/department heads.

The Human Resources Staff wish you all a happy, safe, and healthy holiday season.