Holiday Payroll/University Closure

The University of Maryland Eastern Shore will be closed from close of business on December 18, 2009, through Friday, January 1, 2010. The University will reopen on Monday, January 4, 2010. Timesheets for the pay period 12/20/09-01/02/10 must be completed when the university reopens on 1/4/10. The holiday leave will not populate before the university closing on 12/18/09 and thus, again, that timesheet cannot be completed in advance of closure. Supervisors are responsible for making sure that all timesheets (Faculty, Exempt, Non-Exempt, Hourly, and Student) are completed for the pay period ending 12/19/09 before the University closes, with the exception of employees who work 24/7. Employees are not allowed to work during the holidays without prior authorization from the Division of Administrative Affairs. Note: Supervisors need to ensure that their back-up approver’s name is on file with the Office of Human Resources. As needed, send an email to Ms. Gertrude Hairston @ gjhairston@umes.edu.

Payroll checks will be issued on Tuesday, December 22, 2009, from 10:00 a.m. – 12 noon in Bird Hall (1st Floor - Room 1109). Payroll funds that are direct deposited will be available on Tuesday, December 22, 2009. Banks have until 10:00 a.m. on a payday, to post direct deposit funds; although, some banks may post account information earlier.

If you will not be available to pick up your payroll check on the above dates, you may leave a business size self-addressed, stamped envelope with the front desk in the Office of Human Resources, or you may have someone to pick up the check for you. If someone is picking up the check for you, that person must present a written note signed by you authorizing the check to be released.

Payroll Address - W2 Implications

In preparation for distribution of the 2009 W-2 forms, all faculty, staff, and students (Financial Aid and Workship) are encouraged to review their payroll addresses to ensure that W-2’s will be mailed to the correct address. To verify your payroll address, you may log on to the PHR (Payroll Human and Resources) Database at www.timesheets.umd.edu. If your payroll address is incorrect, please complete a Payroll Address Form located at the link below and submit the hard copy printed form to the Office of Human Resources. All payroll address corrections must be completed by December 11, 2009. Incorrect addresses will result in you receiving your W-2 form late.

http://compnet.comp.state.md.us/Central_Payroll_Bureau/CPB_Static_Files/Payrollform.pdf

Questions may be directed to Ms. Gertrude Hairston at ext. 6404 or Ms. Leslie Tilghman at ext. 7650.

Use It or Lose It Leave

As a reminder, carryover of annual leave for 12 month faculty and non-exempt staff is 400:00 hours (50 days); the carryover for exempt staff is 440:00 hrs. (55 days). Any annual leave in excess of these hours must be used before the University closes on December 18, 2009. Please make arrangements to schedule your leave accordingly.
Contingent I and Student Contracts

Departments who have Contingent I contracts should submit all new contracts prior to December 11, 2009, so that they will be processed prior to January 4, 2010. Departments should check with Ms. Mary Ames, x6401, prior to submitting the new contracts to confirm that the employee is eligible for contract renewal.

If your department is planning to hire students for the Winter or Spring Semester or Contingent I employees, please submit the contracts prior to the holiday break.

Student Workshop dates for Winter 2010 are from January 4 - January 22, 2010

Spring Workshop dates are January 25 - May 22, 2010

Students are permitted to work 20 hours per week during regular semesters. Departments who wish to employ students for more than twenty hours during the Winter Session must obtain prior approval from the Vice President for Administrative Affairs.

Reminder – Students who are taking classes are not permitted to work 40 hours during Winter Session.

Supervisors, please remember:

◊ To notify the Employment Manager, Ms. Mary Ames, about job openings for students. Information can be placed on the Student Employment Website.

◊ You must adhere to the Student Salary Scale. The salary range is $7.25 - $8.50. Any exceptions to the salary scale require special approval by Dr. Ronnie Holden, Vice President for Administrative Affairs.

◊ Students who have not ever worked on campus before have to complete all employment forms, not just the W4 form.

Wishing you a safe and happy Holiday Season
from the HR Staff
Your Human Resources Associates

On behalf of the University, we thank all employees for your understanding during the fiscal crisis. As we continue to strive for efficiencies, your continued cooperation is greatly appreciated.