

II. YOUR PAYCHECK AND DEDUCTIONS

Wage and Salary Policy

It is the policy of the KU Memorial Unions to establish and maintain an up-to-date wage and salary administration program. Inherent in the administration of this program are two important factors: one, to achieve internal equity by assuring that positions with varying degrees of job content are compensated in proportion to their relative relationship with other similarly valued positions in the Unions; two, to ensure external competitiveness by comparing the wage/salary policy with those of the appropriate market, whether national, regional, or local, enabling the Unions to maintain an effective pay policy.

All full-time positions for the Unions' operations have been evaluated according to their relative responsibility, a salary range established for each job, and employees placed within this range based on the pay level for which an employee was hired. To be sure that wages and salaries paid to the staff are fully competitive with those paid by other employers and similar industries in the work area, periodic wage and salary surveys are conducted. By matching job responsibilities and not job titles, it can be reasonably assured that the survey results are accurate.

Pay Period*

The pay period for all employees is a 14 day pay period basis. A copy of the current year 14 day pay period schedule is available in the Human Resources Office.

Paychecks are normally distributed from the Unions' Student Union Activities Office, Level 4, the Kansas Union building, but may vary in distribution locations. An employee should inquire at the Human Resources Office or from his/her supervisor as to where paychecks can be obtained.

Required Personnel/ Payroll Forms

All employees are required to fully complete an Application for Employment Form, an employee data form, a W-4 Withholding Form, a student/non-student status form, an Employment Eligibility Verification (Form I-9), and any other forms that might be required for specific fringe benefit plans for which an employee might be eligible. All employees must provide a Social Security Card and other means of identification for photocopying. Employees from foreign countries must provide their passports and/or evidence of employability. No person will be allowed to work without completion of all personnel/payroll paperwork.

Payroll Deductions

The following deductions may be made from paychecks:

Federal Income Tax Withholding--the amount based on the employee's total taxable gross wages and the number of exemptions claimed on the most recent W-4 Form. Employee W-2 Forms listing taxable wages and deductions for a calendar year is given to you prior to January 31st of each year for preparing federal income tax returns.

State Income Tax Withholding--the amount based on the employee's total taxable gross wages and the number of exemptions earned on the most recent W-4 Form.

* Revised January 22, 2007

Social Security (FICA)/Medical Taxes--a percentage of an employee's gross income, equally matched by the Unions, is contributed to the employee's Social Security account. Medical taxes represent a separate deduction on paychecks and annual W-2 Forms. University of Kansas student employees may be exempt from FICA taxes if they are enrolled in the required number of class hours.

Retirement Plan--Participation in the basic retirement plan is voluntary after one year of service and is mandatory after two years of service and an employee has reached 35 years of age. Employees contribute 5% of gross pay and the Unions contribute 8.5% to each covered employee's annuity account.

Health Insurance--if employees are enrolled, health insurance premiums are deducted from each paycheck which pays for the coverage through that pay period. The Unions share with employees in paying the premium costs for health insurance.

Supplemental Tax Deferred Annuities--are available on a voluntary basis. Full-time employees may participate in these annuities even if they are not enrolled in the Unions' retirement plan.

Miscellaneous Deductions--would include parking permits, recreation fees, credit union savings deductions, payroll adjustments, cash labor payments made prior to paycheck distribution time, and any legal income withholding orders and/or wage garnishments.

Direct Deposits

Effective March 1, 2007, the KU Memorial Unions strongly encourages that all employees sign up for either Direct Deposit of Payroll or a Commerce Direct Check Card. Information regarding Direct Deposit and the Direct Check card is available in the Human Resources Office.

Pay Increases

All full-time employees except persons still in a newly hired status are generally eligible for a merit increase once each budget year (July 1st). The amount of the increase will be based upon supporting documentation including performance review information, the manager/supervisor recommendations, and the Unions' financial condition (ability to pay), and the University's guidelines. The KU Memorial Unions' are a part of the University Department of Student Success and can be affected by University payroll guidelines.

Types of Pay Increases

Merit Increase--This is an increase given based upon the performance of an individual in a specific position. Eligibility for this type of increase is generally one year from the date of the last increase. Increases given each year, as the new budget begins July 1st, are normally based on merit.

Increase Due To Promotion--When an employee is promoted to a higher position, he/she is eligible for a wage/salary increase. A promotion would normally take place at the beginning of the budget year but promotions may be granted during the operating year as required. Promotional increases recognize special performance by an employee who has earned additional responsibility. As a result of a promotion, increases should be higher than regular merit increases.

Transfer from One Position to Another--A wage/salary adjustment might occur if an employee filling a given position applies for and is hired to fill another position, which carries a higher rate

of pay. It should be noted, however, that if an employee transfers to another position that carries a lower rate of pay, the employee's current rate of pay would be reduced to correspond to the advertised rate of pay for the open position. Employees do not necessarily retain the same rate of pay when transferring to other positions.

Newly Hired Period Increase--All full-time employees who fill original appointment positions work in a newly hired period for six months. Employees hired or promoted to a given classification may be considered for an increase at the end of their first six months of service. The initial hire rate plus any newly hired increases cannot exceed the job classification mid-point.

Miscellaneous Wage/Salary Adjustments--On relatively infrequent occasions, an employee's current wage/salary may need to be adjusted to recognize certain factors, which may not relate solely to job performance. Such factors as the reorganization of a given department which deletes one or more positions, the assumption of additional duties by an employee which may not be called a promotion, internal equity requirements, adjustments in the ranges for a given position which cause an employee's pay to drop below the minimum of the range, or other factors that might require a supervisor/manager to propose a salary adjustment. Such adjustments of this kind must be approved in advance by the Human Resources Office and require documentation justifying the adjustment.