

June PAYROLL NEWSLETTER

Important Dates to Remember

- * June 11th Remote pay will open
- * June 14th Last Day of June Payroll
- * June 19th Payroll Closes @ 4:00
- * June 28th PAYDAY!

Click [here](#) to download PAYROLL CALENDAR



SUMMER CHECKS

Full time employees who work 9 or 10 months and are paid on a 12 check pay schedule must submit **CHANGE** requests (i.e. 401K/403B deductions, W-4 allowances, Direct Deposit, etc.) for their **SUMMER CHECKS** by Saturday June 15th. This includes requests entered via **PAYROLL MANAGEMENT** and the **URS Website**. **PLEASE** remind your faculty and staff of this deadline!

**For part-time employees and those who work a 257 day contract, the June 15th deadline applies to the June 30th paycheck only.

BUDGET NEGOTIATIONS FOR 2019-2020

STEPS: Steps will be funded for everyone.

COLA: 4.75% Cost of living will be funded for everyone.

257 Day Vacation Eligible employees will have a "Floating Furlough Day" which should be taken as a full day.

2019-2020 Salary Tables are now available

[Click here to access our website.](#)



FRIENDLY REMINDERS:

- ⇒ Payments that come from this year's budget must be paid in June! This includes all extra office hours and mobility hours for 2018-2019 if possible.
- ⇒ Monday May 27th was Memorial Day. Do a quick double check to make sure no absences and subs have been entered that day.

LEAVE ENTRY

Please make sure **ALL LEAVE** is entered through the end of June by June 30th.

TERMINATIONS & RETIREMENT PA'S

Make sure ALL Terminations and Retirement PA's have been entered by June 21st at the very latest.

Verifications of Employment

Just a reminder that all verifications of employment should be directed to payroll. This includes Department of workforce services forms.

PAYROLL STAFF EXTENTIONS

SCOTT (25325)

HOLLY (25327)

ELIZABETH(25232)

CINDY (25324)



LESLIE (25176)

KATHY (25326)

TAMI (25348)

AMY (25282)