

What's New in Payroll

Winter 2007

Payroll Processing Schedule

All Faculty, Staff and Administrators (including temps) should have received their "PLU Faculty And Staff Payroll Processing Schedule" through campus mail in December. If you did not receive it, please email a request.

Do You Have Student Workers Or Temps Not Using Direct Deposit?

We have a number of Students, and sometimes temporary employees losing their paychecks sometimes two or three times. There is a \$15.00 fee per check to the employee for reissued checks. This helps to recover a portion of PLU's cost, but the process is also time consuming and cannot be done at certain times of the month. Direct Deposit is mandatory for benefits-eligible employees. Please encourage "all" employees to sign up!

Industrial Insurance Rates Increase Slightly Beginning January 2007

You will notice a slight increase in your worker's compensation deduction on your January 2007 pay stub. For a full-time salaried person, the amount will change to \$9.06 per month. PLU also contributes a larger percent. This year for a full-time salaried person, PLU's rate will increase to \$19.65 per month. An hourly employee calculates on physical hours worked and will vary.

Washington State currently has a surplus in one area called "Medical Aid Fund." They are proposing to reduce rates the second half of this calendar year .



Minimum Wage Increase

The state's minimum wage has increased by 30 cents to \$7.93 an hour beginning January 1, 2007.

Salaried Staff Change For The Time Sheet

All Administrators and Staff are required to complete a Time Sheet on a monthly basis. Beginning January 2007, Staff will begin recording hours worked a little differently on their Time Sheet. In the past, Staff were given the option to record all "in" and "out" time worked, or to enter the total hours worked only. Staff are now required to record all "in" and "out" time worked. In the

past, it was extremely difficult determining when the person actually worked in situations such as Weather Closure partial days. And as we prepare for a time and attendance system sometime in the future, it will also require tracking all working hours the same way.

Washington State Dept Of Labor considers all non-exempt employees to be hourly.