

What's New in Payroll

Spring 2007

Meal Periods

Do you supervise an Administrator, Staff or Student? Do you know the PLU policy concerning rest periods and meal periods? All employees are allowed a meal period of at least thirty minutes if they are working more than five hours. The meal break should start no less than two hours from the start of the shift, nor more than five hours from the beginning of the shift. No employee will be required to work more than five consecutive hours without a meal break. Meal periods are not paid time.

Rest Periods

All employees are allowed a paid rest period of ten to fifteen minutes for each four hours of working time. Rest periods should be scheduled as close as possible to the midpoint of the work period. When the nature of the work allows employees to take intermittent rest periods equivalent to the ten or fifteen minutes, scheduled breaks are not required. Example: office workers often have the opportunity to get away from their desks, whether to visit with a co-worker or visit another office. However, a cashiers' job may require that they remain stationary for a period of time, unable to leave until a break becomes available.

Print Your Own Official 2006 W-2 Form

Beginning with the 2006 W-2, employees may use "Banner Web For Employees" to print their own form for filing. Detailed instructions are on the Payroll website. Access is not limited to current employees. Past employees also have access to Banner Web.

Can't remember what you put on your current W-4 form? Banner Web For Employees will tell you and also stores your past information.

Additional information you will not find on your Statement Of Earnings or Check stub are also available. The PLU contribution toward your annuity is there. The PLU contribution toward your medical, dental and life insurance is there.

Want to see your leave history, how much you accrued, how much vacation you took? It's all there at your fingertips.



Called To Jury Duty?

Absences due to Jury Duty should be recorded as "J" on your Time Sheet. Payroll will contact you for a reimbursement to the university of \$10.00 per day. Employees keep the mileage.

Do You Understand Your Statement Of Earnings?

Your statement informs you of your current and year-to-date gross income (not to be confused with your taxable gross in Box 1 of the W-2 form).

Administrators and Staff can see both their sick and vacation balance in the bottom left hand corner of the form titled "Leave Balances."

What you claimed on your W-4 form is recorded in the bottom right hand corner of the form titled "Filing Status."

How can you tell whether your benefit deductions such as medical or your retirement are pre-taxed or tax sheltered? The description will contain the letters "Tx" on a taxable deduction.

The descriptions "Fica Oas" and "Fica Med" will soon be changed to match the description used on W-2 forms. "Fica Oas" will be replaced by "Socl Sec" (short for Social Security) and "Fica Med" will be replaced by "Medicare."