

Campus OLPPS Users and Payroll Processors;

The following is a message from the Campus Payroll Department within the Controller's Office providing reminders and information regarding payroll policies and procedures.

Target Audience

Individuals at UCSF who are responsible for processing Payroll related forms and data entry into OLPPS.

Please share this information with appropriate staff.

The following topics are in this edition of Payroll Reminders: Any comments or concerns please address to Yvonne M. Deshayes, Payroll Manager at yvonne.deshayes@ucsf.edu or 476.3169.

- Leave Accrual Worksheets
- SSN reminders
- Final Pay Regulations 72 hour requirement
- Exempts not entitled to Overtime
- Negative Vacation, Sick and Compensatory Leave Balances

Leave Accrual Worksheets

Due to recent audit findings, Campus Payroll will be validating and accounting for Leave Accrual Worksheets submitted by campus departments. This required Campus Payroll to move up the submission date by one (1) business day. Please return all worksheets even if you have no activity to report. This allows Campus Payroll to account for each department. Effective immediately due dates are as follows:

September Leave Worksheets	Due by Friday, October 12, 2007
October Leave Worksheets	Due by Tuesday, November 13, 2007
November Leave Worksheets	Due by Thursday, December 13, 2007
December Leave Worksheets	Due by Tuesday, January 15, 2008

SSN Reminder

When an employee is hired for example; non-resident aliens, and does not yet have a valid SSN, use only 000-00-0000. This allows for consistent treatment between UCSF and the retirement system.

Final Pay Regulations 72 hours requirement

California Labor Code §202 requires all wages shall become due and payable within 72 hours of an employee's separation, unless the employee has given 72 hours previous notice of intention to quit, in which case the employee is entitled to the wages at the time of separation.

To ensure compliance with the above regulation, Campus Payroll needs to receive all final check requests (both voluntary & involuntary) on a timely basis to ensure adequate time to meet the 72 hour deadline.

If final checks are not picked up from MCB, Satellite Office (Parnassus) or Mission Bay as originally requested by departments within 48 hours, Campus Payroll will be mailing out the checks to the separated employee's home address.

Exempts not entitled to Overtime

Exempt employees **ARE NOT** entitled to receive payment for overtime worked. Exempt employees are defined as employees who, based on duties performed and manner of compensation, shall be exempt from the Fair Labor Standards Act (FLSA) minimum wage and overtime provisions. Check FLSA code on IAPP screen to validate if employee is exempt or non-exempt.

Negative Vacation, Sick and Compensatory Leave Balances

Payroll has recently started a review of negative leave balances appearing in OLPPS. By policy, vacation and sick leave cannot be used before it is accrued, except when authorized by the Chancellor for use during a curtailment leave pursuant to Staff Policy 43.G. Departments will be contacted by Campus Payroll via email to validate and correct these situations. This process will be ongoing until Time and Attendance is implemented campus wide.

Vacation Policy:

http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/personnel_policies/spp41.html

Sick Policy:

http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/personnel_policies/spp42.html