



TO: **All Faculty and Staff**

FROM: Stephanie Tinsley, Controller

SUBJECT: **Payroll Schedule for Fiscal Year 2013**

DATE: April 12, 2012

The University's planned schedule of paycheck issuance is bi-weekly, with checks issued every other Friday (a holiday falling on a payday advances the paycheck issuance). It should be understood that the gross pay in each check probably will be equal, but net amounts may vary because of differences in various types of withholding.

**CONTRACTS FOR 12-MONTH PERSONNEL** will be effective for the University's academic (fiscal) year, which is from July 1, 2012 through June 30, 2013. Paychecks are scheduled to be paid bi-weekly beginning July 1, 2012.

**CONTRACTS FOR 9-MONTH FACULTY** teaching under the semester system will extend from August 11, 2012 through May 3, 2013, with 19 equal paychecks starting August 24, 2012, and ending May 3, 2013.

Dates to be used on Personnel Action Forms to have the pay calculated over 19 pays are 8/11/2012 through 5/3/2013.

Faculty members on 9-month contracts who wish to be paid on a 12-month basis should submit a Faculty Pay Option form to Payroll Department by July 13, 2012. The FY2013 form will be available on the Payroll web site at <http://payroll.utoledo.edu/Forms.asp>. Faculty members who signed up for this option previously are already set up and do not need to make a new request.

Once this request has been processed it will be an ongoing deduction year after year without having to process any future paperwork. This will remain in effect until employment terminates, a job position ends or a new form is completed and submitted by 7/13/2012 indicating 9 months of pay.

Upon termination, resignation, retirement, transfer, etc. there will be a final payout of the deferred balance.

## **PERSONAL ACTION FORMS**

**Part-time faculty (summer or other terms) and superannuates** teaching under the semester system will be processed based on the start dates and end dates provided on the personal action form. Please see schedule below for due dates to Payroll.

**Graduate Assistants:** For Fall semester, graduate students whose Personnel Action form, State Withholding form, OPERS Exemption or Enrollment and SSA-1945, PIF, and I-9 forms are received in Human Resources by August 3, 2012 will receive their first paycheck on August 24, 2012. Once set up they will continue to be paid bi-weekly until the end of their assignment.

Please note that it will still be necessary to use the Summer account code for GA assignments that are paid between May 5, 2012 and August 17, 2012. Summer GAPA's need to be turned into Payroll by May 2, 2012.

**Student Employees:** SEPAs (electronic or paper) submitted to change students who were a non-exempt student over the summer back to an exempt student for the Fall semester should have a begin date of August 18, 2012 for their exempt student assignment. Please be sure that a new OPERS exemption form is sent with the SEPA changing the student back to an exempt student.

Summer PA Dates: 5/12/2012 – 8/17/2012  
Academic Year dates: 8/18/2012-5/09/2013

**NOTE:**

**If you have an employee who is waiting on their Social Security card please refer to the procedure for paying NRA students on the payroll web site, <http://payroll.utoledo.edu/NonResidentAliens.asp>.**

**If an employee requires access to the parking system 2 weeks prior to their start date, the PA needs to be in Payroll at least 3 weeks prior to the employee's start date.**

You may obtain an electronic version of this schedule on the payroll website at <http://payroll.utoledo.edu/PayrollNoticesSchedules.asp>. If you have any questions, please contact the Payroll Department at 530-8780.

Pay No.	Pay Day	PA's Due*	Main Campus Timecards Due **	Main Campus Rejected Timecard Review & Correction	API Close	Special Notes
<b>14</b>	<b>7/13/2012</b>	<b>7/2/2012</b>	<b>7/6/2012</b>	<b>7/10/2012</b>	<b>7/5/2012</b>	<b>Holiday Change</b>
15	7/27/2012	7/17/2012	7/20/2012	7/24/2012	7/19/2012	
16	8/10/2012	7/31/2012	8/3/2012	8/7/2012	8/2/2012	
17	8/24/2012	8/14/2012	8/17/2012	8/21/2012	8/16/2012	
<b>18</b>	<b>9/7/2012</b>	<b>8/27/2012</b>	<b>8/30/2012</b>	<b>9/4/2012</b>	<b>8/30/2012</b>	<b>Holiday Change</b>
19	9/21/2012	9/11/2012	9/14/2012	9/18/2012	9/13/2012	
20	10/5/2012	9/25/2012	9/28/2012	10/2/2012	9/27/2012	
21	10/19/2012	10/9/2012	10/12/2012	10/16/2012	10/11/2012	
22	11/2/2012	10/23/2012	10/26/2012	10/30/2012	10/25/2012	
<b>23</b>	<b>11/16/2012</b>	<b>11/6/2012</b>	<b>11/9/2012</b>	<b>11/13/2012</b>	<b>11/8/2012</b>	<b>Holiday Change</b>
<b>24</b>	<b>11/30/2012</b>	<b>11/20/2012</b>	<b>11/21/2012</b>	<b>11/27/2012</b>	<b>11/20/2012</b>	<b>Holiday Change</b>
25	12/14/2012	12/4/2012	12/7/2012	12/11/2012	12/6/2012	
<b>26</b>	<b>12/28/2012</b>	<b>12/18/2012</b>	<b>12/19/2012</b>	<b>12/21/2012</b>	<b>12/20/2012</b>	<b>Holiday Change</b>
<b>1</b>	<b>1/11/2013</b>	<b>12/28/2012</b>	<b>1/4/2013</b>	<b>1/8/2013</b>	<b>1/3/2013</b>	<b>Holiday Change</b>
<b>2</b>	<b>1/25/2013</b>	<b>1/15/2013</b>	<b>1/17/2013</b>	<b>1/22/2013</b>	<b>1/17/2013</b>	<b>Holiday Change</b>
3	2/8/2013	1/29/2013	2/1/2013	2/5/2013	1/31/2013	
4	2/22/2013	2/12/2013	2/15/2013	2/19/2013	2/14/2013	
5	3/8/2013	2/26/2013	3/1/2013	3/5/2013	2/28/2013	
6	3/22/2013	3/12/2013	3/15/2013	3/19/2013	3/14/2013	
7	4/5/2013	3/26/2013	3/29/2013	4/2/2013	3/28/2013	
8	4/19/2013	4/9/2013	4/12/2013	4/16/2013	4/11/2013	
9	5/3/2013	4/23/2013	4/26/2013	4/30/2013	4/25/2013	
10	5/17/2013	5/7/2013	5/10/2013	5/14/2013	5/9/2013	
<b>11</b>	<b>5/31/2013</b>	<b>5/21/2013</b>	<b>5/23/2013</b>	<b>5/28/2013</b>	<b>5/23/2013</b>	<b>Holiday Change</b>
12	6/14/2013	6/4/2013	6/7/2013	6/11/2013	6/6/2013	
13	6/28/2013	6/18/2013	6/21/2013	6/25/2013	6/20/2013	
<b>14</b>	<b>7/12/2013</b>	<b>7/1/2013</b>	<b>7/5/2013</b>	<b>7/9/2013</b>	<b>7/3/2013</b>	<b>Holiday Change</b>
15	7/26/2013	7/16/2013	7/19/2013	7/23/2013	7/18/2013	

\* If an employee requires access to the parking system 2 weeks prior to their start date, the PA needs to be in Payroll at least 3 weeks prior to the employee's start date.

\*\* If online time approval, due 1 business day later by 10 a.m.