



University of Missouri – St. Louis

PAYROLL FAQ

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PAY PERIODS

1. *What are the employee pay periods and pay dates?*

- Non-exempt (bi-weekly) employees are paid every two weeks. Paydays are on Wednesday.
- Exempt (monthly) employees are paid on the last regularly scheduled work day of the month.
- Here is a list of the current bi-weekly and monthly payroll [schedules](#).
- For additional information see: [HR Policy 219](#).

ADDRESS CHANGES

2. *How do employees change their campus or home address?*

An employee must complete a [Change of Address Form](#) and submit it to the Payroll [myHR> Self Service>Personal Information> Personal Information Summary](#).

SPECIAL NOTE: This information must be changed in the Payroll Department to ensure accurate delivery of payroll documents including W-2s. Changing an address with any department other than payroll will not update our records.

DIRECT DEPOSIT

3. *Is direct deposit required?*

Yes, employees' pay must be deposited directly into a bank account or other financial institution. For additional details, see [HR Policy 224](#).

4. *How do employees change their direct deposit?*

Employees must change their direct deposit with the Payroll Department each time the account information is changed by completing a [Direct Deposit Form](#) or by using [myHR > Self Service > Payroll and Compensation > Direct Deposit](#).

Attach a voided check for a checking account update or a savings deposit slip for a savings account update and submit the document to the Payroll Department for processing.

5. *Can direct deposit be split between multiple accounts?*

No, we do not have the capability to split direct deposits to multiple accounts.

TAX DOCUMENTS

6. *How do I change my allowances on my W-4?*

Complete an Employee Withholding Allowance Certificate ([Federal W-4](#), [Missouri W-4](#)) with the necessary [myHR](#)>Self Service > Payroll and Compensation > Federal W-4 Tax Information. Further, W-2 forms are produced by our UM System office by the end of January for the prior year's earnings. Contact the Payroll Department if you do not receive your W-2 form.

7. *What are the St. Louis City zip codes?*

63101, 63102, 63103, 63104, 63106, 63107, 63108, 63109, 63110, 63111, 63112, 63113, 63115, 63116, 63118, 63120, 63139, 63147 - If you live in one of these zip codes, 1% of your Federal Taxable gross income will be deducted for the city.

8. *What are the tax withholding considerations if I am Contract Pay?*

Employees who are Contract Pay have lesser amounts of income tax withheld from their pay than if they are set up as monthly employees. PeopleSoft interprets Contract Pay as the only pay the employees will receive for the entire year. Employees who are Contract Pay may wish to request additional income tax withholding on their W-4 forms. Please consult a tax advisor for advice.

OVERTIME

9. *What is classified as overtime?*

Overtime is all time actually worked by an employee for the University that is in excess of 40 hours in a work week. The University work week is defined as Sunday to Saturday. Overtime must be approved in advance. Refer to [HR Policy 211](#) for additional information.

COMPENSATORY TIME

10. *How is Comp Time administered?*

- [HR Policy 215](#) Compensatory Time provides guidance relating to comp time.
- Compensatory Time is entered in Time and Labor and is the official balance record of comp time accrual and use.
- You can view comp time balances in [myHR](#) just as you can view Vacation, Sick Leave, and Personal days. Navigation is Self Service > Payroll and Compensation > Leave Balances
- Employees must have an agreement to earn comp time in lieu of overtime. For further details, view the following documents:
 - [Comp Time Instructions](#)
 - [Comp Time Agreement Form](#)
 - [Comp Time Examples](#)
- The earning codes to use with comp time are:

CMP	Used for payout	To be used only by Payroll	
CTU	For recording time used		Has no effect on gross pay
CTE	For recording time earned		Has no effect on gross pay
CPE	For NRA 18 payout		
CPS	For NRA 17 payout		
CAJ	For recording adjustment	To be used only by Payroll	Has no effect on gross pay

- Keep in mind that comp time is a funding liability which must be paid to the employee by his/her current department upon transfer or termination, if not used beforehand.

TERMINATION

11. Does an employee receive payment for unused vacation or sick leave upon termination?

Administrative, service and support employees who have successfully completed the probationary period prior to termination, will receive compensation only for unused vacation time in their final paychecks. See [HR 402 Vacations](#) and [HR 118 Separations](#).

LEAVE ACCRUALS

12. How does an employee accrue vacation, sick and personal leave?

- Vacation and sick leave are accrued every Monday for non-exempt employees based on years of service. Exempt employees accrue on the 15th of each month.
- Employees are not eligible to use accrued vacation or sick leave until the following pay period.
- Vacation time is accrued during the first six months of employment but it cannot be used until the probationary period has been completed.
- Employees may accumulate vacation twice their annual rate. Maximum accruals are identified in [HR Policy 402](#).
- Employees receive four (4) personal days every year on their anniversary date. During the probationary period (the first six months of employment), new employees are permitted to use two (2) days.
- Personal days must be used before the anniversary date or they will be lost.

CAMPUS CLOSINGS

13. How will I know if the university is unexpectedly closed in the event of inclement weather or other emergency conditions?

The campus is open unless and until an official announcement is made that the campus is closed. Radio stations KTRS (AM 550), KWMU (FM 90.7), and KMOX (AM 1120) and television stations KTVI (2), KMOX (4), and KSDK (5) will be notified of the closing. An announcement will be placed on the [UMSL home page](#) and on the UMSL Information Line 314-516-INFO (4636), the general telephone number for the campus (314-516-5000), and all voice mailboxes.

14. What do I need to do to process payroll in the event the campus is unexpectedly closed due to inclement weather or other emergency conditions?

- Closing Time Period: The campus is normally considered closed for a 24-hour period starting from the announced time of the official closing.
- Full-time employees who are scheduled to work during this time period are paid at their regular rate of pay. Employees who had already requested and scheduled a sick day, personal day, or vacation day during the closure will not have that day charged against their accruals. If the Paid Time Off has already been recorded on their timesheets, it should be deleted. On the PTO line, click the minus sign to the left of the row and then Submit the timesheet. This information does not apply to employees on official FMLA leaves. They should not make changes in their PTO.

- A new ADH (Administrative Leave Hourly) has been created for our biweekly paid employees to record the total hours they would have worked while the campus is officially closed. These employees should select the ADH code from the TRC (Time Reporting Code) dropdown menu and enter their regularly scheduled hours in the Quantity box, per day.
- For full-time bi-weekly employees who do not work and who use time clocks, TIME KEEPERS should select the ADH code from the TRC dropdown, as explained above. Navigate to the employees timesheet via Manager Self Service > Time Management > Report Time > Timesheet.
- Full-time bi-weekly employees who are required to work while the campus is officially closed will be paid 1 ½ times their regular rate of pay for time worked. Compensatory time off may not be substituted for this pay. If the employee works, they **should not** select the ADH code and enter their regularly scheduled hours. They should report their hours worked as normal using the In and Out punch boxes.
- Full-time bi-weekly employees who are called in or called back to work after the announced closing time will be paid for a minimum of 3 hours work at 1 ½ times their regular rate of pay.
- Full-time bi-weekly employees who are required to stay on after their regular hours and work into the next shift will not be paid the shift differential for that next shift unless they work five hours in that next shift.

- Part-time employees will not be paid unless they are required to work. If they are required to work, they will receive regular straight time pay (not 1 ½ x pay) for the hours worked.

FOUR-DAY WORKWEEK

15. My department works a four-day (10 hrs/day) workweek. How does this affect the pay of my employees?

Shift differential:

For employees assigned to the second or third shift, all 10 hours include the shift differential for that shift, provided they continue to start work after the beginning of the shift.

Shift differential will be paid for all consecutive hours worked when the following criteria are satisfied:

1. Work period begins on or after 2 p.m. and before 4 a.m. Work periods beginning on or after 4 a.m. or prior to 2 p.m. will not be paid shift differential. Exception: For work periods that extend over a continuous 12-hour period or longer, shift differential will be paid for all hours as long as 5 consecutive hours of the work period fall between 2 p.m. and 4 a.m.
2. Work periods must be at least 5 consecutive hours in duration.

Vacation and sick time accrual and usage:

Vacation time and sick time are accrued on an hourly basis. For an employee on the four-day (10 hours/day) program who takes a day of vacation or sick time, he or she should be charged for 10 hours. If an employee on this program takes a week of vacation or sick time, 40 hours should be charged against the accrual. An employee may only use a maximum of 96 hours of family sick time per year, regardless of his or her extended daily schedule.

Personal days:

University policy specifies a maximum of 32 hours of personal day leave per year. For an employee in the four-day (10 hours/day) program who takes a personal day, 10 hours of personal time usage will be charged. Under University policy, a four-day (10 hours/day) employee who has taken his or her first three (3) personal days will only have two (2) hours of personal time remaining.

Holidays:

Under university policy, employees may not receive more than eight (8) hours of paid time off for each designated university holiday regardless of how many hours beyond eight (8) they were scheduled to work on that day. Therefore, in a week where a holiday occurs, employees in the four-day (10 hours/day) program should be paid for 38 hours unless there is another mechanism in place for them to make up the additional two (2) hours within a 40-hour week. However, if a non-exempt hourly employee in the four-day (10 hours/day) program is scheduled to work 10 hours on a holiday, he or she will be paid 1½ times his or her regular pay for 10 hours plus eight (8) hours of his or her regular pay.

Funeral Leave:

University policy specifies a maximum of 24 hours of funeral leave starting on the date of death and ending on the second calendar day after the funeral. Therefore, four-day (10 hours/day) employees have a maximum of two (2) days and four (4) hours of funeral leave.

Overtime:

Most non-exempt hourly employees are paid 1½ times their regular hourly pay for any hours worked in excess of 40 hours in a week (Sunday-Saturday). The number of hours that any employee works in a day does not affect overtime as long as the employee does not work more than 40 hours in a week.

Under the FLSA, hourly non-exempt employees must report exact hours worked. Under approved university practice, all working hours include an unpaid lunch break of at least 20 minutes within the first five (5) consecutive working hours. Therefore, in order to be paid for a 10-hour day, the employee must report at least 10 hours and 20 minutes from the beginning to the end of his/her working day.

The four-day (10 hours/day) schedule should not affect the time off prescribed for Workers' Compensation, Jury Duty, FMLA, Military Leave or Leave of Absence.