

Banner HR/Payroll Reimplementation Town Hall Meeting

**Presented by:
Laura Whitney
David Boot
Jen Conley
Lindsay McKeegan**

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UNIVERSITY OF HARTFORD

Pay Cycles

Exempt staff employees

- Change from a 26 pay cycle to a 24 pay cycle
- Semi-monthly pay dates will be the 15th and the last day of each month
- Leave reporting will happen through Banner Self-Service; no longer required to submit regular timesheets

Non-exempt staff employees

- No change to pay cycle – 26 pays
- EmpCenter will be discontinued as of June 25, 2017
- Banner Self-Service will be used for Web Time Entry
- Existing timeclocks will be replaced with Kronos timeclocks

Deductions

Exempt staff employees

- FSA and HSA amounts have been adjusted due to IRS regulations based on your annualized election amount(s)
- Consider adjusting University Gift, United Way, and Room & Board deduction amounts

All employees

- Gym memberships and all associated fees will now be billed directly via the Bursar
- Please review your pay stubs carefully

Personal & Vacation Time

- All personal and vacation time will now be allotted in full on July 1 for all employees
- Exempt staff will report leaves through Banner Self-Service
- An ePAF will no longer be needed to dock pay for exempt employees who are out of both personal and/or vacation time
- You will now be able to view your available time through both Self-Service and on your pay stub
- Maximum amount of vacation time that will be paid or can be used upon voluntary or involuntary termination will be 10 days

Donation of Vacation Time

- No change to the current process
- In accordance with IRS regulations, the donation of vacation time is taxable to the DONOR when the vacation time is used by the recipient

What's Next?

- Double check your pay stub
- Consult with your personal tax advisor
- New time entry training for non-exempt employees and their managers
- New EPAF rollout

Q&A

Thank you for attending!



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