

# New system makes HR/Payroll information more accessible to employees

The new Banner HR/Payroll system, which provides secure, easy, around-the-clock access to your pay stub, deductions, health benefits, vacation and sick leave balances and other related information, is now in place. This information sheet outlines details of the new system. To make the transition as smooth as possible, please read thoroughly.

- The new system will take effect with the January 5, 2007, payroll for hourly employees, and with the January 12, 2007, payroll for all other employees.
- By way of the new *MyYSU* portal, employees can electronically access and/or print their individual pay stubs from any computer/printer with internet access. Pay stubs will be available online for a minimum of six months after the pay date. Pay stubs will no longer be printed or distributed to employees through campus mail or from the payroll office.
- If you do not have access to a computer/printer, a dedicated station is available in the Payroll Office during regularly posted hours. Grounds and Facilities employees may also obtain access at their respective administrative offices.
- Instructions on how to use the new online system were distributed with a previous pay stub. The instructions are also available on the YES website at <http://www.yzu.edu/yes/>. Employees may also receive personal assistance in accessing and/or printing their pay stub or other payroll information from members of the HR/Payroll and Training teams on the following dates and times in the Kilcawley Center Training Room:

<b>Friday</b>	<b>January 5</b>	<b>7 a.m. to 5 p.m.</b>
<b>Monday</b>	<b>January 8</b>	<b>7 a.m. to 5 p.m.</b>
<b>Friday</b>	<b>January 12</b>	<b>7 a.m. to 5 p.m.</b>
<b>Tuesday</b>	<b>January 16</b>	<b>7 a.m. to 5 p.m.</b>
<b>Wednesday</b>	<b>January 31</b>	<b>7 a.m. to 5 p.m.</b>
<b>Thursday</b>	<b>February 1</b>	<b>7 a.m. to 5 p.m.</b>

Thereafter, for technical assistance, including password resets, call the Tech Desk at Ext.1595. For all other assistance, contact Payroll as a first point of contact at Ext. 1470.

- The HR/Payroll implementation team has worked diligently to insure an accurate system conversion; however, we request that everyone initially verify their gross pay and all deductions and report any inaccuracies or questions to Payroll at Ext. 1470.
- **OTHER CHANGES:** Employee net pay may be impacted by several other changes that became effective January 1, 2007. These changes include: increased employee contribution for OPERS (from 9 percent to 9.5 percent), new federal and state tax rates for 2007, the way imputed income is calculated (i.e., for employees whose life insurance is greater than \$50,000, the taxable portion will be processed each pay rather than at the end of the year), and employee/employer shared health care deductions (effective for APAS employees January 1). In addition, checks dated January 19, 2007, will include the increase in the minimum wage rate for those impacted.