

Date: December 19, 2007

To: All staff and faculty approvers of student Timesheets

From: Martha Peugh-Wade, Assistant Vice President
Human Resources

Re: Banner and New Pay Schedules

USF Human Resources Department will be converting to the Banner computer system effective January 1, 2008. Banner will allow us to use electronic time keeping. Electronic timesheets will be available in late February for semi-monthly staff and beginning in March for monthly staff. Until then, all staff should continue to use paper timesheets. In January, there will be an e-mail announcement regarding E-timesheet training.

Pay dates have not changed, but the time periods related to those pay date have changed for some employee groups. Please see the tables below for your employee group and your staff's employee groups.

Semi-monthly and Monthly Administrative (Exempt) Staff:
There is no change.

Full-Time OPE, Full-Time Gardeners and Laborers, Full-Time Temporary Staff (Job Code I) and Full-Time Public Safety Officers

Payable on:	Former Time Period	New Time Period
First of the month	16th to end of month: regular pay	16th to end of month: regular pay
	1st to 15th: exception pay	6th to 20th: exception pay
Fifteenth of the month	1st to 15th: regular pay	1st to 15th: regular pay
	16th to end of month: exception pay	21st to 5th: exception time

Your pay stub will reflect your leave used (i.e., sick/vacation time used) for the same period as the exception pay.

Examples:

		Pay Date
Regular salary:	January 1 to 15	January 15
Exception pay:	December 16 to January 5	
Regular salary:	January 16 to 31	February 1
Exception pay	January 6 to 20	

Hourly OPE, Hourly Temporary Staff, Hourly Engineers and Hourly Public Safety Officers

The pay periods are changing per the following schedule:

From	To	Payable on:
1st to 15th	6th to 20th of the month	1st of the month
16th to end of the month	21st to 5th of the month	15th of the month

Student Employees

New student employees or students with new assignments must use paper timesheets. Student pay period changes are the same as for hourly staff above.

All other student employees including students with rate increases should continue to use the old electronic timesheets system.