

2020 Year-End Payroll Reminders (Biweekly)

Time Approvers

- Please note that the pay period of 12/13-12/26 timesheets will need to be approved by **Tuesday, December 29th**.

PTO Accruals for BWP ONLY:

- Annual PTO limits/carry over is based on years of service
 - 5yrs or less-PTO carry over max 240hrs
 - 5yrs or more-PTO carry over max 288hrs
 - Due to COVID-19, employees in PA leave plans are allowed to move ANY AMOUNT of PTO hours into their Sick bank at attendance year-end if they wish to do so. **As part of the year-end reset process, central payroll will automatically move all PTO hours exceeding 240/288 to the Sick bank.** The employee is allowed to transfer additional PTO hours to their Sick bank, if they wish.
- If you need additional hours moved to your sick bank, please contact IUSMpay@iu.edu with your name, University ID and the amount of hours you would like moved.
- The attendance year for biweekly paid staff ends with the last full pay period of the calendar year. **In 2020, the last full pay period is December 26, 2020.** All time-off benefit hours used through 12/26/20 count towards 2020 usage maximums.
- Any hours used **beginning December 27, 2020 will count towards the maximum usage for 2021.** Our office will be in further communication with staff regarding the year-end PTO process in early January.

Campus Holiday

- The Campus Holiday is a floating holiday that becomes available for use by all Staff employees starting *March 1st of each year, and expires the last bi-weekly pay period, of the following year.* The 2019 Campus Holiday must be taken before the end of the last full pay period for Bi-Weekly staff ending **December 26, 2020.**

Borrowing Vacation or PTO Accruals:

- Support and service staff employees hired after June 30, 2020, and professional staff employees hired Oct. 1, 2020, or later may not have accrued sufficient time off to cover the closing of a unit between the end of the fall semester and the beginning of the spring semester. In this case, the employee may borrow against future accruals of vacation hours or PTO with unit authorization. **This is the only time in which borrowing against future accruals is allowed.** Employees should contact their unit payroll specialist for instructions.
- As soon as the employee earns vacation or PTO accruals, the borrowed time is charged against the accrued time. If the employee leaves the university before earning the borrowed time, the employee's final paycheck will be adjusted accordingly.

Comp Time Maximum Reminder:

- Support and Service Staff employees (BW1) should not accumulate more than **80 hours** of compensatory time
- Professional Staff Overtime Eligible (BWP) should not accumulate more than **160 hours** of compensatory time.