

Year-end Payroll Reminders (Monthly)

- **November 30th is the final pay of 2020 for monthly paid faculty and staff; December pay will be disbursed on January 4, 2021**
- Ensure ePTO calendars are updated/submitted to current month to avoid potential overpayments; Supervisors please note each month must be approved prior to the next months' calendar being submitted
 - **Please notify IUSM Payroll of any used/anticipated ABE hours through the end of the 2020 calendar year**
 - **The November 30th pay is the last pay of 2020 to correct over payments**
 - **Over payments not corrected on November 30th pay require check from employee for overage amount issued back to the University**
 - **Failure to repay in this calendar year will result in additional local, state and federal taxes based on 2021 tax rates.** Contact IUSM Payroll for further explanation.
- 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 related issues this year, any PTO hours that can't be carried over can be transferred to the Sick Leave account on a one-time basis.
 - December calendar must be approved prior to transferring hours and to access 2021 calendar
 - S12 employees will have a message within ePTO when the transfer is available
- New employees who joined IU October 1st or later that don't have sufficient PTO to cover holiday office closures can use ANP (anticipated PTO) to cover time off
- Unused 2019 Campus Holiday hours expire at calendar year end
 - To use select 'Campus Holiday-2019(HOL)' in time-off code drop down box on ePTO calendar
- Transferred holiday hours must be manually added by the PTO Support Team [support request](#)
 - Applicable to employees who transferred/reclassified from bi-weekly to monthly in 2019-20