

## **Payroll/Information Management**

### Questions

- **How are full-time academic year faculty paid?**
- **How are part-time faculty paid?**
- **How do I resolve a problem with faculty, staff, or student pay?**
- **What is KRONOS and who is required to clock-in or sign-in?**
- **What is the difference between an exempt and non-exempt employee and what do I have to do to pay non-exempt employees overtime?**
- **What should I do if I didn't receive my W-2 or if I lost it?**
- **What is Glacier?**

### Answers

#### **How are full-time academic year faculty paid?**

Full-time academic year faculty is paid via direct deposit on a monthly basis and the pay date is usually the last working day of the month.

#### **How are part-time faculty paid?**

Part-time faculty is paid via direct deposit on a monthly basis and the pay date is usually the last working day of the month. The fall semester salary is divided into four monthly payments beginning in September and ending in December. The spring semester is divided into five monthly payments beginning in January and ending in May.

#### **How do I resolve a problem with faculty, staff, or student pay?**

Contact the Payroll Management office staff at (215) 204-3116 for assistance in resolving a pay problem. Note: Employees should contact their supervisor first to discuss individual pay problems.

#### **As a university employee, how do I change my personal information online?**

Please visit Human Resource's Employee Self-Service to update personal information online.

#### **What is KRONOS and who is required to clock-in or sign-in?**

KRONOS - Is an automated time, attendance and leave management application. It will replace the current Leave Collection system.

Employees that are paid by the hour will use the system to record hours worked and leave time. Other employees will use the system to record leave time, at a minimum.

TAUP and Law Faculty, Adjunct faculty, and graduate students receiving an assistantship, internship, or externship will not use KRONOS.

### **What is the difference between an exempt and non-exempt employee and what do I have to do to pay non-exempt employees overtime?**

Exempt-employees are employees who, because of their positional duties and responsibilities and level of decision making authority, are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

Non-exempt employees are employees who, because of the type of duties performed, the usual level of decision making authority, and the method of compensation, are subject to all Fair Labor Standards Act (FLSA) provisions including the payment of overtime. Non-exempt employees are normally required to account for hours and fractional hours worked and are required to be paid overtime at the rate of time and one-half for all hours in a week worked in excess of 40 hours.

An authorized Overtime Reporting form obtained from the Payroll Management website needs to be completed with the hours and regular rate of pay and submitted to the Payroll Management office for processing in the appropriate payroll.

### **What should I do if I didn't receive my W-2 or if I lost it?**

Payroll Management can access current or prior year copies of W-2s and/or 1042s if needed by an employee. All requests for replacement Form W-2/1042-S forms must be in writing and a replacement fee is collected at the time the request is submitted. Please submit the request by completing the [Request for Replacement W-2/1042-S Form](#). Please allow two to three business days for a respond to your request for these documents especially during high volume periods.

### **What is Glacier?**

Glacier is an online web based Tax Compliance System used at the University to gather all pertinent information regarding payments made to foreign nationals. All foreign nationals receiving a payment from the University are required to contact the Nonresident Alien tax specialist to obtain a password to access the system. The online system will produce all the necessary forms that are needed to comply with IRS regulations. Please contact the Nonresident Alien Tax Specialist at (215) 204-6011 to set up an appointment and obtain additional information.