New Employee Orientation (NEO) I
Payroll Overview
PAYROLL STAFF:

• Joy N.S. Simpson – Director of Payroll
• Lori Rodriguez – Payroll Team Leader
• Debbie Lutz – Payroll Coordinator
• Jacquelyn Troyer – Payroll Coordinator

* Located on the 1st Floor of the Dilworth Bldg., Rm#105
PAYROLL OVERVIEW:

• Payroll Calendar
• University Operations Schedule
• Collective Bargaining Agreements (CBA’s)
• Record Working Times – OT/COMP Time
• Pay Increases
# Payroll Calendar:

**Millersville University**

**Fiscal year 2023 / 2024**

<table>
<thead>
<tr>
<th>FY Pay #</th>
<th>Cal Yr PAY #</th>
<th>Pay Period Beginning Saturday</th>
<th>Pay Period Ending Friday</th>
<th>Approvals Due By 12:00 p.m.</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>14</td>
<td>06/17/23</td>
<td>06/30/23</td>
<td>07/03/23</td>
<td>07/14/23</td>
</tr>
<tr>
<td>2</td>
<td>15</td>
<td>07/01/23</td>
<td>07/14/23</td>
<td>07/17/23</td>
<td>07/28/23</td>
</tr>
<tr>
<td>3</td>
<td>16</td>
<td>07/15/23</td>
<td>07/28/23</td>
<td>07/31/23</td>
<td>08/11/23</td>
</tr>
<tr>
<td>4</td>
<td>17</td>
<td>07/29/23</td>
<td>08/11/23</td>
<td>08/14/23</td>
<td>08/25/23</td>
</tr>
<tr>
<td>5</td>
<td>18</td>
<td>08/12/23</td>
<td>08/25/23</td>
<td>08/28/23</td>
<td>09/08/23</td>
</tr>
<tr>
<td>6</td>
<td>19</td>
<td>08/26/23</td>
<td>09/08/23</td>
<td>09/11/23</td>
<td>09/22/23</td>
</tr>
<tr>
<td>7</td>
<td>20</td>
<td>09/09/23</td>
<td>09/22/23</td>
<td>09/25/23</td>
<td>10/06/23</td>
</tr>
<tr>
<td>8</td>
<td>21</td>
<td>09/23/23</td>
<td>10/06/23</td>
<td>10/09/23</td>
<td>10/20/23</td>
</tr>
<tr>
<td>9</td>
<td>22</td>
<td>10/07/23</td>
<td>10/20/23</td>
<td>10/23/23</td>
<td>11/03/23</td>
</tr>
<tr>
<td>10</td>
<td>23</td>
<td>10/21/23</td>
<td>11/03/23</td>
<td>11/06/23</td>
<td>11/17/23</td>
</tr>
<tr>
<td>11</td>
<td>24</td>
<td>11/04/23</td>
<td>11/17/23</td>
<td>11/20/23</td>
<td>12/01/23</td>
</tr>
</tbody>
</table>
### 2023–2024 UNIVERSITY HOLIDAY SCHEDULE

The following schedule of holidays has been established through New Year’s Day 2023 for University employees:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day, 2023 (observed)</td>
<td>Monday, January 2, 2023</td>
<td>(New Year’s Day)</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day</td>
<td>Monday, January 16</td>
<td>(MLK Day)</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday, May 29</td>
<td>(Memorial Day)</td>
</tr>
<tr>
<td>Juneteenth (observed)</td>
<td>Monday, June 19</td>
<td>(Juneteenth)</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Tuesday, July 4</td>
<td>(Independence Day)</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday, September 4</td>
<td>(Labor Day)</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>Thursday, November 23</td>
<td>(Thanksgiving Day)</td>
</tr>
<tr>
<td>Day after Thanksgiving Day</td>
<td>Friday, November 24&lt;sup&gt;1&lt;/sup&gt;</td>
<td>(Day after Thanksgiving)</td>
</tr>
<tr>
<td>Christmas Day (observed)</td>
<td>Monday, December 25</td>
<td>(Christmas)</td>
</tr>
<tr>
<td></td>
<td>Tuesday, December 26&lt;sup&gt;2&lt;/sup&gt;</td>
<td>(President’s Day)</td>
</tr>
<tr>
<td></td>
<td>Wednesday, December 27&lt;sup&gt;2&lt;/sup&gt;</td>
<td>(Columbus Day)</td>
</tr>
<tr>
<td></td>
<td>Thursday, December 28&lt;sup&gt;2&lt;/sup&gt;</td>
<td>(Veteran’s Day)</td>
</tr>
<tr>
<td></td>
<td>Friday, December 29&lt;sup&gt;3&lt;/sup&gt;</td>
<td>(annual/personal leave)</td>
</tr>
<tr>
<td>New Year’s Day, 2024 (observed)</td>
<td>Monday, January 1, 2024</td>
<td>(New Year’s Day 2024)</td>
</tr>
</tbody>
</table>
DEFERRED HOLIDAYS:

• “Deferred” – means we will work that day but will be able to use it at the end of the year when the University closes between Christmas & New Years.

• There are 3 Deferred Holidays: President’s Day (FEB), Columbus Day (OCT) & Veteran’s Day (NOV).

• To be “eligible” for the holiday, you must have been in a paid status for the 2nd ½ of the day before the Holiday, and the 1st ½ of the day following the Holiday.

• If the Deferred Holiday occurred before you began employment at MU, you will be required to submit an “Approved UNPAID Time” or paid leave request in ESS for that day.
EXAMPLE – 2023 DEFERRED HOLIDAYS:

- **12/25/2023** – HOLIDAY (CHRISTMAS)
- **12/26/2023** – President’s Day (Deferred)
- **12/27/2023** – Columbus’ Day (Deferred)
- **12/28/2023** – Veteran’s Day (Deferred)
- **12/29/2023** – Suspended Operations; You must use Annual/Personal/Comp Time for this day.
### December 2023 Deferred Holidays:

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
<tr>
<td>Christmas Holiday</td>
<td>Deferred Holiday President’s Day</td>
<td>Deferred Holiday Columbus Day</td>
<td>Deferred Holiday Veteran’s Day</td>
<td>Annual/Personal Leave needed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

31
COLLECTIVE BARGAINING UNITS:

• You should have been provided an information sheet for the Collective Bargaining Agreement (CBA) in which you reside.

*AFSCME
*APSCUF
*COACH
*OPEIU

*POA
*SPFPA
*SCUPA
*Non-Represented
COLLECTIVE BARGAINING UNITS:

• To see what Leave Accruals you are entitled to, please view your CBA details by visiting the PASSHE website:

https://www.passhe.edu/inside/HR/LR/Pages/default.aspx
The Office of System Labor Relations provides collective bargaining support through the bargaining process, as well as ongoing support to universities for the implementation of the collective bargaining agreements and nonrepresented employee relations.

Employee Groups

Below is a listing of State System employee groups. Although this page provides information regarding State System employees, each university also has their own website that provides specific information about the university and campus.

American Federation of State, County, and Municipal Employees (AFSCME)

These employees typically perform work in the clerical field, accounting, maintenance and trades, grounds keeping, custodial, and information technology.

- Collective Bargaining Agreement
- Memorandum of Understanding
- Classifications
- Benefits Summary
EMPLOYEE LEAVE REQUESTS:

• When employees are absent from work, they are required to submit leave requests into Employee Self Service (ESS).
• In ESS, go to: Leave & Time / Employee Leave Request
• Or by using the Fiori tab in ESS / My Leave Request
• To see a “How To” video that will show you the step-by-step instructions, visit our Payroll website:

https://www.Millersville.edu/hr/payroll/how-to-videos.php

*NOTE: Police (POA & SPFPA) do not currently enter leave into ESS/Fiori.
How to Enter Leave in ESS Video:

Click Arrow to Start Video
RECORD WORKING TIME/ OT/COMP TIME:

- Employees are required to enter any OT / COMP Time worked into Employee Self Service (ESS).
- In ESS, go to: Leave & Time / Record Working Time.
- Or by using the Fiori tab in ESS / My Timesheet
- To see a “How To” video that will show you the step-by-step instructions, visit our Payroll website:

  https://www.Millersville.edu/hr/payroll/how-to-videos.php

*NOTE: Police (POA & SPFPA) do not currently enter OT/Comp Time into ESS.
How to Enter OT / Comp Time Video:
Click Arrow to Start Video
PAYROLL INCREASES:

• Pay Increases vary depending on the bargaining unit, with the exception of “Non-Represented” employees.
• Non-Represented employees receive pay increases when approved by the Board of Governors and are MERIT Based.
• For pay increase schedules and amounts that you are entitled to, please view your CBA details by visiting the PASSHE website:

https://www.passhe.edu/inside/HR/LR/Pages/default.aspx
COLLECTIVE BARGAINING UNITS:

Labor Relations

The Office of System Labor Relations provides collective bargaining support through the bargaining process, as well as ongoing support to universities for the implementation of the collective bargaining agreements and non-represented employee relations.

Employee Groups

Below is a listing of State System employee groups. Although this page provides information regarding State System employees, each university also has their own website that provides specific information about the university and campus.

American Federation of State, County, and Municipal Employees (AFSCME)

These employees typically perform work in the clerical field, accounting, maintenance and trades, grounds keeping, custodial, and information technology.

- Collective Bargaining Agreement
- Memorandum of Understanding
- Classifications
- Benefits Summary
QUESTIONS?

• **Payroll Office:**
  Room#105, Dilworth Building (HR/Payroll Suite)
  Office Hours: Monday-Friday 8:00 - 4:30pm
  (Summer hours: Monday-Friday 8:00 - 4:00pm)
  Phone: (717) 871 - 4275
  [Joy.Simpson@millersville.edu](mailto:Joy.Simpson@millersville.edu)
  [Lori.Rodriguez@millersville.edu](mailto:Lori.Rodriguez@millersville.edu)
  [Debbie.Lutz@millersville.edu](mailto:Debbie.Lutz@millersville.edu)
  [Jacquelyn.Troyer@millersville.edu](mailto:Jacquelyn.Troyer@millersville.edu)