

July 11, 2008

To: Departmental Payroll Contact

From : Budget and Payroll, Office of the Controller and Treasurer

RE: Increase in Minimum Wage effective July 24, 2008

The second installment of the Federal minimum wage increase to \$6.55 will take effect on July 24, 2008. Due to implementation in the middle of Semi-monthly payroll # 14 each employee making below this new minimum will have two records in Banner form PHAHOUR. An example is shown below. For actual hours worked on or before July 23 you will be able to enter hours using the rate \$5.85 (or the applicable rate less than \$6.55).

On-line Time Entry PHAHOUR m7.2.0.2 (PREP)

Year: 2008 Payroll ID: SM Payroll Number: 14

History Jobs

ID: 903149318 Ms. Minnie Wage Organization: 320100 Disposition: 20 Proof
Position: 007216 00 Status: A Effective Date: 01-MAY-2008 Rate: 5.850000 Method: P

History Earnings

Total Units: .00 Total Hours: 13.00

Earnings	Shift	Hours or Units	Generated	Special Rate	Amount	Attendance							
> REG	1	13.00	N			N							

If you estimate hours worked from July 24 through July 31 you must **arrow down** in the “History Jobs Block” to see the new minimum wage rate of \$6.55. In the “History Earnings Block” key in the estimated hours from July 24 thru 31st. See example below:

On-line Time Entry PHAHOUR m7.2.0.2 (PREP)

Year: 2008 Payroll ID: SM Payroll Number: 14

History Jobs

ID: 903149318 Ms. Minnie Wage Organization: 320100 Disposition: 20 Proof
Position: 007216 00 Status: A Effective Date: 24-JUL-2008 Rate: 6.550000 Method: P

History Earnings

Total Units: .00 Total Hours: 7.00

Earnings	Shift	Hours or Units	Generated	Special Rate	Amount	Attendance							
> REG	1	7.00	N			N							

Please call the Budget Office at 325-8907 if you have any questions.