

 VILLANOVA UNIVERSITY	Policy: Jury Duty Payments
	Submitted By : Kirk Simmet
Financial Affairs Department Payroll Policies and Procedures	Approved: February 12, 2004

Summary of Human Resources Policy:

Villanova University grants a paid leave of absence for the length of time served on a jury. In order to receive a paid leave of absence, the employee must provide documentation of payments received for jury duty to the Payroll Office upon their return to work.

Policy

It is Villanova University's policy to adjust wages by any amounts received for jury duty. This method of processing jury pay reduces taxable wages for our employees by the amount of jury pay received.

The eligibility requirements, to receive a paid leave of absence to serve on jury duty, are described in the Human Resources Employee Handbook.

Procedures for reporting jury duty payments to the Payroll Office are as follows:

Employee Procedure

1. Send a copy of the payment receipt, along with your employee ID number, to the Payroll Office.
2. Payment copy must clearly distinguish jury pay from expenses such as travel or meals.
3. Payroll will reduce your next pay by the amount received excluding any amount for travel and meals. For example, if your received a check for \$10.50 where \$9.00 was for jury duty and \$1.50 for travel, you would cash the check and send a copy detailing the payment to Payroll. Payroll would reduce your next pay by \$9.00.
4. The reduction in your pay will not affect any contribution you are making to your 403(b) retirement fund or the University match.

Payroll Office Procedures:

1. Employee sends a copy of payment detail to Payroll office
2. Payroll verifies amount paid for jury excluding travel, meals, etc.
3. Payroll enters earn code "JUR" as 1 unit and a negative dollar amount equaling amount determined in step #2. (This will reduce the employee's gross earnings but will not affect contributions to 403(b)).
4. After payroll is complete, place documentation in employee's file jacket.