

PAYROLL PROCESSING AT UNIVERSITY “UKSHIN HOTI” PRIZREN

1

MARCH 2016

(INTRODUCTION)

- Tools for personal income are used from the Kosovo Budget fund, the category **WAGES AND PERDIEM**. From these financial resources personal income and other fees for academic and non-academic staff in regular employment are paid, also freelance work rate and the regular academic staff engaged at the University of Prizren "Hoti"
- Height of personal income is determined according to coefficients and encrypted calls in the central service income by unique coding education for all in Kosovo.

SPECIAL PROVISIONS

University Finance Service calculates personal income and other payments based on the decision of the University Senate for the commitment of academic staff for every academic year

With the academic staff regularly employed at the University of Prizren in accordance with the legal provisions employment contracts are signed :

Full time ,
Part time and
with honorarium



ACADEMIC PERSONEL

For the academic staff employed in universities weekly rate of hours is determined and the amount of salary under the following academic titles:

Compensation of academic staff with full time job

a)Title	hours/week	The monetary value (€) Euro
Regular Professors	6 hours/week	1429.54
Associated Professors	6 hours/week	1283.34
Assistant Professor	6 hours/week	1137.14
Lecturers	6 hours/week	990.94
Editor	10 hours/week	844.73
Assistants	10 hours/week	772.50



FUNCTIONAL COMPENSATION BY GOVERNANCE POSITIONS (GROSS €)

Position - Function	Fixed Wage:	Additional:
Rector	based on academic calls	500.00
Pro-Rector	based on academic calls	400.00
Head of the Executive Board	0.00	250.00
Vice-Head of the Executive Board	0.00	200.00
Member of the Executive Board	based on academic calls	200.00
Dean	based on academic calls	200.00
Pro- Dean	based on academic calls	150.00
Head of Department (field)	based on academic calls	50.00



COMPENSATION (GROSS €) FOR CLASSES HELD OVER THE RATE AND HONORARIUMS

University professors (Regular Prof., Prof. Assoc. Prof. ass.) € 25 / hour

Professors from regional / international Universities of (But not for professors from the University of neighboring state..... € 40 / hour?

For lecturer, editor, assistant € 13 / hour?

For professors outside the UPZ, but with equivalent titles.. € 25 / hour?

Rector, Vice Rector, member of the Executive Board, Dean and Pro-Dean, have an obligation to keep 3 hour rate set by the call , while 6 hours of paid within the rate.

Compensation for teachings-honorariums are given maximum nine (9) months during the academic year. Teaching contracts respectively and the rate fee may be conducted from October 1st to January 30th and February 15th to June 15th of the same academic year. In exceptional cases with the request of the Dean and Rector's decision to teaching contracts and the rate fee may be conducted from October 1st to June 30th of the same academic year.



RATE OF HOURS OVER THE RATE

University academic staff in regular contract (Prof. Dr, Prof. Assoc. Dr; Ass Prof. Dr., and Lecturer) who are regularly employed in the university can hold up to 5 hours a week over the rate.

Editor, assistant who are regularly employed in the university can hold up to 8 hours over the week rate.

ACADEMIC STAFF THAT HAS NO REGULAR EMPLOYMENT AT THE UNIVERSITY (ENGAGED STAFF)

- Engaging academic staff with hours over the rate and with honorarium in the university is based on the University Senate's decision by the proposal of the academic unit, at the latest by 30 September of the following year.
- Academic staff that has no regular employment at the university but is engaged from outside the university, can hold up to 6 hours of lectures a week whereas assistant can hold up exercises 8 hours per week. Excluded from this point are lecturers engaged in the Turkish and Bosnian language, who can carry up to 8 hours of lectures per week.



PAYROLL PROCESSING

University of Prizren, operates as a budget line within the MEST.

Proceeding of payrolls is done within University regulations, but always respecting budgetary determination allocated from MEST.

Engaged Staff is proceeded with separate list at the beginning of the semester by academic units.

In that list is specified, scientific degree, academic call, teaching hours in total, exercises and lectures, etc. Based on the list brought, the compilation of work contracts is done. After the contracts are signed by the employer and employee, wage files will get prepared.



Remark :

MAP has forced us; from past experiences that academic hours should be turned into civil service hours.. For this problem we have held a three-hour meeting last year in MAP and it is suggested that all the hours should be turned into hours of **SHCK.**

From these facts we are always obliged that every time all to put all the engaged staff on the list of regular salaries and their academic classes contracted turn those in hours of Civil Service.

It was originally thought that UPZ will also deal with compensation for engaged staff sort of like UP, but we basically are two completely different institutions in terms of budgeting.

UP (Budget Organization) -which uses own revenues and from these revenues pays the academic staff engaged as (UNI CONTRACTOR) in the category of revenues.

UPZ- is a budget line under the Ministry of Education (not allowed to use the revenues) and can not make payments from this category.



TURNING HOURS FROM AKD IN SHCK

Number	Call:	Wage according to contract:	Wage by calls:	Wage according to KD:	% of wage:	Rate SHCK	New wage:
1	Ligjërues	312,00	792,75	990,94	31,49	12,59	312,00
2	Prof.i asocuar	500,00	1.026,67	1.283,34	38,96	15,58	500,00
3	Prof.asistent	600,00	909,71	1.137,14	52,76	21,11	600,00
4	Prof.i rregullt	600,00	1.143,63	1.429,54	41,97	16,79	600,00
5	Asistent	208,00	618,00	772,50	26,93	10,77	208,00
				0,00		0,00	0,00

DOCUMENTATION REQUIRED FOR THE IMPLEMENTATION OF THE RIGHT TO RECEIVE WAGE IN UPZ

- 1. Copy of ID on both sides**
- 2. Copy of bank card.**
- 3. Certificate of fiscal number issued by the Tax Administration of Kosovo.**

Comparison of salaries is done every month by the payroll official, any technical error is avoided immediately in next month.

Example:

Number	Name and Surname	Gross Wage	Hours	HOURS IN CONTRACT	LIST	WAGE OCTOBER	WAGE NOVEMBER	WAGE DECEMBER	WAGE JANAUARY	SHOULD	RECIEVED	DIFFERENCE
1	Abdurrezak Ukallo	416,00	8,00	16,79	17,00	0,00	421,15	837,15	421,15	1.664,00	1.679,45	15,45
2	Adelina Rakaj	312,00	6,00	16,16	16,00	309,00	309,00	309,00	309,00	1.248,00	1.236,00	-12,00
3	Adem Zejnllahu	600,00	4,00	11,19	21,00	393,12	393,12	393,12	393,12	2.400,00	1.572,48	-827,52
4	Adem Zogjani	400,00	4,00	14,07	14,00	398,00	398,00	398,00	398,00	1.600,00	1.592,00	-8,00

THANK YOU !

TAULAND THAQI-PAYROLL OFFICIAL

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