Payroll Procedures for Payment Request Document (PRD)

BEFORE CREATING A PRD PLEASE FOLLOW THE DIRECTIONS BELOW

1. Email the appropriate official within your College/Area requesting approval to process a petty cash for missed pay. You must include an explanation stating why a petty cash payment is needed. The official must respond to your request in writing (via e-mail) stating that the petty cash payment is approved.

2. Upon receipt of authorization, forward the email granting approval to the appropriate payroll clerk. The e-mail must include: the employees name, ID number, pay period, number of hours to be paid, gross amount, and reason for the request. The hours must be entered in SAP, enabling the payroll clerk to run an accurate simulation. Failure to enter the correct number of hours, and supply all of the necessary information, will cause a delay in processing.

3. The payroll clerk will then reply to your email with the net amount for the petty cash. Upon receipt, you will then create the PRD using the net amount specified by the payroll clerk.

THE FOLLOWING ILLUSTRATIONS (BEGINNING ON PAGE 2) WILL TELL YOU HOW TO CREATE A PRD
4. Click "Payment Request" tab

5. Click "Payment Request"
6. Click "Create PRD"
7. Type "PAYROLL"

8. Hit "Enter" on your keyboard twice to open name and address fields
A. Type “PRD”

B. Type your department number (for example 8H000 is Engineering’s department number)

C. Type your internal department tracking number (this is the same as a DAV number)
10. **A. Type the Employee ID number. Hit Space**

**B. Type either MO or BW for "Monthly" or "Bi-Weekly." Hit Space**

**C. Type a brief description of why the PRD is being created**
Create Payment Request Document

**PRD Number**: 3000019181  **External Invoice Number**: PRD000005126  **Status**: In Process  **Total Value**: 0.00 USD  **Invoicing Party**: Payroll

![Image of Payment Request Document]

**Payment To**: Payroll  **Total Value (Gross)/Currency**: 0.00 USD  **Balance**: 0.00 USD  **Payment Terms**: Due immediately

**Date on Invoice**: 10/16/2012  **Create Date**: 10/16/2012

### One Time Payment

**Name**: Mark Hamil  
**Name 2**: % Payroll  
**Address**:
- **Street**: 340 Peterson Service Bldg  
- **PO Box**:  
- **City**: Lexington  
- **Postal Code**: 40506-0005  
- **Region**: KY  
- **Country**: US

**11. Today's Date**  
**12. Employee's Name**  
**13. Type %Payroll**  
**14. Use Payroll's address information**

"340 Peterson Service Bldg"  
Lexington, KY 40506-0005
15. Enter "Net" amount to be paid
16. "Payment Terms" must be "Due Immediately"
17. Enter "PY"
18. Click "Add Item"
19. Click on "PRD Catalog"
20. Type "PETTY" in the keyword field, then click "Search"
21. Click "Select" then "Add to Cart"
22. After clicking "Add to Cart" on the previous page you will now see "Payroll Petty Cash Adv" highlighted in the "Items" field at the bottom of the page.
23. Scroll to the right of the page to enter amount, and account information

24. Enter the total amount (should be exactly the same as the amount entered above)

25. Choose "Fund" from the dropdown menu

26. Enter the "Fund" number. This will always be 0211367000
27. Click on the "Notes and Attachments" tab
28. Click on “Add” to included an “Internal Note.” This is a mandatory description of why the PRD is being made.

29. Double click on “Internal Note” once the dropdown menu appears.
30. Type the information that you want to add.

31. Click “OK”
32. Click "Add Attachment." You will now attach an e-mail string from your computer. It must contain: The approver authorization, and the PRD net amount provided by a payroll clerk.
33. Click "Browse"
34. Search for the e-mail string on your computer then click "Open" to add the file as an attachment
35. Click "OK"
From: Dills, Scott  
Sent: Thursday, October 18, 2012 11:16 AM  
To: Revel, Tammy E  
Subject: RE: Petty Cash

OK. [REDACTED] has a credit union deduction that is normally pulled every payday. Our system can't retro UKFCU deductions so I will need to include the $360.00 in the PRD net amount. You will need to inform her that she will need to take the extra $360.00 to UKFCU herself.

$509.93 (What her net should have been)  
$360.00 (Credit Union deduction)  
$869.93 (PRD NET AMOUNT)

Thanks,

SCOTT DILLS  
Payroll Specialist  
340 Service Building  
(859) 257-1349  
Fax (859) 257-1143

36. Remember, the e-mail string MUST contain several important pieces of information:

A. The PRD NET amount, provided by a payroll clerk  
B. Authorization for the petty cash payment, by the approver in your area

Thanks, I entered it!

From: Revel, Tammy E  
Sent: Thursday, October 18, 2012 11:06 AM  
To: Dills, Scott  
Subject: RE: Petty Cash

Thanks, I entered it!

From: Dills, Scott  
Sent: Thursday, October 18, 2012 11:01 AM  
To: Revel, Tammy E  
Subject: RE: Petty Cash
37. Click "Check"
38. You should receive this message. If you do not, go back and check your work.
39. Click "Park" to save your document if you do not intend to send for approval immediately
40. Click "Submit" to send your document to the approver.
41. Click “Print Preview” to see the document as it will be printed.
Payment Request Document
University of Kentucky tax exempt number A-00276

Vendor Number: PAYROLL  Vendor Name: Payroll

Vendor Address: Mark Hamil
% Payroll
340 Peterson Service Bldg
Lexington, KY 40506-0005
US

<table>
<thead>
<tr>
<th>Item</th>
<th>Product number</th>
<th>Description</th>
<th>Purchase order number/item</th>
<th>Assigned to G/L account</th>
<th>Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>497.860</td>
<td>Payroll Potty Cash Adv</td>
<td>220252</td>
<td>10 No Tax</td>
<td></td>
</tr>
</tbody>
</table>

Net amount: 497.86 USD
Total tax: 0.00 USD
Total amount: 497.86 USD

42. Print this document for your records