I. Purpose
To establish policies and procedures for processing employee missed pay amounts after processing for pay period has occurred.

II. Responsibilities
A. Employee
   1. Notify department payroll administrator of missing hours or missing pay amounts.
B. Payroll administrator
   1. Request college/department business officer approval to process a missed pay Payment Request Document (PRD).
   2. Ensure employee’s missing hours or missing pay have been entered into HR/Payroll.
   3. Submit missed pay email, with business officer’s approval, to appropriate payroll analyst in Payroll Services for approval.
   4. Receive Payroll Services approval to process missed pay PRD according to documented procedures.
   5. Notify employee of payment method and timing.
C. Payroll Services
   1. Run payroll simulation to arrive at net pay.
   2. Notify department payroll administrator of net pay and when same day ACH will be available.
   3. Create and approve disbursement request form.
   4. Forward to Accounts Payable Services for processing.

III. Policy
A. Payroll missed pay requests must be extremely rare in occurrence and limited to situations involving employees who receive less than 50% of their pay period wages or where financial hardship occurs.
B. Missed pay requests will process as a same day ACH to the direct deposit account on record.
C. Repeated missed pay requests from a single department may indicate internal control issues and may be referred to Internal Audit.

IV. Procedures
A. Departments are required to ask the employee if unpaid wages may be paid on the following pay period.
B. Missed pay PRD Request
   If payment delay will impose an undue financial hardship on the employee, at no fault of the employee, the employee must state so in writing and the documentation must be attached to the petty cash request for a same day ACH to the direct deposit account on record.
C. Steps to complete a Payroll Service missed pay email request
Missed Pay Request

1. Email the appropriate official within your college/area requesting approval to process a petty cash for missed pay including:
   a. Employee full name
   b. Employee ID number
   c. Pay period
   d. Number of hours to be paid and
   e. Gross amount.

2. E-mail must explain why a missed pay payment is necessary.

3. Approving official must respond stating payment for missed pay is approved.

4. Validate hours are entered in SAP using the report in t-code /SPIN/ER by utilizing the quick reference card Employee Hours by Pay Period.

5. Forward e-mail with history to the employee’s payroll analyst as listed on the Payroll Services directory.

6. Failure to enter the correct number of hours or supply all information requested will delay request processing.

D. Payment Request Document (DR)
   Payroll Services will create a University of Kentucky Disbursement Request and forward to Accounts Payable Services for processing.

E. Missed pay requests received prior to 10:30 a.m. will result in an ACH deposit by 5:00 p.m. to most banks.

F. Missed pay requests received after 10:30 a.m. will result in an ACH by 5:00 p.m. the next business day to most banks.