

Missed Pay Request

Missed Pay Request

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 and; ([Payroll Procedures for Payment Request Document \(PRD\)](#))
 - 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 check will be available.

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 check which will need to be picked up in Payroll Services.
- 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:
 - 1. 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 PRD for a check to be printed.
 - 2. Should a check be issued the department must coordinate with the employee arrangements to pick up the check.
- C. Steps to complete a Payroll Service missed pay email request:
 - 1. Email the appropriate official within your college/area requesting approval to process a PRD for missed pay including:
 - a. Employee full name;
 - b. Employee ID number;
 - c. Pay period;
 - d. Number of hours to be paid;

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- 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 (PRD)
 1. Department must complete the online Payroll Missed Pay PRD by following the instructions for [Payroll Procedures for Payment Request Document \(PRD\)](#);
 2. Department must submit completed PRD to Payroll Services;
 3. Supporting documentation must accompany the PRD as outlined in the Payroll Missed Pay PRD procedures and;
 4. Lack of complete supporting documentation will result in a rejected missed pay PRD Request.
- E. Missed pay PRDs received prior to 2:30 p.m. will result in check availability after 10:30 am the next business day.
- F. Missed pay PRDs received after 2:30 p.m. will result in check availability after 10:30 a.m. in two business days.
- G. Picture ID required when picking up a payroll missed pay check.