

Procedure for Requesting Emergency Payroll Checks – All Campus

The emergency payroll check procedure should be used only when extraordinary circumstances preclude the timely submission of online payroll actions. Since this procedure places additional burdens on both the requesting department and the payroll department, hiring units are encouraged to take all actions necessary to process payroll actions on a timely basis.

If you have any questions concerning the procedures, please contact Dee Wiggins, Manager, Payroll Services or Marie Matusiak, Payroll Services at extension (848) 445-2283 or (848) 445-2282.

Eligibility

Occasionally, departments may encounter extraordinary circumstances that preclude the timely submission of payroll actions for new appointments or reappointments. As a consequence, these employees would not be paid for services that they may have rendered to the University. In order to accommodate an employee caught in this situation, the Dean or Director of the hiring unit may request an emergency payroll check from the Division of Payroll Services.

Procedure

A written request from a Dean or Director for an Emergency Payroll Check must describe the circumstances for the departmental delay in initiating the payroll action and provide the reason for the emergency request. The name and direct telephone extension of whom to call when the check is ready must also be included.

An emergency check will be generated once the employee's appointment is in the payroll system and has been approved.

Additionally, an emergency check for an hourly employee will only be generated once time has been entered and approved.

Amount of Check

The emergency payroll check will be for the actual amount of the missed payroll.

The approved payment will usually be available 48 hours after the request is received by Payroll Services. The individual's department will be notified by Payroll Services when the emergency check is ready.

Exclusions

The following activities are **not** eligible for the Payroll Emergency Checks:

1. Retroactive pay for:
 - a. Change to an Acting Pay position
 - b. Promotion to a new position
 - c. Change from part time employment to full time employment
2. Coadjutant payments for employees who have an active permanent appointment
3. Coadjutant payments in advance of the appropriate time period
4. July or August payments for an academic appointment (September 1 appointment date) prior to the first pay period in September
5. Vacation Pay
6. Payment for work not yet performed
7. An employee appointed or reappointed after a pay period cutoff date will not be given a check for that pay period. The employee must wait for the next scheduled pay period for payment of wages.