Submitting Missed Payroll Requests

General Description:

This user procedure provides step by step instructions for filling out and submitting an off-cycle missed payroll request. After the request has been submitted, it will either be approved or denied by one of the campus approvers.

Please see the UWM Missed Payroll Request Guidelines for process considerations and eligibility criteria before requesting missed payroll checks. Requests for employees that have both monthly and biweekly positions cannot be processed and will be rejected.

BIWEEKLY INSTRUCTIONS   MONTHLY INSTRUCTIONS

BIWEEKLY

Procedure Steps:

Leave Reported

Leave taken must be approved in HRS at the time of submission and should not be voided or removed.

Timesheet Cleanup: Time and Labor Reported Time

If the reported time on the timesheet has been processed to payable time and is in an "Approved" status: divisions should remove the reported time from the timesheet and then after the next scheduled Time Admin job has run, approve the negative off-set hours generated as a result of removing the reported hours from the timesheet (net impact of removing the hours from the timesheet should be zero hours and have no impact on the employee).

1. If the reported time on the timesheet has been processed to payable time, was approved and is in a "Taken by Payroll" status: divisions should investigate the payable time in question to verify that the employee has not already been paid for the hours now being submitted on the missed payroll request.

2. If the reported time on the timesheet has been processed to payable time and the payable time is in "Needs Approval" status: divisions should remove the reported time and submit the timesheet.

3. If the reported time on the timesheet has been processed to payable time, was approved, and the payable time is in a "Rejected by Payroll" status: divisions should research why the payable time is in a "Rejected by Payroll" status.
NOTE: If the missed payroll request is denied, divisions will be required to enter and approve the missed hours for payment on the next on-cycle check.

Below are step by step directions for submitting an off-cycle pay check request for Biweekly employees

1. Use your web browser to navigate to the Off-Cycle Missed Payroll Request page

2. First fill out the Employee Information section. Enter the information for the employee for which the request is being made. Please enter the correct Empl ID and Empl Rcd# as requests with incorrect information will be rejected, either by the Campus approvers or the Service Center.

3. Select Get Details.

4. The following screen will appear defining the Position Number, Dept ID, and Pay Group. Select or enter in the following fields:

   - **Pay Period**: Select the Pay Run ID for the missed pay period the request is for.
   - **Earnings Code**: Select the Earnings Code under which the employee should be paid. Lists of the possible earnings codes can be found here: University Staff (Classified) | Student Hourly
• **Check(s) Received for Pay Period:** Will default in after selecting Pay Period for Missed Payroll Request. This shows the requester if the employee has already received any pay checks for the same time period.

**NOTE:** Please review previous payments before proceeding! This will prevent multiple or duplicate requests processed for the employee.

• **Weekly Missed Hours:** There is a set of day fields from Sunday to Saturday for each of the two weeks in a bi-weekly pay period. Enter the number of hours the employee should be paid for in each of the desired days. It is not necessary to enter zero hours in days for which there is no pay. Note that the number of hours you are requesting the employee be paid for is not necessarily the number of hours they worked that day. If an employee worked 8 hours in a day but was only paid for 3, you would request that they be paid for the remaining 5 hours.

• **Total Hours Missed:** This field cannot be edited. It is automatically populated with the total number of hours that you entered for the pay period.

• **Add Another Bi-Weekly Request Button:** Press this button to add more fields for another bi-weekly request. This will allow you to enter requests for multiple Pay Periods and/or multiple Earnings Codes on a single form.
5. The last section to be filled out is the **Explanation/Justification** section. Both the comments text box and the Root Cause drop down menu are required fields.

**NOTE:** It's important to enter detailed, clear and concise information in the comments section describing the circumstances and justification for this off cycle request. It will play a large role in determining whether the request gets approved or not. A request with an explanation merely stating financial hardship will be rejected.
6. Verify that all the information you have entered is correct, then click the Submit button.

7. You will be notified if your request has been successfully submitted. Both you and the individual assigned to approve the request will receive an email notifying them of the submission. The email contains the name of the requester, a list of the approvers that received the email, and a link to the Missed Payroll Status Page.

8. You will be notified if your request has been approved or denied.
Multiple Pay Periods and Earning Codes

A missed payroll request can include multiple pay periods and earning codes as long as they meet the eligibility guidelines. It is important to keep the following in mind when submitting a request as an incomplete or incorrect request will be denied, either by Campus approvers or the Service Center.

1) Hours missed include both hours worked and leave taken
   - Hours worked and each individual type of leave have separate earnings codes and cannot be combined in the same biweekly request. The requestor must add a new biweekly request to the missed payroll request for each separate type of earnings
   - Hours worked must be deleted out of the timesheet if the request is approved to avoid double-payment
   - All leave must be entered and approved in HRS for the Service Center to process the request and for leave balances to adjust accordingly. This includes floating holiday and comp time taken which is reported on the timesheet. Review the employee’s leave balances

2) Hours are for leave only and do not include hours worked
   - Individual types of leave have separate earnings codes and cannot be combined in the same biweekly request
   - All leave must be entered and approved in HRS for the Service Center to process the request and for leave balances to adjust accordingly. This includes floating holiday and comp time taken which is reported on the timesheet

3) Differentials
   - All differentials earned on hours missed must be indicated on the request. It is important to keep in mind any implications of overtime accrued and whether it is at time-and-a-half or straight-time.
     - Ex: A permanent University Staff member missed their normal 40 hours Monday thru Friday and from 7:00pm to 8:00pm on Saturday, the below earnings would need to be indicated on the request:
       - 40 hours of regular hours Monday-Friday
       - 1 hour of Overtime at time-and-a-half (OTR) on Saturday
       - 1 hour of weekend differential on Saturday
       - 1 hour of night differential on Saturday
     - Ex: A permanent University Staff member missed 32 normal hours Monday thru Thursday, 8 hours of vacation on Friday, and from 7:00pm to 8:00pm on Saturday, the below earnings would need to be indicated on the request:
       - 32 hours of regular hours Monday-Thursday, 1 hour on Saturday
       - 7 hours of vacation on Friday (leave should be adjusted to reach 40 hours)
       - 1 hour of weekend differential on Saturday
       - 1 hour of night differential on Saturday

4) Settlement Agreements
   - A settlement agreement issued for an employee is processed as a missed payroll request. A copy of the settlement agreement is required in addition to the missed payroll request and should be sent by email to payroll after the missed payroll request has been submitted for approval.
Submitting Missed Payroll Requests

**Commonly Used Earnings Codes**

- Student Hourly Regular Pay: SGR
- University Staff Regular Pay: HRG
- University Staff Overtime 1.5: OTR
- University Staff Comp Time Earned 1.5: PCH
- University Staff Comp Time Used: PCT
- University Staff Floating/Legal Holiday Used: PLH
- University Staff Personal Holiday Used: PPH
- University Staff Banked Leave Used: PSB
- University Staff Sick Leave Used: PSL
- University Staff Vacation Used: PVN
- Common Night Differential: N01
- Common Weekend Differential: W01
- Settlement Agreements w/WRS: LSW
MONTHLY

Procedure Steps:

Below are step by step directions for submitting an off-cycle pay check request for Monthly employees

1. Use your web browser to navigate to the Off-Cycle Missed Payroll Request page

2. First fill out the Employee Information section. Enter the information for the employee for which the request is being made. Please enter the correct Empl ID and Empl Rcd# as requests with incorrect information will be rejected, either by the Campus approvers or the Service Center.

3. Select Get Details.

4. The following screen will appear defining the Position Number, Dept ID, and Pay Group. Select or enter in the following fields:

- **Pay Period**: Select the Pay Run ID for the missed pay period the request is for.
- **Earnings Code**: Select the Earnings Code under which the employee should be paid. Lists of the possible earnings codes can be found here: [FA / AS / LI (Unclassified) Earnings Codes](#)
- **Gross Missed**: Enter the gross amount they should be paid for the selected Pay Run ID and Earnings Code. The amount should be in the form of 0.00
• **Check(s) Received for Pay Period:** Will default in after selecting Pay Period for Missed Payroll Request. This shows the requester if the employee has already received any pay checks for the same time period.

   **NOTE:** Please review previous payments before proceeding! This will prevent multiple or duplicate requests processed for the employee.

• **Total Gross Missed:** This field cannot be edited. It automatically adds up the values from the Gross Missed fields.

• **Add Another Monthly Request Button:** Press this button to add more fields for another monthly request. This will allow you to enter requests for multiple Pay Run IDs and/or multiple Earnings Codes on a single form.

5. The last section to be filled out is the **Explanation/Justification** section. Both the comments text box and the Root Cause drop down menu are required fields.

   **NOTE:** It's important to enter detailed, clear and concise information in the comments section describing the circumstances and justification for this off cycle request. It will play a large role in determining whether the request gets approved or not. **A request with an explanation merely stating financial hardship will be rejected.**
6. Verify that all the information you have entered is correct, then click the Submit button.

```
Submit
```

7. You will be notified if your request has been successfully submitted. Both you and the individual assigned to approve the request will receive an email notifying them of the submission. The email contains the name of the requester, a list of the approvers that received the email, and a link to the Missed Payroll Status Page.

```
Success

Your Missed Payroll Request was submitted successfully and is now awaiting institution/division approval.

Submit another Missed Payroll Request
```

8. You will be notified if your request has been approved or denied.
Multiple Pay Periods and Earning Codes

A missed payroll request can include multiple pay periods and earning codes as long as they meet the eligibility guidelines. It is important to keep the following in mind when submitting a request as an incomplete or incorrect request will be denied, either by Campus approvers or the Service Center.

1) Gross amount missed
   - Gross amounts missed are based on separate pay periods and cannot be combined in the same monthly request. The requestor must add a new monthly request to the missed payroll request.

2) Settlement Agreements
   - A settlement agreement issued for an employee is processed as a missed payroll request.
     A copy of the settlement agreement is required in addition to the missed payroll request and should be sent by email to payroll after the missed payroll request has been submitted for approval.

Commonly Used Earnings Codes

- Stipend/Fellow-Non-Resident Aliens (SL5)
- Stipend/Fellow-Resident Aliens and US Citizens (STL)
- Student Assistant Lump Sum (LWU)
- FASL Lump Sum (LWR)
- FASL Regular Pay (full days missed and not retro pay increase) (URG)
- Settlement Agreements w/WRS (LSW)