UWM Missed Payroll Request Guidelines

Background:
- Guidelines regarding and requests for missed payroll processed off-cycle checks.

Issues:
- Clarity in the minimum approval requirements at a University level
- Communication dealing with requests
- Accountability or ownership of the missed payroll request
- Perception of non-uniform approval of missed payroll requests
- Missing or incorrect supporting documents

Context:
- Missed payroll requests should reflect a true emergency
- Preferable to wait until the next on-cycle check
  - Avoid accidental overpayment
  - Facilitate correct calculation of leave, differentials, overtime, and taxes

Recommendation:
- Divisions submit missed payroll request online via webform. This will:
  - Streamline the request process
  - Simplify the approver structure
  - Provide ownership and accountability for the missed payroll request
  - Minimize the amount of paper utilized
- Clarify UWM’s requirements for missed payroll requests. This will:
  - Lower the number of denied missed payroll requests submitted
  - Encourage timely and accurate entry of time or pay

Students
- A minimum of $100.00 gross missed per pay period

Biweekly Employees
- Out of total regular gross pay, the greater of the following must exist for missed payroll request approval:
  - $150.00
  - 25% of regular gross pay
- Cannot be older than four (4) pay periods

Monthly Employees
- Out of total regular gross pay, the greater of the following must exist for missed payroll request approval:
  - $150.00
  - 25% of regular gross pay
- Cannot be older than two (2) pay periods

For ALL Missed Payroll Requests:
- Requests must include missed ‘regular hours/gross’ pay
- The following are ineligible for missed payroll processing:
  - Overloads
  - Retro pay rate increases
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- Termination Pay
- Overtime (must be submitted along with regular gross pay)
- Differentials (must be submitted along with regular gross pay)
- Add-ons (must be submitted along with regular gross pay)

- There will be a limit of two (2) missed payroll requests approved per employee per year
- Missed payroll requests for students and biweekly employees should not be submitted any later than the Wednesday before the employee’s confirm week
  - Due to processing at the UW Service Center in Madison, an off-cycle check will usually arrive at most a day earlier than their next on-cycle paycheck

Process Considerations:

- Levels of approval to process a missed payroll request:
  - Department/Division
  - Campus Central Human Resources
  - Service Center
- Off-cycle payments created for a missed payroll request cannot be direct deposited and must be a physical check cut by the Service Center and mailed to the University campus
- Mailing of future-dated checks is timed so that they arrive at UWM campus on the employee’s normal payday. Future-dated checks will NOT be mailed early
- In order to facilitate the missed payroll request process, requests must be submitted by end of business day Fridays and Tuesdays
  - Approved checks requested by end of business day Friday should be processed by the Service Center the following Tuesday and arrive on campus Wednesday
  - Approved checks requested by end of business day Tuesday should be processed by the Service Center the following Thursday and arrive on campus Friday
  - The processing schedule of missed payroll requests is set by the Service Center and is subject to alteration due to holidays or year end
- Missed payroll checks cannot be processed for employees that have both biweekly and monthly positions
- Missed payrolls require manual adjustments of the employee’s leave to account for missed hours; a missed payroll may result in incorrect leave balances

Exceptions:

A missed payroll request may be approved or denied outside the above guidelines. Circumstances may include:

- Approval – the missed payment is for Summer Service (VBR) or Summer Session (SBR) after the summer paygroups are closed
  - HRS cannot process missed summer payments on-cycle once the corresponding paygroups are inactivated. A missed payroll request is required at that point, regardless of the amount
- Denial – the employee has BOTH biweekly and monthly active appointments
  - HRS cannot process an off-cycle when the employee has both types of payroll as it will interfere with the next on-cycle payroll and can cause that payroll to crash during final calculation and confirmation