



PROCEDURES: Manual Payment Requests

DATE: October 1, 2018

Purpose:

The purpose of these procedures is to ensure the timely and efficient processing of manual payments, issued either by direct deposit or check. This document will provide the listed deadlines for submission for both the Human Resources Department and Accounting Services.

Required Documents:

- Completed Manual Payment Request Form with appropriate signatures.
- Signed timesheet, either a printout from WebTime Entry or the paper template is acceptable.

Workflow Process:

- Requests for the current pay period will be processed for payment on the Thursday after the normal payday, regardless of payment type.
- The Deadline for submission to **Human Resources is 5:00pm on the Friday, before the normal pay date.**
 - Any request submitted after this Friday deadline will be set to pay the Thursday of *the following week*.
- After the appropriate approval by Human Resources, the request will be turned into Payroll Services prior to 5:00pm the following Monday for processing.



Examples of Timeline:

If it is discovered on a Tuesday that an employee requires a manual payment, the Monday deadline has already passed for them to be paid that same week. As a result, the employee will be paid *Thursday the following week* (assuming that Human Resources submits the manual payment request to Payroll by the Monday of that week).

Exceptions:

- If an employee is terminated, the normal Monday deadline will not be enforced and the manual payment will be addressed on a case-by-case basis.
- If a manual payment is required as the result of an internal error by one of the Administrative departments, i.e. HR, Budget, Payroll, etc. it will be processed for the normal pay or within two days of recognizing the error if the payday has passed.
- Supplemental pay will not be processed via a manual request. It will go into the employee's normal pay.