

Manual (Off-cycle) Check Procedure Non Scheduled Check Request

University departments are responsible for entering hours worked for all hourly employees into the Banner software. Departments are encouraged to review the PHJETIM form (screen) in Banner after data entry is completed. This screen will show you the number of hours or units that is entered for payment for each person and the transaction status of that entry. Departments are encouraged to review PHJETIM for each organization code that they enter data to check their work before payroll processes.

Due dates for data to be entered in Banner are posted on the Payroll web page for each calendar year. Occasionally these dates are modified slightly and final versions are e-mailed to all Banner users monthly.

When a department makes an error entering the data into the Banner software or does not enter the data by the cut-off deadline, then a manual off-cycle check may need to be done to pay the employee correctly.

If a department needs a manual check to be prepared they need to complete the **Non-Scheduled Payroll Check Request** form, providing a FOAP number that a \$45.00 charge may be applied to. This form requires information including who the check is for, and the reason for the manual check. It also requires an authorized signature on the FOAP to be charged. A **COPY** of the timesheet should be attached (the department keeps the original timesheets) if paying for an hourly employee. In some cases if the department feels they entered the data correctly, the Payroll office may review data screens in order to waive the \$45.00 charge.

<http://www.unco.edu/payroll/forms.html> (then click on Non Scheduled Check Request)

Departments are allowed one free manual check each fiscal year. This may be used in the case of an error made by the department and should be requested on the **Non-Scheduled Payroll Check Request** form to get the \$45.00 charge waived.

In many cases the department may work with the employee to have the correction made on the next paycheck. If the employee is underpaid for the pay period, according to Federal Labor Standards Act we must pay them the amount owed upon request, and the department may be charged.

If an employee is overpaid, the department should contact Payroll immediately and a collection process will be started, or the next paycheck will be adjusted. The Payroll office will work out the details of overpayments according to State Fiscal Rules and work with each employee on an individual basis. There is no charge to the departments for collections of overpayments.