



Policy 2.20 Payment Requests

Responsible Official: Vice President for Finance/Chief Finance Officer

Administering Division/Department: Payroll

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Overview

This policy outlines guidelines and procedures for making various payment requests.

Applicability

All employees.

Policy Details

2.20.1 Payroll Payment Requests

All Payment Requests must be made on-line. Certain payment requests are verified by date in the Human Resources system and thus do not require an authorizing signature.

Requests which do not require a signature include retroactive pay increases, late paperwork for new hire and rehires, partial payment due to late paperwork, late paperwork for employees returning from leave of absence, or vacation payouts.

Requests which require a signature include extra duty pay, bonus pay, contractual pay, awards, and honoraria.

This policy covers the most frequently used pay requests. A more complete listing can be found within the Earnings Code Usage Guide. Requests should include the correct earnings code. Double-check the Earnings Code Usage Guide, and contact the Payroll Department with any questions regarding earnings codes.

2.20.2 Payment Requests that Do Not Require a Signature

2.20.2.1 Retroactive Pay Increases

A retroactive pay increase is any pay increase with an effective date prior to the current pay period.

Example:

- **Bi-weekly employees:** period ending date is 06/16/07 and payroll run date is 06/19/07. Thus, any effective date prior to 06/03/07 would be considered retroactive.

- **Monthly employees:** period ending date is 06/30/07 and payroll run date 06/26/07. Thus, any effective date prior to 06/01/07 would be considered retroactive.

To calculate for bi-weekly employees: multiply hours worked by increase of hourly rate.

To calculate for monthly employees: number of days worked in the month (Monday through Friday) at the new salary divided by the total number of working days in the month (Monday through Friday) multiplied by the retroactive difference for the month.

Refer to Payroll Procedure 2.049 for complete guidelines on how to facilitate this type of pay request.

2.20.2.2 Late Paperwork for New Hires and Rehires

When an employee is hired after the payroll run date, the late paperwork results in no paycheck for hours worked in that pay cycle.

Examples:

- **Bi-weekly employees:** period ending date is 06/02/07 and payroll run date is 06/05/07. Employee began working 05/21/07 but hired in system after 06/08/07.
- **Monthly employees:** period ending date is 07/31/07 and payroll run date is 07/26/07. Employee began working 07/09/07 but hired in system after 07/27/07.

To calculate for bi-weekly employees: use the hours worked not recorded in Kronos.

To calculate for monthly employees: number of days worked in the month (Monday through Friday) divided by the number of available working days in the month (Monday through Friday) multiplied by the monthly salary.

Refer to Payroll Procedure 2.049 for complete guidelines on how to facilitate this type of pay request.

2.20.2.3 Partial Payments Due to Late Paperwork or Missing Time

A partial payment will be made to any employee who is not fully paid for hours worked in a pay cycle already processed due to late paperwork or missing time.

Example:

- **Bi-weekly employees:** employee did not clock in or employee hired mid-cycle but paperwork not completed prior to the payroll run date.
- **Monthly employees:** employees hired mid-cycle but paperwork not completed prior to the payroll run date.

To calculate for bi-weekly employee: # of hours not recorded in Kronos.

To calculate for monthly employee: number of days worked in the month (Monday through Friday) divided by the number of available working days in the month (Monday through Friday) multiplied by the monthly salary.

Refer to Payroll Procedure 2.049 for complete guidelines on how to facilitate this type of pay request.

2.20.2.4 Late Paperwork for Employees Returning From Leave of Absence

Late paperwork for employees returning from Leave of Absence (LOA) includes any employee returning from LOA who has hours worked but the paperwork has not been submitted to reactivate the employee's status prior to the payroll run date, thereby resulting in no paycheck for hours worked in that pay cycle.

Example:

- **Bi-weekly employees:** period ending date is 06/02/07 and payroll run date is 06/05/07. Employee returned to work 05/21/07, but status is still LOA without pay at the time payroll runs.
- **Monthly employees:** period ending date is 06/30/07 and payroll run date 06/26/07. Employee returned to work 06/11/07, but status is still LOA without pay at the time payroll runs.

To calculate for bi-weekly employees: # of hours worked not recorded in Kronos.

To calculate for monthly employees: if employee is a mid-cycle hire, use the following formula: number of days worked in the month (Monday through Friday) divided by the number of available working days in the month (Monday through Friday) multiplied by the monthly salary.

Refer to Payroll Procedure 2.049 for complete guidelines on how to facilitate this type of pay request.

2.20.2.5 Vacation Pay Out

Vacation pay out is the payment of vacation due an employee who has terminated employment. Vacation pay out may also be paid to employees who are placed on leave of absence in lieu of termination, so that they can look for employment within the University.

Example:

- **Bi-weekly employees:** vacation balance or any unused holidays not taken for prior pay cycles
- **Monthly employees:** vacation balance for employees eligible for vacation pay out

Review Human Resources policies and procedures for additional information.

Refer to Payroll Procedure 2.049 for complete guidelines on how to facilitate this type of pay request.

2.20.3 Payment Requests that Do Require a Signature

2.20.3.1 Extra Duty Pay

Extra duty payment is provided for work performed that is not part of the employee's normal job responsibilities.

Refer to Payroll Procedure 2.049 for complete guidelines on how to facilitate this type of pay request.

2.20.3.2 Bonus Payments

Bonus payments are made to reward performance or as an incentive related to work performance, efficiency, attendance, or some other measure of performance.

Refer to Payroll Procedure 2.049 for complete guidelines on how to facilitate this type of pay request.

2.20.3.3 Contractual Payments

Contractual payments are any sum of money agreed upon in writing. Some examples might include Employment Agreement Amounts, Sign-on Bonuses, Moving Allowance Payments, and Court Ordered Amounts.

Refer to Payroll Procedure 2.049 for complete guidelines on how to facilitate this type of pay request.

2.20.3.4 Award Payments

Award payments are a monetary recognition for outstanding achievement.

Refer to Payroll Procedure 2.049 for complete guidelines on how to facilitate this type of pay request.

2.20.3.5 Honoraria

An honoraria is a fee for services rendered by a professional.

Refer to Payroll Procedure 2.049 for complete guidelines on how to facilitate this type of pay request.

Definitions

Award payments: monetary recognition for outstanding achievement.

Bonus Payments: Payments made to reward performance or provided as an incentive related to work performance.

Contractual Payments: Any sum of money agreed upon in writing.

Extra Duty Pay: Payment for work performed that is not part of the employee's normal job responsibilities.

Honoraria: A fee for services rendered by a professional like a speaker or other presenter.

Late Paperwork for New Hires and Rehires: When an employee is hired after the payroll run date resulting in late paperwork and therefore no paycheck for hours worked in that pay cycle.

Late Paperwork for Returning LOA Employees: Any employee returning from LOA who has hours worked but the paperwork has not been submitted to reactivate the employee's status prior to the payroll run date, thereby resulting in no paycheck for hours worked in that pay cycle.

On-Demand Check: Check requested to be processed by the Payroll Department outside of the scheduled processing calendar. There is a \$100.00 fee for these checks which are processed on Mondays, Wednesdays, and Fridays. All ODCs must be picked up at the Payroll Department.

Partial Payment due to Late Paperwork or Missing Time: Any employee who is not fully paid for hours worked in a pay cycle already processed.

Retroactive Pay Increase: Any pay increase with an effective date prior to the current pay period.

Vacation Pay Out: The payment of vacation due an employee who has terminated employment or who takes an approved leave of absence.

Related Links

- Current Version of This Policy: <http://policies.emory.edu/2.20>
- [Pay Request](https://psofthr.cc.emory.edu): (https://psofthr.cc.emory.edu)
- [Earnings Code Usage Guide](https://www.finance.emory.edu/home/payroll/pay_requests/index.html): (https://www.finance.emory.edu/home/payroll/pay_requests/index.html)
- [Payroll Department](https://www.finance.emory.edu/home/payroll/index.html): (https://www.finance.emory.edu/home/payroll/index.html)
- [Human Resources](http://emory.hr.emory.edu): (http://emory.hr.emory.edu)

Contact Information

Subject	Contact	Phone	Email
Payment Requests	Payroll Department	404.727.6100	payroll@emory.edu
HR Salary Access and Training	Susan Newborn	404.727.7563	sjacks2@emory.edu

Revision History

- Version Published on: Mar 13, 2009 (*Updated "Related Links"*)
- Version Published on: Mar 13, 2009
- Version Published on: Mar 29, 2007 (*Original Publication*)

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