Policy 2.20
Payment Requests

This policy version was not current at the time of printing. Please see http://policies.emory.edu/2.20 for the current version.

Responsible Official: Vice President for Finance/Chief Finance Officer
Administering Division/Department: Payroll
Effective Date: March 20, 2007
Last Revision: March 29, 2007

Policy Sections:
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Policy Details

Payroll Payment Requests

Requests for payments must be made via the on-line process found on the Finance Division website. Certain pay requests are verified by date in the Human Resources system and thus do not require an authorizing signature.

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Note: Please click here for the Earnings Code Usage Guide. Please contact Payroll if you have any questions regarding Earnings Codes.

Payroll’s General Responsibilities for payment requests are:

I. Review all Payroll Payment Requests to make sure that the effective dates in the system are the same as the dates on the requests.
II. Send email to the requestor notifying them that their request has been received.
III. Record that the request has been printed.
IV. Verify that requests are not duplicates and have not already been paid.
V. Double-check the calculation for the retroactive payments.
VI. Process payment in the next available payroll run. Bi-weekly employees are only processed in the normal bi-weekly payroll run. Monthly employees are processed in the supplemental run and the normal monthly payroll run.
VII. If bi-weekly, then add the applicable vacation and sick accrual (if the employee is eligible).
VIII. Certain pay requests have more detailed requirements. Please see the payment type.
2.20.1 Retroactive Pay Increases

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

On Demand Checks are NOT done for retroactive salary increases.

Examples:

- **Bi-weekly employees:** period ending date is 06/05/04, and payroll run date is 06/08/04. Thus, any effective date prior to 05/23/04 would be considered retroactive.
- **Monthly employees:** period ending date is 06/30/04, and payroll run date 06/24/04. Thus, any effective date prior to 06/01/04 would be considered retroactive.

**Important Items to Remember**

- Retroactive increases must be processed via paper HRAF and sent to Data Services or processed online.
- The Human Resources web address for current salary increases is [https://ehrweb.psoft.emory.edu](https://ehrweb.psoft.emory.edu). (For access and training, please contact Carolynn Miller @ 404-727-7563).
- Please remember to consider Data Services deadlines prior to submitting information via the web and paper HRAFs.
- Remember that all salary increases over 8% must be reviewed and signed off by the Compensation Department prior to the HRAF being sent to Data Services.
- Use the correct Employee Record on the HRAF and the Payroll Pay Request.
- Review all salary change via the HR website for accuracy.
- Retroactive increases are not automatically paid by the system. A Payment Request form is required.
- In order to ensure accuracy, Payroll will only process a request for retroactive wages when the PeopleSoft HR/Payroll system reflects the actual effective date of the increase.
- The earnings code RET is taxed at the normal rate and allows 403(b) benefits to be deducted.
- Bi-weekly Retroactive Payment Request forms are processed with the next available bi-weekly cycle.
- Monthly Retroactive Payment Request forms are processed in the next available Supplemental Run or in the next monthly cycle.

**Department's Responsibilities**

I. Process the increase online with the actual effective date of the increase. If the effective date of the increase is prior to the last transaction, complete and send a Human Resource Action Form (HRAF) to Data Service prior to their cut off dates.

II. Calculating the retro amount for monthly employees: The formula is number of days worked in the month (Monday through Friday) at the new salary divided by the number of working days in the month (Monday through Friday) multiplied by the retroactive difference for the month.

   Example: Monthly: Joan Doe’s salary increase was effective 06/14/04; the salary difference is $250.00 per month. 13 days / 22 days X $250.00 = $147.73 for the month of June.

   Calculating bi-weekly retroactive amounts:

   Sam Doe’s hourly rate increase of $.50 effective 05/09/04

   Regular hours 160.00, Overtime hours 5.00

   Reg. Hrs X $.50 = RET amount 160.00 X .50 = $80.00

   Ovt. Hrs X ($ .50 x 1.5) ROV amount 5.00 X ($ .50 X 1.5) = $3.75

III. Complete a Payroll Payment Request form on the Finance website, using the earnings code RET. NO original signed copy of the form is needed for this transaction. Payroll deadlines are two days prior to the run dates. Please go online to our website at [https://www.finance.emory.edu](https://www.finance.emory.edu) to request payments, check payroll schedule run dates and deadlines. For Payroll Request instructions, please go to the Finance website and view Payroll Payments.

IV. Confirm that your HRAF or online changes, additions and/or deletions have been processed and that they reflect what you intended.

V. Review via the Human Resources website to ensure the information was entered prior to payroll’s deadlines.

VI. Print the new HRAF for your records.

VII. If it is close to the payroll run deadline, contact Data Services if the change has not been processed.

**Payroll's Responsibilities**

I. Review all Payroll Payment Requests to make sure that the effective dates in the system are the same as the dates on the requests.

II. Send email to the requestor notifying them that their request has been received.

III. Record that the request has been printed.

IV. Verify that requests are not duplicates and have not already been paid.

V. Double-check the calculation for the retroactive payments.

VI. Process payments in the next available payroll run. Bi-weekly employees are only processed in the normal bi-weekly payroll run. Monthly employees are processed in the supplemental run and the normal monthly payroll run.

2.20.2 Late Paperwork for New Hires and Rehires
Definition of Late Paperwork for New Hires and Rehires: any employee hired after the payroll run date resulting in no paycheck for hours worked in that pay cycle.

On-Demand Checks are usually processed for this situation.

**Examples:**

- Bi-weekly employees: period ending date is 06/05/04 and payroll run date is 06/08/04. Employee began working 05/24/04 but hired in system after 06/08/04.
- Monthly employees: period ending date is 06/30/04 and payroll run date is 06/24/04. Employee hired 06/18/04 but hired after 06/24/04.

**Important Items to Remember**

- Employee must be hired with the correct start date via OPUS for student hires or a HRAF (except students).
- The OPUS web address for student hires is: [https://www.opus.emory.edu](https://www.opus.emory.edu). (For access and training, please contact Carolynn Miller at 404-727-7563).
- Please remember to consider Data Services deadlines prior to submitting information via the web and paper HRAFs.
- Use the correct Employee Record on the HRAF and the Payroll Pay Request.
- Late-entry hires are not automatically paid by the system. A Payment Request form is required.
- In order to ensure accuracy, Payroll will only process a payment based on the hire/rehire date and salary in the system.
- The earnings code RET is taxed at the normal rate and allows 403(b) benefits to be deducted.
- TAS timekeepers must keep records of the hours for possible audits.

**Department’s Responsibilities**

I. Complete and send a Human Resource Action Form (HRAF), or process the student hire via OPUS.
II. Review the PeopleSoft Human Resources website to make sure your data was input correctly.
III. Calculate the retroactive payment amount. If it is a mid-cycle hire, use the following formula 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.
   Example: Joan Doe’s hire date was 05/13/04; her salary is $3000.00 per month.
   (13 days / 21 days) X $3000.00 = $1,857.14 for the month of May.
   Calculating bi-weekly retroactive amounts:
   Example: Sam Doe hired 05/23/04 at $8.00 per hour
   Regular hours 80.00 Overtime hours 5.00
   Reg. Hrs X $8.00 = RET amount 80.00 X 8.00 = $640.00
   Ovt. Hrs X ($8.00 x 1.5) ROV amount 5.00 X ($8.00 X 1.5) = $60.00
IV. Complete a Payroll Pay Request form (found on the Finance website) using the earnings code RET. NO original signed copy of the form is needed for this transaction. For Payroll Request instructions, please go to the Finance website and view Payroll Payments.
V. On-Demand Checks (ODC) are processed Mondays, Wednesdays and Fridays and can be picked up at 1762 Clifton Road in the Payroll Department after 3:00 PM.

**Payroll’s Responsibilities**

I. Review all Payroll Payment Requests to make sure that the effective dates are accurate.
II. Send email to the requestor notifying them that their request has been received.
III. Record that the request has been printed.
IV. Verify that requests are not duplicates and have not already been paid.
V. Double-check the calculation for the retroactive payments.
VI. If bi-weekly, then add applicable vacation and sick accrual if the employee is eligible.

**2.20.3 Partial Payments due to Late Paperwork or Missing Time**

Definition of 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.

On-Demand Checks are processed at the discretion of the Payroll Manager or Supervisor, if the employee would suffer financial hardship if the amount due were not paid immediately.

**Examples:**

- Bi-weekly employees: 1. Employee did not clock in. 2. 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.

**Important Items to Remember**

- Employee must be hired with the correct start date via OPUS for student hires or a HRAF (except students).
• The OPUS web address for student hires is: [https://www.opus.emory.edu](https://www.opus.emory.edu). (For access and training, please contact Carolynn Miller at 404-727-7563).

• Please remember to consider Data Services deadlines prior to submitting information via the web and paper HRAFs.

• Use the correct Employee Record on the HRAF and the Payroll Pay Request.

• In order to ensure accuracy, Payroll will only process a payment based on the hire/rehire date and salary in the system.

• The earnings code RET is taxed at the normal rate and allows 403(b) benefits to be deducted.

• TAS timekeepers must keep records of the missing hours for possible audits.

**Department’s Responsibilities**

I. Complete and send a Human Resource Action Form (HRAF), or process the student hire via OPUS.

II. Review the PeopleSoft Human Resources website to make sure the data was input correctly.

III. Calculate the retroactive payment amount: If it 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.

   Example: Joan Doe’s hire date was 05/13/04; her salary is $3000.00 per month.

   $$\frac{13 \text{ days}}{21 \text{ days}} \times \$3000.00 = \$1,857.14 \text{ for the month of May}.$$  

   Calculating bi-weekly retroactive amounts:

   Example: Sam Doe hired 06/01/04 at $8.00 per hour

   Regular hours worked 32.00

   Reg. Hrs 32 X Hourly rate 8.00 = $256.00

IV. Complete a Payroll Pay Request form via the Finance website using the earnings code RET. NO original signed copy of the form is needed for this transaction. For Payroll Request instructions, please go to the Finance website and view Payroll Payments.

V. On-Demand Checks (ODC) are processed Mondays, Wednesdays and Fridays and can be picked at 1762 Clifton Road in the Payroll Department after 3:00 PM.

**Payroll’s Responsibilities**

I. Review all Payroll Payment Requests to make sure that the effective dates are accurate.

II. Send email to the requestor notifying them that their request has been received.

III. Record that the request has been printed.

IV. Verify that requests are not duplicates and have not already been paid.

V. Double-check the calculation for the retroactive payments.

VI. If bi-weekly, then add applicable vacation and sick accrual if the employee is eligible.

VII. Process payment in the next available payroll run. Bi-weekly employees are only processed in the normal bi-weekly payroll run. Monthly employees are processed in the supplemental run and the normal monthly payroll run.

**2.20.4 Late Paperwork for Employees Returning From Leave of Absence**

Definition of 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 Checks are processed at the discretion of the Payroll Manager or Supervisor if the employee would suffer financial hardship if the amount due were not paid immediately.

**Examples:**

• Bi-weekly employees: period ending date is 06/05/04 and payroll run date is 06/08/04. Employee returned to work 05/27/04, but status is still LOA without pay at the time payroll runs.

• Monthly employees: period ending date is 06/30/04 and payroll run date 06/24/04. Employee returned to work 06/14/04, but status is still LOA without pay at the time payroll runs.

**Important Items to Remember**

• Complete a HRAF to return the employee from Leave of Absence. Please see Human Resource website for specifics on completing the HRAF and all necessary paperwork.

• Please remember to consider Data Services deadlines prior to submitting the HRAF.

• Use the correct Employee Record on the HRAF and Payroll Pay Request.

• In order to ensure accuracy, Payroll will only process a payment based on the return date and salary in the system.

• The earnings code RET is taxed at the normal rate and allows 403(b) benefits to be deducted.

• TAS timekeepers must keep records of the hours for possible audits.

**Department’s Responsibilities**

I. Complete and send a Human Resource Action Form (HRAF).
II. Review the PeopleSoft Human Resources website to make sure the data was input correctly.

III. Calculating the retro payment amount: For monthly employees, if it 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.
Example: Joan Doe’s return to work date was 05/13/04; her salary is $3000.00 per month.
(13 days / 21 days) X $3000.00 = $1,857.14 for the month of May.
Calculating bi-weekly retro amounts:
Example: Sam Doe return to work date was 05/23/04 at $8.00 per hour
Regular hours 80.00, Overtime hours 5.00
Reg. Hrs X $8.00 = RET amount 80.00 X 8.00 = $640.00
Overtime Hrs X ($8.00 x 1.5) ROV amount 5.00 X ($8.00 X 1.5) = 60.00

IV. Complete a Payroll Pay Request form via the Finance website using the earnings code RET. NO original signed copy of the form is needed for this transaction. For Payroll Request Instructions please view via the Finance website under Payroll Payments.

V. On-Demand Checks (ODC) are processed Mondays, Wednesdays and Fridays and can be picked at 1762 Clifton Road in the Payroll Department after 3:00 PM.

Payroll’s Responsibilities

I. Review all Payroll Payment Requests to make sure that the effective dates are accurate.
II. Send email to the requestor notifying them that their request has been received.
III. Record that the request has been printed.
IV. Verify that requests are not duplicates and have not already been paid.
V. Double-check the calculation for the retro payments.
VI. If bi-weekly, add applicable vacation and sick accrual if the employee is eligible.
VII. Process payment in the next available payroll run. Bi-weekly employees only processed in the normal bi-weekly payroll run. Monthly in the supplemental run and the normal monthly payroll run.

2.20.5 Vacation Pay Out

Definition of vacation pay out: 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 Emory University.

On-Demand Checks are not processed for this type of request.

Examples:

- 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.
Please review Human Resource Policies and Procedures via the web for additional information.

Important Items to Remember

- Complete and send a HRAF to terminate the employee.
- Please remember to consider Data Services deadlines prior to submitting the HRAF.
- Maximum pay out of hours is 240 hours.
- Use the correct Employee Record on the HRAF and the Payroll Pay Request.
- In order to ensure that a vacation pay out request is valid, Payroll needs to see that the employee has been terminated in the system.
- The earnings code VAC is taxed at the Supplemental tax rate (for vacation pay outs only) and allows 403(b) benefits to be deducted.
- Vacation payouts are not automatic; it is the department’s responsibility to submit a payroll pay request.

Department’s Responsibilities

I. Complete and send a Human Resource Action Form (HRAF) to Data Services to terminate the employee.
II. The termination date should be the next date following the employee’s last day worked. Review the PeopleSoft Human Resources website to make sure the termination date was input correctly.
III. Complete a Payroll Pay Request form via the Finance website using the earnings code VAC. NO original signed copy of the form is needed for this transaction. For Payroll Request Instructions please view via the Finance website under Payroll Payments.
   - Bi-weekly: hours and hourly rate required in the request.
   - Monthly: amount (Vacation balance hours X hourly rate).

Payroll’s Responsibilities

I. Review all Payroll Payment Requests to make sure that the employee’s termination date is in the system.
II. Verify that this will be the last payment for this employee. For example: if the termination date is 06/04/04 for a monthly employee, the vacation pay out will not be processed until the run date for the June monthly payment of...
06/30/04. Example 2: if the termination date is 06/14/04 for a bi-weekly employee, the vacation payout will not be processed until the period ending 06/19/04 payment for check date 06/25/04.

Send email to the requestor notifying them that their request has been received.

Record that the request has been printed.

Verify that requests are not duplicates and have not already been paid.

If bi-weekly, we will verify if the employee has the vacation hours left in their leave balances.

Double-check the calculation for the vacation payment.

Verify that the maximum pay out of vacation is not more than 240 hours.

Process payment in the next available payroll run. Bi-weekly employees are only processed in the normal bi-weekly payroll run. Monthly employees are processed in the supplemental run and the normal monthly payroll run.

2.20.6 Extra Duty Pay

Definition of extra duty pay: payment for work performed that is not part of the employee's normal job responsibilities.

On-Demand Checks are not processed for this type of request.

Important Items to Remember

- Please remember to consider Payroll Run Schedule, located on the Finance website, prior to submitting the Payroll Pay Request.
- Completed, signed, original must be received in the Payroll Department 24 hours prior to the payroll run date.
- Use the correct Employee Record on the Payroll Pay Request.
- The earnings code XDP is taxed at the Supplemental tax rate and not eligible for 403(b) benefits.
- This transaction is to pay for flat dollar amounts.

Department's Responsibilities

I. Complete a Payroll Pay Request form via the Finance website using the earnings code XDP.
II. An original signed copy of the form is needed for this transaction. For Payroll Request instructions, please view via the Finance website under Payroll Payments.
III. Use the correct employee record number on the request.
IV. Make sure you have received the email confirming that Payroll has received your request.

Payroll's Responsibilities

I. Review all Payroll Payment Requests for signatures.
II. Verify that the dates for the request are for work done in the past. Future payment for work is not permitted.
III. Verify that requests are not duplicates and have not already been paid.
IV. Send email to the requestor notifying them that their request has been received.
V. Record receipt of the signed requests.
VI. Process payment in the next available payroll run. Bi-weekly employees are only processed in the normal bi-weekly payroll run. Monthly employees are processed in the supplemental run and the normal monthly payroll run.

2.20.7 Bonus Payments

Definition of bonus payments: a sum of money to reward performance or an incentive related to work performance, efficiency, attendance or some other measure of performance.

On-Demand Checks are not processed for this type of request.

Important Items to Remember

- Please remember to consider the Payroll Run Schedule, prior to submitting the Payroll Pay Request.
- Completed, signed, original must be received in the Payroll Department 24 hours prior to the payroll run date.
- Use the correct Employee Record on the Payroll Pay Request.
- The earnings code BON is taxed at the Supplemental tax rate and not eligible for 403(b) benefits.
- This transaction is to pay for flat dollar amounts.

Department's Responsibilities

I. Complete a Payroll Pay Request form via the Finance website using the earnings code BON.
II. An original, signed copy of the form is needed for this transaction. For Payroll Request instructions, please view via the Finance website under Payroll Payments.
III. Use the correct employee record number on the request.
IV. Make sure you have received the email confirming that Payroll has received your request.

Payroll's Responsibilities
I. Review all Payroll Payment Requests for signatures.
II. Verify that requests are not duplicates and have not already been paid.
III. Send email to the requestor notifying them that their request has been received.
IV. Record receipt of the signed requests.
V. Process payment in the next available payroll run. Bi-weekly employees are only processed in the normal bi-weekly payroll run. Monthly employees are processed in the supplemental run and the normal monthly payroll run.

### 2.20.8 Contractual Payments

Definition of contractual payments: any sum of money agreed upon in writing.

Examples:

- Sign-on Agreement Amount
- Moving Allowance Payment
- Court Ordered Amount
- Payment in Lieu of Notice

On-Demand Checks may be processed for this type of request.

**Important Items to Remember**

- Please remember to consider Payroll Run Schedule prior to submitting the Payroll Pay Request.
- Completed, **signed, original** must be received in the Payroll Department 24 hours prior to the payroll run date.
- Use the correct Employee Record on the Payroll Pay Request.
- The earnings code CNT is taxed at the Supplemental tax rate and not eligible for 403(b) benefits.
- This transaction is to pay for flat dollar amounts.

**Department’s Responsibilities**

I. Complete a Payroll Pay Request form via the Finance website using the earnings code CNT.
II. An **original, signed copy** of the form is needed for this transaction. For Payroll Request instructions, please view via the Finance website under Payroll Payments.
III. Use the correct employee record number on the request.
IV. Make sure you have received the email confirming that Payroll has received your request.

**Payroll’s Responsibilities**

I. Review all Payroll Payment Requests for signatures.
II. Verify that requests are not duplicates and have not already been paid.
III. Send email to the requestor notifying them that their request has been received.
IV. Record receipt of the signed requests.
V. Process payment in the next available payroll run. Bi-weekly employees are only processed in the normal bi-weekly payroll run. Monthly employees are processed in the supplemental run and the normal monthly payroll run.
VI. On-Demand Checks are processed on Monday, Wednesday or Friday.

### 2.20.9 Award Payments

Definition of award payments: a monetary recognition for outstanding achievement.

On-Demand Checks may be processed for this type of request.

**Important Items to Remember**

- Please remember to consider Payroll Run Schedule prior to submitting the Payroll Pay Request.
- Completed, **signed, original** must be received in the Payroll Department 24 hours prior to the payroll run date.
- Use the correct Employee Record on the Payroll Pay Request.
- The earnings code AWD is taxed at the Supplemental tax rate and not eligible for 403(b) benefits.
- This transaction is to pay for flat dollar amounts.

**Department’s Responsibilities**

I. Complete a Payroll Pay Request form via the Finance website using the earnings code AWD.
II. An **original signed copy** of the form is needed for this transaction. For Payroll Request instructions, please view via the Finance website under Payroll Payments.
III. Use the correct employee records number on the request.
IV. Make sure you have received the email confirming that Payroll has received your request.

**Payroll’s Responsibilities**
I. Review all Payroll Payment Requests for signatures.
II. Verify that requests are not duplicates and have not already been paid.
III. Send email to the requestor notifying them that their request has been received.
IV. Record receipt of the signed requests.
V. Process payment in the next available payroll run. Bi-weekly employees are only processed in the normal bi-weekly payroll run. Monthly employees are processed in the supplemental run and the normal monthly payroll run.
VI. On-Demand Checks are processed on Monday, Wednesday or Friday and can be picked at 1762 Clifton Road in the Payroll Department after 3:00 PM.

2.20.10 Honoraria

Definition of an honorarium: a fee for services rendered by a professional.

On-Demand Checks may be processed for this type of request.

Important Items to Remember

- Please remember to consider Payroll Run Schedule prior to submitting the Payroll Pay Request.
- Completed, signed, original must be received in the Payroll Department 24 hours prior to the payroll run date.
- Use the correct Employee Record on the Payroll Pay Request.
- The earnings code SUP is taxed at the Supplemental tax rate and not eligible for 403(b) benefits.
- This transaction is to pay for flat dollar amounts.

Department’s Responsibilities

I. Complete a Payroll Pay Request form via the Finance website using the earnings code SUP.
II. An original, signed copy of the form is needed for this transaction. For Payroll Request Instructions please view via the Finance website under Payroll Payments.
III. Use the correct employee records number on the request.
IV. Make sure you have received the email confirming that Payroll has received your request.

Payroll’s Responsibilities

I. Review all Payroll Payment Requests for signatures.
II. Verify that requests are not duplicates and have not already been paid.
III. Send email to the requestor notifying them that their request has been received.
IV. Record receipt of the signed requests.
V. Process payment in the next available payroll run. Bi-weekly employees are only processed in the normal bi-weekly payroll run. Monthly employees are processed in the supplemental run and the normal monthly payroll run.
VI. If it’s an on-demand check (ODC), then it’s required to be processed on Mondays, Wednesdays and Fridays and can be picked at 1762 Clifton Road in the Payroll Department after 3:00 PM.

Related Links

- Current Version of This Policy: http://policies.emory.edu/2.20
- Earnings Code Usage Guide

Contact Information

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Revision History

Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.