Supporting Documentation Required for Payroll Action Request

Awards  (FIN 420.04)
  • Completed Payroll Action Request
  • Approved award letter

Bonus and Commission
  • Completed Payroll Action Request
  • Employment contract or offer letter describing the terms of bonus/commission
  • Attach the calculation of the bonus/commission payment

Moving Expense  (FIN 420-03)
  • Completed Payroll Action Request
  • Offer letter
  • Original receipts

Retroactive Pay
  Make sure the Job Data is active, reflects the correct compensation rate and FTE before submitting Payroll Action Request

  Retro pay calculation - be as specific with dates and hourly/per pay period amounts and calculations used to determine total retro pay owed.

  • Late HPR or e-Hire:
    o For student employees
      ▪ Completed Payroll Action Request
      ▪ Employee signed and supervisor approved timesheet
    o For hourly employees
      ▪ Completed Payroll Action Request
      ▪ Employee signed and Supervisor approved timesheet
    o For salaried employees
      ▪ Completed Payroll Action Request
    o For summer pay (SUM)
      ▪ Completed Payroll Action Request. Refer to ACD 510-03

  • For salary Increases
    o Completed Payroll Action Request

  • Unapproved hours
    o Completed Payroll Action Request
    o Employee signed and Supervisor approved timesheet

Stipend
• Completed Payroll Action Request
• Award letter or offer letter describing the payment terms

Post Graduate Stipends  (Prohibited on sponsored accounts per FIN 420-05)
• Completed Payroll Action Request
• Award letter or offer letter

Supplemental Pay  (ACD 510.02 and SPP 404.02)
• Justification for SUP pay (memo, offer letter, etc.)
• Faculty - If SUP pay is more than 20% of the 9 month salary, acquire provost's office approval prior to submitting payroll correction. If less than 20% of the 9 month salary, obtain the Dean's approval.
• Non faculty - attach approval from your department head or academic financial administrator.  (SPP 404-02).

Taxable Fringe Benefits
• Employment contract specifying the terms and type of taxable fringe benefits

Technology Subsidy  (FIN 420-06 and Best Practices: Departmental Procedures-Phone Services)
• Approved TEC Subsidy documentation.

Vacation and Compensatory Time Pay Out  (Comp SPP 404-04, Vacation SPP702-01)
• Job data should reflect the termination, classification change, faculty appointment change, FTE, etc. before submitting the Vacation and Comp time payout worksheet.
• Approved Vacation / Compensatory Time Worksheet
  Reminder:  Map earnings code VPO and/or CTP to ET51056 with effective date of beginning of a pay period. Make sure the entire pay period is covered.