PAYROLL POLICY 2 EXCEPTION PAYROLL CHECKS

The University of North Carolina at Greensboro
Approved by Steve Honeycutt, Interim AVC for Finance, July 1, 2021
Revised July 1, 2021

1. Purpose

This document describes the circumstances under which an exception payroll check may be provided.

The employing department is responsible for preparing and submitting the required position and personnel forms/EPAFs and for performing electronic time entry by the prescribed deadlines [deadline webpage]. If actions are not completed correctly and on time, payroll direct deposits/checks will potentially not be produced correctly and/or on the desired payroll date.

2. Scope

This policy applies to all University employees, departments, units and divisions.

3. Definitions and Roles and Responsibilities

3.1 Definitions

An exception payroll check is a check that is produced outside the regular payroll process.

3.2 Roles and Responsibilities

The University Controller is responsible for determining when it is appropriate to produce an exception payroll check.

4. Policy

If the amount of incorrect pay is related to the employee’s primary base job and the gross amount requested is at least 15% of the primary job salary, and if the employee is unwilling to have the underpayment paid with the next scheduled payroll, an exception payroll check will be issued.

If an employee does not receive a paycheck in the desired payroll for their primary job, an exception payroll check will be issued.
5. Compliance and Enforcement

The University Controller is responsible for ensuring compliance with this policy. If the circumstances outlined in the policy above are not met, or if personnel actions are not completed accurately and on time, payroll direct deposits/checks will potentially not be produced correctly and/or on the desired payroll date.

6. Additional Information

6.1 Supporting Documents

deadline webpage
Exception Payroll Check Requests Procedure 2

6.2 Approval Authority

This policy should be approved by the Interim Associate Vice Chancellor for Finance.

6.3 Contacts for Additional Information and Reporting

- Responsible Executive: Yolonda Crim, Payroll Accounting Manager, (336)334-4135, ylcrim@uncg.edu
- Responsible Administrator: Melissa Hoff, University Controller, (336)334-5795, mshoff@uncg.edu