1. Purpose/Introduction

This document describes the process to be followed to obtain an exception payroll check.

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. Definitions

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

3. Procedural Steps

In the situation in which an employee needs to be paid through the Payroll Exception Process, the employing department is responsible for generating the required EPAF or paperwork and ensuring the transaction is approved in the HR system and for requesting from the University Controller (by 12:00 pm on the third business day after the regular monthly payroll check date) that a Payroll Exception Process check is required. If the failure of the employee not being paid properly during the regular monthly payroll process is due to the employing department submitting incorrect personnel forms/EPAFs or failing to submit personnel forms/EPAFs, then a request for Payroll Exception Processing must be made in writing.

1. Email a letter to Melissa Hoff, Controller, mshoff@uncg.edu, (from your Department Head or Dean); copy Yolonda Crim, Payroll Accounting Manager, ylcrim@uncg.edu, copy
Payroll1@uncg.edu, and the appropriate HR Dept. for this employee:

- Requesting that the employee be included in the Exception Check Process (if they meet the requirements as defined in the Policies and Procedures: Employee was not paid or underpaid on the primary base job by at least 15% of the gross salary.)
- Explain why this employee was not paid timely and accurately.
- Explain any steps that will be taken to prevent this from occurring in the future.

2. Scan and email the correct, completed manifest with the hours to be entered in the exception check payroll process. (The manifests can be found at the following location on the Payroll website: https://payroll.uncg.edu/forms/)

3. Scan and email the signed and approved timesheet for auditing purposes.

On the sixth business day after the regular monthly payroll check date, any approved Payroll Exception Processing check may be picked up after 2:00 pm from Accounting Services located at 821 S. Josephine Boyd Street.

The above dates may vary due to holidays and reduced monthly payroll processing schedules. The deadline for requesting a Payroll Exception check for November of each year will be 12:00 pm on the second business day of December, with the payroll exception processed checks being available for pickup after 2:00 pm on the fifth business day of December.

Any additional pay due for general pay increase, add pay, supplemental pay, faculty/staff award, etc. will be included in the employee’s next paycheck dependent upon completed and approved personnel form/EPAF by the normal HR deadlines.


   deadline webpage
   Payroll Policy 2 Exception Payroll Check Request
   https://payroll.uncg.edu/forms/

5. Revision Table

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