



Special Off-Cycle Processing Payroll Guidelines

- 1) Payroll registers & time entry reports for regular cycle should be run and validated prior to adding transactions to the Special Off-Cycle time collection batch.
- 2) Changes to Job Data up until 5 pm the day following regular time collection close will take effect with the regular on-cycle payroll.
- 3) One Time Payments during this special Off Cycle still require the appropriate approvals prior to entering them onto this cycle—same as regular process. This means the signed paperwork is still required prior to entering and still required to be kept for audit purposes within the department.
- 4) Current month earnings codes apply for current month pay:
 - STH – Students and REG—everyone else for hourly paid employees
 - STS/RGS/CRG/ENP for salaried employees
 - STP for only 3200 series employees*Please verify correct codes before approving.
- 5) Current month 9 pay 12 contract changes require both the CRG and negative ENP amounts. If you have questions, please call Payroll Services if you have questions.
- 6) Prior month earnings codes apply for prior month pay:
 - LTS—Students both hourly and salaried
 - LTP/CRG/ENP for all others.
 - STP for only 3200 series employees.*Please verify correct codes before approving. Call Payroll Services if you have questions.
- 7) VCT's and SKS's should be entered into this cycle if they are terminating in current month and if you've missed the regular Time Collection cycle. The termination row should be entered and approved. You may need to enter them in the EE Data Expired Appointment if they've terminated prior to the end of the current month.

For example, Donna retired on 1/15/14 and her department wasn't able to enter the VCT/SKS hours before the regular cycle ran. The department can enter the VCT/SKS hours into this special time collection since it is still during the month she retired.
- 8) Prior month terminations for VCT and SKS should be processed on the next on-cycle time collection.



- 9) Remember to create a separate batch for any Additional Pay Form entries and mark the One Time Payment Only box in the Batch Header for these entries.

Quick Calculations:

Salaried employees are not paid hourly. Prorate pay by day—this is NOT the daily rate on the Compensation Panel in Job Data. Salary divided by number of working days in current month times days worked in current month. Make sure the Job Data and this information match. If a person is hired on 1/7/14 you would take salary divided by 23 working days in Jan 2014 times 19 days worked for 1/7 to 1/31/14. Calculate leave the same way by $19/23$ to find the percentage and then multiply by the full accrual if they are 100%.

*If you have any questions regarding these payroll guidelines, please contact Employee Services Payroll 303-860-4200 option 2.