Submitting a Payroll Update/Off Cycle Check Request

The Payroll Update is intended for units to submit corrections to pay during the payroll close process. The Off Cycle Check Request is used to request an off cycle payroll check when applicable. The request page for both is located in the HRMS Payroll module. Note that some requests may need an Additional Pay request. Information on the Additional Pay process is available at hrms.umn.edu.

SUBMITTING A PAYROLL UPDATE REQUEST

Determine the appropriate “Reason” for the request, and verify that the required prerequisite has been met, as detailed in the “Reason Definitions for Payroll Update/Off Cycle Check Requests” job aid.

Navigate to: Main Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > UMPayroll Requests > UM Payroll Update/Off Cycle

1. The Add a New Value page displays.
2. Select the “Payroll Update” Request Type.
3. Enter the Employee ID.
4. Click <Add>.
5. The Payroll Earnings details display with employee information and current pay lines.
6. Select the appropriate Reason; for detailed definitions refer to the “Reason Definitions for Payroll Update/Off Cycle Check Requests” job aid.
7. Select the Approver.
8. Correct pay lines as needed. Current pay data appears on the left and corrected data is entered at the right end of the row of pay data. Note that a current pay data line cannot be deleted; however, a zero can be entered in the Modified Amount field.
9. Adding a new Earnings Code is accomplished by adding a new row; to add a new row, click the plus <+> at the right end of the bottom row of existing payroll data.
10. Enter the applicable Earnings Begin date. This date may be for the current or past pay period.
11. Select the appropriate Earnings Code.
12. Enter the correct number of Hours worked for the Earnings Code. If the Modified Amount will be paid as a lump sum, leave Hours and Rate blank; enter Modified Amount manually.
13. Enter the appropriate Rate. Set rate is autopopulated for the REG earnings code.
14. The Modified Amount will calculate automatically from the Rate and Hours entered.
15. Unless the Modified Amount is paid as a lump sum, be sure to complete Rate and Hours.
Submitting a Payroll Update/Off Cycle Check Request (cont.)

16. Enter notes for the approver and Payroll Services in the Comments area.

17. Submit the Payroll Request to the unit approver by clicking <Submit>.

18. Read and click <Yes> or <No> to the Acknowledgement which states: “I verify Time & Labor and Absence entries are complete for this Employee. I understand that this Payroll Request may be Rejected if data is not properly completed.”

APPROVAL

- The unit approver will receive an email notification when a request is pending approval.
- The approver will have the option to Approve or Cancel the request.
- Note that the approver may edit the request data, if necessary, prior to approving.
- Approved requests will be routed to Payroll Services.

PAYROLL SERVICES REVIEW AND PROCESSING

- Payroll Services receives the unit-approved Payroll Update request and reviews it for completion and accuracy.
- Incomplete or incorrect requests will be sent back to the requester with a status of “Needs Update” or “Rejected.”
- A request that is sent back by Payroll Services can be edited and resubmitted by the requester.
- Complete, accurate, approved Payroll Update requests will be processed by Payroll Services.

Note that only the original requester and Payroll Services can make changes to a submitted Payroll Update form.

EMAIL NOTIFICATIONS FOR PAYROLL UPDATE REQUESTS

Requesters will receive an email notification when a Payroll Update request has been canceled by the unit approver or when a request has been completed, sent back, or rejected by Payroll Services.

REQUEST STATUSES FOR PAYROLL UPDATE/OFF CYCLE REQUESTS

The following Request Status definitions indicate the progress of a submitted request.

- **Needs Approval**: A new request has been created and requires approval before it can be sent to Payroll Services.
- **Approved**: Request has been approved and sent to Payroll Services.
- **Canceled**: Request has been canceled by the submitter or approver.
Submitting a Payroll Update/Off Cycle Check Request (cont.)

- **In Progress**: Request is currently being processed by Payroll Services.
- **Needs Update**: Request has been sent back by Payroll Services and requires action by the submitter.
- **Rejected by Payroll**: Request has been rejected by Payroll Services and will not be processed.
- **Complete**: Request has been completed by Payroll Services.

**MONITORING REQUESTS**

- Requesters should use a saved search to monitor the status of requests.
- The Pre-Confirm report should be reviewed throughout the payroll close period Thursday and Friday to verify those requests in a “Complete” status are included.

**SUBMITTING AN OFF CYCLE CHECK REQUEST**

An Off Cycle check can be requested only for a pay period that is closed.

Navigate to: **Main Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > UMPayroll Requests > UM Payroll Update/Off Cycle**

1. The **Add a New Value** page displays.
2. Select the “Off Cycle Check” **Request Type**.
3. Enter the **Employee ID**.
4. Click <Add>.
5. Select the appropriate **Reason**.
6. Select the **Approver**.
7. Verify the **Delivery Option** which indicates how the employee will receive the check.
8. Enter the **Earnings Begin** date, which must be for a closed pay period.
9. Enter the appropriate **Earnings Code**.
10. Enter **Comments** to detail the reason for the off cycle check request.
11. Click <Submit>.
Submitting a Payroll Update/Off Cycle Check Request (cont.)

EMAIL NOTIFICATIONS FOR OFF CYCLE REQUESTS

Requesters will receive an email notification when an off cycle check request has been canceled by the unit approver or when a request has been sent back with a status of “Needs Update” or “Rejected” by Payroll Services.

The employee will receive an email when a check has been mailed or is ready for pick up.

Requesters may monitor the status of a request using a Saved Search.