

Policy Name: Supplemental Payment

Effective Date: December 1, 2016

Office with Primary Responsibility: Payroll

Offices with Secondary Responsibility: Finance Center/Department

Approval Authority: Gail Goodness

Policy Summary

This policy is to clarify the schedule for processing of payroll corrections and special payments. The policy differentiates between discretionary payments that will be included in the employee's next scheduled pay and follow the employee's direct deposit schedule and payroll corrections and regulated payments that will be paid as an off-cycle payment according to the Payroll Corrections Policy.

Reason for Policy

The purpose of this policy is to implement best practices when processing payroll corrections and special payments to employees. This policy is intended to increase efficiency and reduce the number of off-cycle check payments (Quick Pays).

Off-cycle check payments (Quick Pays) should be used for payments when compliance issues require timely processing (see listing below). If the timing of the payment is not regulated, all measures should be used to include the payment in the employees next pay cycle. Including supplemental payments in the employee's normal payroll cycle enables the payment to be directly deposited into the employee's bank accounts and does not affect the tax rate of their base pay.

Scope: Who should know this policy?

- Any individual responsible for HRMS entry.
 - Fiscal Officers and others responsible for employee compensation.
 - Any individual working in the Payroll Office, Human Resources, & Finance Centers.
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Policy Statement

The Supplemental Pay Request Form (previously the Quick Pay Request Form) should be completed and submitted to the Payroll Office by Finance Centers, Human Resources, or Departments when requesting supplemental pay for employees. The process for requesting supplemental pay through the PASF has not changed. The Supplemental Pay Request Form is submitted to Payroll after the PASF has been processed. The PASF# should be referenced in the Supplemental Pay Request Form. It is the responsibility of the PASF Preparer, either Finance Center or departmental preparer, to include all necessary information and approvals in the PASF.

The Approver of the PASF is responsible for confirming that all information and approvals are correct.

The following criteria should be used to determine if the supplemental pay will be included in the employee's next payroll cycle or processed as an off cycle paper check (Quick Pay).

1. Next Payroll Cycle: Supplemental Pay Requests: Discretionary

- Signing Bonus
- Performance Bonus
- Incentive Bonus
- Taxable Business Expense Reimbursement
- Pay In Lieu of Notice (PILN)
- Termination Vacation
- Lay Off Lump Sum

2. Quick Pay: Supplemental Pay Requests: Compliance Issues

- Advance: SEIU Vacation, Financial Burden
- Admin Error: Kronos
- Admin Error: Benefit
- Late PASF
- Termination: 72 Hour
- Estate/Beneficiary

Exclusions / Exceptions

Any exceptions from this policy must be reviewed and approved by the Payroll Director.

Definitions

Quick Pay: This is a system check that is processed outside of the normal payroll processing. This is sometimes referred to as an 'off cycle' payment.

PILN: Pay in Lieu of Notice

PASF: Payroll Authorization Smart Form

Related Policies and Information

Payroll Corrections Policy

<http://www.dartmouth.edu/~control/policies/payroll-corrections-policy.html>

Payroll Schedules

<http://www.dartmouth.edu/~control/payroll/yearlypayschedules.html>

Ramifications if policy is breached

Payroll will monitor Quick Pay request to identify training opportunities across campus.

Contacts / Responsibilities

Payroll Office:

Dartmouth.Payroll@dartmouth.edu

Andrea.L.Willey@dartmouth.edu

Jo.Collins@dartmouth.edu

Beverly.A.Cormier@dartmouth.edu

Payroll Office:

Lynn.M.Thorp@dartmouth.edu

Christine.G.Wood@dartmouth.edu

Controllers Office:

Controllers.office@dartmouth.edu