



31.01.01.W1.99 **Emergency Check Procedure**

Approved: January 3, 2024

Next Scheduled Review: January 3, 2029

Procedure Summary

This procedure describes the steps needed when an hourly or non-exempt employee is not paid on the proper date.

Procedure

1. HOURLY OR NON-EXEMPT EMPLOYEE NOT PAID

- 1.1. When an hourly or non-exempt employee is not paid on the proper pay date according to the Bi-Weekly Pay Schedule, the hourly or non-exempt employee is to contact the Payroll Services Department to determine the cause of non-payment. Once the reason for non-payment is determined, the hourly or non-exempt employee will be instructed as to how this will be corrected.

- 1.2. If non-payment is due to a timesheet not being submitted by the hourly or non-exempt employee or not approved timely by the employee's manager, the manager will be required to approve the timesheet in question. The manager will be required to complete the TrainTraq training "Working in Workday for Managers". If the employee cannot wait until the next bi-weekly for payment, the manager will be required to submit a Request for an Emergency Check to the Payroll Director. There will be an expense of \$100 to the department in which the employee is employed. Once approved by Payroll, the form will be sent to the Vice President for Business and Finance for approval. Once the signed and approved Emergency Check request is received, it will take 24-48 working hours to process the emergency check.

- 1.3. If it is determined the non-payment is due to a Workday malfunction or an error by the Payroll Services Department, an emergency check will be issued. The

payroll manager will fill out the Emergency Check Request form for back up. The form will be sent to the Vice President for Business and Finance for approval. The hourly or non-exempt employee will be notified when the emergency check is available for pick up in the Human Resources/Payroll Office. This process will typically take 24-48 hours.

- 1.4. Once the Emergency Check is approved, the payroll department will calculate the amount of payroll not paid. A requisition will be input for the missed payroll and sent to the Accounts Payable department with the Emergency Check request form, the printed pay calculations, and the requisition for payment. Accounts Payable will then process for payment and notify the payroll department when the check is ready. Payroll will pick the check up from the Business Office and notify the employee the check is ready to be picked up in the Human Resources/Payroll Services office in Old Main room 308.

Related Statutes, Policies, or Requirements

None

Definitions

None

Appendix

[Request for Emergency Check Form](#)

Revision History

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Human Resources
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Approval Office

Office of the President
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Approval Signature



01/03/2024

President/CEO

Date