

PRIOR LINE REQUEST TEMPLATE:

When requesting a prior pay period line, please use this format:

Name:

WSU ID:

Position #:

Title Code:

Budget/Project:

Hourly Rate:

Hours:

Pay Cycle Earned:

PEAR COMMENTS:

In order to help meet audit requirement needs, the following should be included on your PEARS note:

- 1) Employee name & WSU ID number
- 2) On what budget and project
- 3) Position number
- 4) Type of Appointment
- 5) Rate of pay
- 6) Number of hours or FTE
- 7) Pay period (s) affected

Always include the below on your notes:

- 8) Reason why the employee was not paid correctly through the normal method and please be specific
- 9) What steps have been taken to insure that this problem will not happen again
- 10) Your expectation from Payroll and what you want us to do to solve this problem. Please be specific, i.e., if you are requesting a manual check say so and when do you want it. Does the employee need the check this pay period or can they wait? If you want to wait until the next pay period and do NOT want a manual check, please state that in your note. If you are requesting a check, please note in your comment that you have talked to the employee involved and that he/she is requesting the check.
- 11) Please be sure to include your phone number and name so that payroll can contact you.

Payroll Expenditure Audit Report Comments

Example of incomplete PEAR comment: Sally Smith resigned on 8/15/2013. Please do not process this payment.

Example of proper PEAR comment: Sally Smith, WSU ID# XXXXXXXXX, resigned position #XXXXXX effective 8/15/13. Our department did not find out about the resignation until after payroll deadlines. The PERMS action has been submitted and approved. Please stop the current check, thank you, Kitty Kat, 335-XXXX.

Butch Cougar was to receive a retention increase 8/16. PETERS 1121. Thank you, Rex. 5-XXXX.

Butch Cougar, WSU ID XXXXXXXXX, will have a pay increase on position #XXXXXX, effective 8/16/13 that did not make payroll cutoffs. Please include the retroactive adjustment with the September 2013 first half pay cycle. Thank you, Rex Tiger, 335-XXXX.

Butch was supposed to receive compensation for 2 hours of overtime on 8/23/13. His leave report was sent into HRS.

Butch Cougar, WSU ID XXXXXXXXX, position # XXXXX, earned 2 hours of overtime on 8/23/13. The time report was sent directly to Human Resource Services instead of Payroll Services, and did not make payroll cutoff times. The 2 hours of overtime can be paid on the first half of September payroll and we will make sure that the overtime time reports go directly to Payroll Services next time. Buck Beaver, 335-XXXX.

Butch Cougar should have been paid 40% and was not. Please correct for next pay cycle. Thanks, Duckie, 5-XXXX.

Butch Cougar, WSU ID# XXXXXXXXX, position# XXXXX, had a FTE change from 30 to 40% effective 8/16/13. Please adjust his pay when the paperwork is updated in DEPPS. The employee stated per e-mail that he can wait until his paperwork is in the system before receiving the pay adjustment. Thank you, Duckie Duck, 335-XXXX.

I don't know why but Butch Cougar was paid twice. He should only receive .112 or \$525.00 total.

Butch Cougar, WSU ID# XXXXXXXXX, position# XXXXX, was incorrectly paid twice for the 8/31/13 payroll for piece work completed. He worked .112 of a piece for \$525.00 total. We have notified the employee and he has responded by e-mail that it will be all right to deduct the extra piece work on the 9/15/13 payroll. Kitty Kat, 335-XXXX.

A LWOP report was submitted for Butch Cougar. His time report states he was on LWOP for Aug 19 and 20. He had a total of 16 hours of LWOP. Butch was overpaid by 16 hours for this pay period. Thank you, Kitty.

Butch Cougar, WSU ID# XXXXXXXXX, position# XXXXX, submitted a time report for the second half of August with 16 hours of LWOP, 8 hours each on Aug 19 and 20. The LWOP does not appear on PEARS for the second half of August and Butch is overpaid by 16 hours. We have e-mail confirmation from Butch that it will be all right to subtract the 16 hours of LWOP on the September first half pay cycle. Thank you, Bucky Beaver, 335-XXXX.

Incorrect hours were submitted for pay period. Butch Cougar worked a total of 10.5 hours at \$10.00 an hour budget# XXXX-XXXX. Was underpaid for 3 hours, Thank you, Kitty.

Payroll Expenditure Audit Report Comments

Butch Cougar, WSU ID# XXXXXXXX, position #XXXXX, was paid 10.5 hours instead of 13.5 hours actually worked. Daily Activity Report was incorrectly added. We will pay the additional 3 hours on the September first half payroll as a prior period adjustment. The hours were incorrectly added. Will have a second person check all the adding of daily activity reports from now on. Thank you, Teddy Bear, 335-XXXX.

Butch was not paid for the period ending X/X/2013. Butch can wait until the next pay period to receive this pay. Thanks, Kitty 5-XXXX.

Butch Cougar, WSU ID #XXXXXXX, Position #XXXXX, was not paid for the first half of September because his appointment effective 9/1/13 had not been approved in PERMS by the payroll deadlines. Per written e-mail confirmation from the employee, please include the pay from the first half of September in the second half payroll. We have set up Outlook reminders of upcoming deadlines to make sure all pending employee actions have been taken care of by the payroll deadlines. Thank you, Kitty Kat, 5-XXXX.

Overpaid. Please pull check. 0 hours

Butch Cougar, WSU ID #XXXXXXX, Position #XXXXX, was on family medical leave the first half of September and has no available leave balances to use. Please stop the current check. A leave report has been turned into HRS and all supervisors have been given a document schedule to remind them of when time reports need to be turned in. Thanks, Bobby Buffalo, 5-XXXX.

Please cut a check (late timecard). Pos# XXXXXX, rate \$21.44/hr hours for pay cycle = 19.25

Butch Cougar, WSU ID #XXXXXXX, Position #XXXXX, missed turning in his time report because of illness. His check is the only support for his family and he can't wait until next time period to be paid. Please pay 19.25 hours at \$21.44/hour on budget XXXX-XXXX. Have developed a time report schedule for all new hires with dates that time reports need to be turned in by. Thanks, Teddy Bear, 5-XXXX

3.5 additional hours worked during previous pay period, ending X/XX/XX that were not recorded on previous daily activity report.

Butch Cougar, WSU ID #XXXXXXX, Position #XXXXX. Employee did not record an additional 3.5 hours worked on his daily activity report on the August second half payroll. Missing hours were discovered during an internal audit of daily activity reports. Will record the 3.5 hours as a prior period adjustment on the September second half payroll. No action required by Payroll. Thanks, Bobby Buffalo, 5-XXXX.

Please stop this payment per the request of the professor. PERMS will be done to stop this also. Thanks, Kitty 5-XXXX.

Butch Cougar, WSU ID #XXXXXXX, Position #XXXXX. Please stop payment for Sep RG2 per request of professor. The employee is no longer working. A separation PERMS has been done with a 9/15 separation date. A departmental meeting has been held to discuss the procedures for reviewing current appointments. Thanks, Kitty Kat, 5-XXXX.

Next Steps:

Now that you have completed the Department Pay Training here are the next steps to getting access to the Budget Projects for your department.

1. Let your supervisor know you have completed the class.
2. Have your supervisor send in the AIS access form for DEPPS.

Once you have this access, have your supervisor* email payroll service at **payroll.wsu.edu** with the following information:

Your name:

You AIS logon information for DEPPS:

What specific Budgets or Accounts they are authorizing you on.

Are you getting access to Positive Pay, PEARS or both.

If you are replacing someone, who that person is.

If you have questions, please email Payroll Services.

Thanks for attending!