

Emergency Paycheck Request

A. General Information

Pursuant to OSU Policies and Procedures, payroll corrections should be made on the following regular or supplemental payroll (OSU Policy 3-0320 *Payroll* part 3.09-D). The following practice has been established for the request of emergency paychecks in instances where the employee will experience a financial hardship if required to wait for the next regular payroll. Emergency paychecks are intended to pay the employee missed regular wages only.

B. Eligible Emergency Pay Situations

An emergency paycheck will be issued only if the employee expressly indicates that waiting for the next regular payroll will cause a financial hardship. Emergency pay may arise due to the following situations:

- Electronic Personnel Action Form (EPAF) was not applied prior to the current payroll deadline or contained incorrect or incomplete information.
- Time records were not completed and/or approved prior to the current payroll deadlines.
- Employee failed to complete mandatory employment documents for Human Resources prior to the current payroll deadline.
- Other situations not mentioned above specifically approved by the Payroll Director.

C. Ineligible for Emergency Pay Situations

Emergency paychecks are not to be used to pay employees wages earned in addition to their regular pay and will not be issued for:

- Employee has not or will not expressly indicate a financial hardship
- Documentation or approvals are incomplete
- Leave Payout (terminal or compensatory leave)
- Overtime
- Withholding Refunds
- Additional pay: examples include awards, supplements, overloads, cell phone allowances, additional pay earned in addition to base pay, etc.

All the above pay will be processed on the next scheduled pay cycle.

D. Emergency Paycheck Request Form (EPR)

The form must be completed by the departmental payroll coordinator/supervisor, provide a detailed explanation of the payment that was missed and the circumstances, and have sufficient documentation to support the payment. Documentation will include the same documentation necessary to pay the employee on a regular payroll except for Exception to Normal Pay (ENP) EPAFs for monthly employees which should be submitted as paper ENPs.

The affected employee must indicate there is a financial hardship and sign the form. An email from the employee's okstate.edu email indicating the financial hardship may be attached in lieu of employee signature.

The EPR form must be approved and signed by the fiscal officer and the Dean/Vice President for an approval signature.

The approved EPR with all supporting documentation should be emailed to payroll.services@okstate.edu. It may take up to four business days to process payment once the form and supporting documentation has been received. The employee and the preparer of the EPR will be notified when the check is available for pick up or mailing to the employee's HR Use Only address listed in Banner Self Service.