



June 21, 2010

Payroll Letter 946
Supersedes Payroll Letter 925

To: Agency HR Specialists, Payroll Specialists, Budget Specialists, Benefits Specialists, Labor Relations Specialists, and Regulatory Requirements Specialists of All Departments, Institutions, Boards and Commissions

From: Janet Wampler, State Payroll Manager

Subject: Authorization of Paycheck Pick-up, Issuance of Off-cycle (Manual) Paychecks, EFTs, Lost/Stolen Warrants, Off-cycle Manual Paycheck Voids, Direct Deposits

A. Agency Paycheck Pick-up Authorization List

Each agency Director, HR Administrator or the appropriate Fiscal Administrator if payroll is under their supervision, must authorize designees to pick-up paychecks. A written authorization, signed by the Agency Director, HR Administrator or the appropriate Fiscal Administrator, must be submitted to DAS HRD HCM Payroll in order to report any changes to the current authorization on file.

B. Guidelines for Issuance of Off-cycle (manual) paychecks

DAS has revised their requirements for situations in which an Agency may request the issuance of off-cycle (manual) paychecks. However, it is DAS' expectation that Agencies hold their payroll offices accountable for accurate posting of payroll information in order to minimize these requests.

If the number of requests increases significantly and/or if requests follow repeatable "trends", agencies will be notified and stricter requirements may be implemented. Agencies **should not** release off-cycle manual checks to employees prior to the pay date of the check. As with on-cycle regular checks, agencies are responsible for ensuring off-cycle manual checks are not cashed prior to the pay date. Funds for checks cashed prior to the issued date will not be released by the Treasurer of State. If DAS HRD HCM Payroll receives notification from OBM that an off-cycle manual has been cashed prior to the check pay date, future off-cycle manual requests from that agency may be held by DAS HRD HCM Payroll until the pay check date.

Off-cycle manual checks will ONLY be issued in the following situations:

- an agency payroll office has neglected to post or approve REGULAR time which results in the employee's entitled gross pay for the pay period to be short by 10% or \$100, whichever is less;
- all required paperwork and approvals for the payment of overtime have been submitted to the agency payroll office but it has been neglected to be posted for 2 subsequent pay periods;
- a disability or OIL claim or extension is approved Thursday afternoon or after during processing week. For these requests, the job data page must be updated to Payroll Leave Action/Disability Pay or Payroll Leave Action/Occupational Injury Leave. Additionally for disability off-cycle manuals, the following must be completed prior to the issuance of the off-cycle manual check:
 1. disability hours (TRCs) must be entered on the timesheet for ALL pay periods the request encompasses;
 2. the total gross amount of the off-cycle manual check must be entered in "Additional Pay" as a **negative** amount using the TRC for regular pay (REG); and
 3. a screen print of the completed [Disability Excel Calculator](#) must be attached to the "Request for Off-cycle Manual Paycheck".

If the Agency believes there is an extenuating circumstance that would justify the issuance of an off-cycle manual but it is outside the above allowable parameters, contact DAS HRD HCM Payroll.

Off-Cycle Manual Reminders:

- If there are payroll "exceptions" related to the above requests, they must be cleaned-up prior to the issuance of the off-cycle manual paycheck. If appropriate, "Record Only Adjustments" MUST BE completed, reference [HCM Job Aids - OAKS Training Online](#) HCM Job Aid **HCMJA239**
- All off-cycle (manual) paychecks will show on the "Review Paycheck" screen with the next pay period end date. This means that **two (2)** paychecks will be seen when reviewing the paychecks for the next pay period ending date.

C. Requesting Off-cycle (manual) paychecks

When the agency has determined that an off-cycle manual check is necessary, a Request for Off-cycle Manual form must be completed and sent to DAS HRD HCM Payroll. Forms are available from the [HRD Downloadable Forms](#) web page. Completed forms can be faxed to (614) 466-1565. Off-cycle (manual) paychecks will be available for pick-up the day requested provided all required documentation is provided by 2:00 PM.

When completing the request:

1. Use OAKS EMPLID, not Social Security numbers, as employee identifiers;
2. Use three-digit Earning Codes **not** TRC codes, For a list of earnings codes, reference HCM Job Aid **HCMJA066** at [HCM Job Aids - OAKS Training Online](#)

D. Electronic Fund Transfer (EFT)

To initiate a reversal or return from an employee's account, the agency must complete and submit a "Request for Reversal/Return of Direct Deposit" form available from the [HRD Downloadable Forms](#) web page. Completed forms can be faxed to (614) 466-1565. Please note that **no reversal requests will be processed for underpayments.**

Prevent Direct Deposit - Reversal requests must be submitted prior to 2:00 PM, Tuesday of pay week in order to prevent the transmission of funds to the employee's account.

Returns – Any reversals requests received after 2:00 p.m. on pay week Tuesdays are considered returns.

For both prevent direct deposits and returns, DAS HRD Payroll will issue an off-cycle manual check as soon as funds have been returned to the State of Ohio (this normally takes 48-72 hours but may take up to a week)

*Note: When it is necessary to recover directly deposited funds from an employee's account, DAS HRD HCM Payroll cannot process the off-cycle manual check request until the funds are returned from the employee's financial institution. This process may take up to a week or more, depending on the financial institution's procedures, regardless of when the reversal was initiated. In unique situations if the agency submits a copy of a repayment agreement certifying that the agency will be responsible for funds recovery should the funds not be returned from the employee's account or financial institution with the Reversal/Return Direct Deposit form, DAS HRD HCM Payroll can process the off-cycle manual check immediately. If funds are not recovered from the employee's account or financial institution, DAS HRD HCM Payroll will notify the agency to proceed with the repayment agreement and will monitor OAKS HCM to ensure the repayment of unrecovered funds. To initiate this process, agencies **must** coordinate with and receive approval from DAS HRD HCM Payroll.*

E. Lost/Stolen Warrants Including Off-cycle (manual) paychecks

Stop payments for lost or stolen warrants, including off-cycle (manual) paychecks, require the completion and submission of the appropriate Office of Budget and Management documentation. The "Stop Payment of Warrants Form" (OBM-7110) must be completed and submitted to DAS HRD HCM Payroll for processing along with the "Request for Off-cycle Manual Paycheck", indicating the request is for a replacement warrant. When DAS HRD HCM Payroll has received authorization of the request from OBM, an off-cycle manual replacement paycheck will be processed.

The OBM 7110 form is available at [OBM - Forms](#) (scroll down to the "Payment Issuance" section).

F. Off-cycle Manual Paycheck Voids

Off-cycle manual paychecks include a ninety (90) day suspense date, after which they become void. If the off-cycle manual is not cashed within the ninety days, a replacement will not be issued by DAS HRD HCM Payroll. An agency must include the earnings from the voided off-cycle manual on the next regular payroll.

If an agency has an off-cycle manual paycheck that was not delivered to an employee, it must be returned to DAS HRD HCM Payroll for cancellation.

If an off-cycle manual paycheck needs to be voided due to an error in the amount, the off-cycle manual must be returned to DAS HRD HCM Payroll for re-issuance.

G. Request for Direct Deposit

The accuracy of an employee's direct deposit record is crucial and must be kept current at all times. Any changes required must be updated promptly to reflect accurate account information, whether it is the result of changes made by the employee (e.g. account closed by the employee) or by the financial institution (e.g. account numbers changed due to bank merger). **Changes made after Thursday of payroll processing week will not take effect until the next pay cycle.**

DAS HRD HCM Payroll recommends that agency payroll staff monitor the Review EFT Errors daily. Monitoring the Review EFT Errors page is especially critical during payroll processing week. **Please note:** If an EFT error/issue that will affect the payroll being processed is identified by an agency on Friday of pay processing week, contact your DAS HRD HCM Payroll specialist for assistance.

OAKS HCM navigation to Review EFT Errors: **Payroll for North America>Employee Data USA>Payroll Processing USA>Review EFT Errors**

For additional assistance, refer to HCM Job Aid **HCMJA123**, "Review Payroll Errors" at [HCM Job Aids - OAKS Training Online](#)

H. Deceased Employees

Final paychecks may be re-issued to a deceased employee's executor of estate with proper notification from agency payroll personnel. The agency must send the paper warrant and an off cycle manual check request to their DAS HRD HCM Payroll specialist along with the necessary supporting documentation (e.g., executor of estate letter from probate court). If it is necessary to recover funds from an employee's direct deposit prior to the final payoff, DAS HRD HCM Payroll will not be able to re-issue the Off-cycle manual check until the funds are returned from the financial institution. When this is necessary, the agency must submit the completed reversal/return direct deposit form to initiate the recovery of funds.