

AUGUST 26, 2008

The Human Resource Data Control, Payroll and Graduate School deadlines for processing hiring documents for the August monthly payroll run (payable August 29th) have passed. New hires in units who have completed the appropriate paperwork will receive their payment on time.

However, for those who have submitted paperwork late, please note the following two categories:

Faculty, AP, Undergraduate Assistants: HR Data Control and the Payroll Office will make every effort to process and pay late contracts by generating manual voucher checks for the August 29th pay date. This process will continue into September until completed.

Graduate Assistants: Due to the volume of late graduate paperwork, it is not feasible to generate manual voucher checks, therefore the Payroll Office will run a supplemental graduate payroll on September 10th for those employees not already processed on the regular August payroll run. The pay date will be September 16th.

In order to make the next deadline for graduate processing, all paperwork must be sent to the Graduate School immediately. The Graduate School must have time to process the contracts prior to forwarding them to HR Data Control so that data entry can be done in time for the supplemental payroll run. Please note:

Contacts: The Graduate School requests that all graduate students contact their department for information concerning contract/paperwork status. Numerous phone calls to the Graduate School cause further delay in processing.

Hardship: If it is determined by the department that the September 16th pay day presents a financial hardship on the graduate student, then the department may ask for a manual voucher check by sending a detailed letter to the Payroll Office, with a department official signature. The Payroll Office will process the special requests as expediently as possible, between now and September 16th. After September 16th, all remaining late graduate contracts will be paid manually, on a first-in basis, and a hardship letter will not be required.

NOTE: A special hardship payment cannot be generated unless the paperwork/contract has been processed through all proper channels.