

# IMAGINE! FINANCE POLICIES & PROCEDURES

## PAYROLL CORRECTIONS

**Effective Date: December 1, 2010**

If an employee feels that they have not been paid correctly, the following procedures should be followed:

### **Salaried Employees:**

Employee should contact payroll directly via email or telephone for correction or explanation (i.e. taxed on a fitness benefit or W-4 changed the taxes withheld).

### **Hourly Employees:**

***Employee must contact their supervisor.*** (The employee can show their supervisor their pay check stub, either direct deposit or live check) The supervisor will work with the employee to determine if the hours were recorded correctly in the time keeping system.

- If the supervisor finds that any shifts or hours were missed, the supervisor must complete a "CORRECTIONS FOR PREVIOUS PP" form and submit it to payroll (TIME MISSED tab) via email.
- If the supervisor finds that the employee was paid at the incorrect pay rate, the supervisor must work with HR/Payroll to verify that the correct pay rates are on file.
- If a pay increase is submitted retroactively, payroll will determine the retro pay owed.
- If the employee has multiple pay rates and the employee or supervisor did not record them correctly in the time keeping system, the supervisor must submit a "CORRECTIONS FOR PREVIOUS PP" form and submit it to payroll (PAY RATE tab) via email.
- If the supervisor finds that any non worked hours were not recorded correctly in the time keeping system (sick, vacation, holiday, etc.) the supervisor must submit a "CORRECTIONS FOR PREVIOUS PP" form and submit it to payroll (NON WORKED tab) via email. If supervisor determines that the employee was not paid correctly due to a deduction amount that was incorrect on the pay check, they should contact HR or Payroll.

### **Additional Pay Owed Policy:**

If the dollar amount owed to the employee is over \$100, a special (off cycle) check will be issued within one business day of payroll's receipt of the correction form.

If the dollar amount owed to the employee is less than \$100, the additional pay will be included on the employee's next pay check as "Retro Pay".

\*Any request for additional pay/corrections are due to payroll on the same date/time that time card approvals are due (Tuesday prior to the pay date by 9:00 a.m.) in order to be included on the next pay check.

Approved: John Nevins

Date: 12/1/2010