

Payroll Adjustments and Special Payments Procedure

When errors are made while processing payroll, the error will normally be corrected on the employee's next regular payroll cycle. Corrections can not be made on a pay cycle other than the employee's regularly assigned schedule.

Exceptions to this procedure:

The Central Payroll Office will issue hand drawn checks for the following circumstances:

1. Involuntary employee termination in accordance with Colorado Fiscal Rule 9-3.
2. A Banner System payroll processing error.
3. Employee settlement payments (wages only - determined by the agreement).
4. Error that results in the employee being overpaid by an amount that can not be collected on the next paycheck.
5. Error on an employee's final paycheck.
6. Other requests for hand drawn checks will be at the discretion of the Central Payroll office. Considerations include, but are not exclusive to, possible undue hardship to the employee and responsibility of error such as a data processing error or employee failure to submit required information in timely manner.