

Online Payroll Update\Off Cycle Frequently Asked Questions

1. Will the information I enter in this form automatically update timesheets/absence, or additional pay?

Answer: No. This online form, just like the previous e-mailed form, only serves to request that Payroll update to an employee's paycheck. It does not replace the need to ensure the timesheet, absence management, additional pay, or job data reflects the accurate source of the payment.
2. Do all payroll update and off-cycle requests have to be approved?

Answer: Yes, all requests must be approved. They will not be sent to Payroll Services unless approved.
3. Who should approve the request? Do they need access to the form in PeopleSoft?

Answer: You can continue to select the same person who approves the forms you send in now. That person does need access to Payroll Forms in PeopleSoft.
4. What do I do if I submit a request for approval and then find out that person is unavailable to approve the form?

Answer: You can go back into the request and change the approver at any time up until it was been approved. You can also select someone from another department in your college. If no other approver is available, and you are approaching the deadline, a Payroll Services staff member could approve the form. In that case, please assign rjwessel (BobWessel) as the approver and send a separate e-mail to Payroll@umn.edu to alert us and explain the exception.
5. How do I cancel a request?

Answer: A request can be cancelled by the submitter or approver up until it has been approved. Once approved, it can only be cancelled by a member of Payroll Services by mailing payroll@umn.edu and providing the request ID, employee ID and employee name.
6. Do I need to break down a salaried employee's hours and earnings by work week?

Answer: Yes, all employees hours and earnings should be entered by work week.
7. What is a work week?

Answer: The University of MN work week begins on a Monday and ends on the following Sunday.
8. What if I need to pay hours or earnings for multiple weeks or pay periods in the past?

Answer: You can add as many additional earnings lines as needed in order to record hours and earnings for past weeks.
9. Do I need to enter hours for a salaried employee?

Answer: Yes, hours are needed for proper vacation and sick benefits accrual. If hours are not recorded, an employee's accrual may be wrong and their balances will be incorrect.

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10. Will the employee's base pay rate populate if I add any hourly earnings code?
Answer: The form will only automatically populate the base pay rate for the REG (regular) earning code. All other earnings codes such as vacation, sick, holiday, OT, etc. will require you to enter the appropriate pay rate to use.
11. What do I do if I want to delete some hours and earnings from an employee's check?
Answer: Zero out the modified hours, modified rate and modified amount columns on each payline you wish to delete.
12. Do I still need to ensure the employee's timesheet is updated if I am sending in an update for an hourly or exception hourly employee?
Answer: Yes, All changes to time and absence reporting after the Wednesday deadline that is prompting the need for a Payroll Update or Off-cycle must be made before the form is submitted.
13. I am sending in a request that is a lump sum payment. Should I split it up over two weeks?
Answer: Yes. If the lump sum amount should have been paid over both weeks of the pay period, please split the payment, listing half of the payment for each week.
14. Can payroll update and off-cycle requests be submitted for more than one employee record for an employee?
Answer: One request form can be submitted for each employee record. The system will not allow you to enter multiple requests for a single employee record. Any open requests need to be completed before you will be allowed to enter another request for that record.
15. What do I do if I want to revise a payroll update or off-cycle request?
Answer: You can update a submitted request up until the time it has been approved. Once it has been approved you cannot revise it. You will need to wait until the current, approved request has been completed or you can email Central Payroll at payroll@umn.edu and provide your changes.
16. Is the payroll update request form only available during payroll close?
Answer: No, the payroll update \ off-cycle request form is available at all times. It is advised however that you wait until you have reviewed the pre-confirm payroll report on Thursday morning during the payroll close before completing a request.
17. How will I know when my request has been completed?
Answer: An email notification will be sent following the successful completion of all payroll update and off-cycle request forms. In the case of an off-cycle request, the email notification is sent only to the employee receiving the off-cycle payment.
18. What if I have more than one reason for submitting a form?
Answer: Choose from the reasons drop down menu the reason that best explains the main reason for the request. Example – an hourly employee whose appointment was entered after the deadline could use the reason "late appointment entry" and/or "time and labor entry." The main reason the employee was not paid was primarily because of the late job data entry.