Payroll Processing Requirements

[SFA HOP 03-216](#) states, "an Electronic Personnel Action Form (EPAF) submission is required <u>before a new employee is permitted to start work</u>." [SFA HOP 03-204](#) states, "supervisors are responsible for immediately notifying human resources of all faculty, staff, graduate assistant terminations, retirements, and transfers. Notification will be accomplished through completion of an Electronic Personnel Action Form (EPAF). The EPAF process should be started as soon as possible to allow for routing through the appropriate channels for approval." Please ensure all approvers for EPAFs have a designated proxy so that there are no delays in electronic approvals.

Requirements

Supplemental payments are only issued when regular earnings were missed and the employee is not able to wait for the next regularly scheduled payday to be paid for these earnings due to hardship.

Supplemental payments are **<u>not*</u>** issued for the following and should not be requested:

- Payments under $50
- Supplemental pay if the employee has been paid their regular salary and wages. This includes but is not limited to allowances, one-time payments, overtime, shift differential, on-call pay and additional compensation
- Pay differentials (e.g., due to retro compensation or scheduled weekly hours increases)
- Leave payments (e.g., vacation, holiday pay)

*These payments will process on the **next applicable payday** for the employee's pay group (<u>monthly </u>or <u>semi-monthly</u>) following final approval of the related business processes.*

Requests for supplemental payments must be submitted by authorized departmental personnel to the payroll office. These requests will be reviewed and issued in accordance with the deadlines, pay periods and paydays reflected in the pay date schedule and requirements listed herein. The above information will be listed on the payroll services website.

Please contact the payroll office at (936) 468-3732 if you have any questions.