SAS Late Pay/Hand-drawn Check Request Process

- SAS RBO Business Administrator is to contact Payroll Office for verbal approval from a payroll analyst to request the hand-drawn check. SAS RBO is to obtain the name of the payroll analyst who provides hand-drawn check approval.


- Role distribution lines in the PennWorks system are to reflect how the payee is to be properly paid.

- SAS RBO Business Administrator is to enter late pay data for weekly and monthly employees into the payroll system. “Pending” will appear next to the late pay entry.

- Late pay requires on-line approval:
  - For Staff (monthly) – immediately contact Carole Gurkaynak at gurkayna@sas.upenn.edu or 8-1915 to request hand-drawn late pay approval
  - For Graduate Students (monthly) – immediately contact Tracey Turner at tturner@sas.upenn.edu or 8-4940 to request hand-drawn late pay approval
  - For Faculty (monthly) – immediately contact Kathy Fey at kfey@sas.upenn.edu or 8-5369 to request hand-drawn late pay approval

- Once late pay request is approved in the payroll system, “Process” will appear next to late pay entry. SAS RBO Business Administrator is to monitor late pay entry in payroll system to ensure that the request was approved and is to follow up with approver if approval is still pending. Amount due to payee as late pay will be included in payee’s next paycheck.

- If hand-drawn check is required, SAS RBO Business Administrator is to hand carry completed Hand-Drawn Check Request form to the late pay approver for signature.

- Late pay approver will attach a copy of the late pay approved screen from the payroll system.

- Per SAS policy, after on-line approval by the appropriate late pay approver, all requests for hand-drawn payroll checks in the School are to be reviewed and approved by the Executive Director of Finance before going to Payroll Office. Before approving any payments, an
adequately detailed explanation from the SAS RBO Manager must accompany the request. Refer to http://www.sas.upenn.edu/fas/finance/Manual_Hand_drawn_checks.doc

- SAS RBO Business Administrator is to make copies of all submitted documents and payroll screens. The copies are to be filed into the employee’s personnel folder.

- SAS RBO Business Administrator hand carries the forms to the Payroll Office

- Payroll Office contacts the SAS RBO Business Administrator when check is ready for pick up. SAS RBO representative, Department representative or payee picks up check from Payroll Office. Penn ID is required for check pick up.