

Payroll Procedure: Forms and Timesheets Deadlines

PURPOSE

This document provides the campus-wide deadlines essential to the timely and accurate pay of UT Dallas employees. It also explains how late payroll documents are handled, as well as the process to follow when circumstances create an exception to this procedure.

Refer to Administrative Policies and Procedures Manual ([D3-150.0](#)) for the University policy that describes when employees are to be paid.

DEFINITIONS

Forms. Official University records related to an employee's employment, compensation, benefits and taxation through payroll. Forms used in the procedure include:

- Personnel Action Forms (PAFs).
- Authorization for Professional Services forms (AFPS).
- W-4 forms.
- Direct deposit forms.
- Termination forms.

These forms are available online at utdallas.edu/hrm/forms.

Contingency payroll check. Pay produced for an individual outside the normal pay processing schedule.

REGULAR PROCESSING SCHEDULES AND DEADLINES

The Payroll department works with staff across campus to produce a timely, accurate and complete payroll three times per month. To allow the payroll staff adequate time to process pay and perform associated quality control measures, departmental staff members who process payroll should meet the following deadlines:

- For monthly pay:
 - Deadline to submit all forms: 8th of each month.



- Deadline to submit timesheets: 16th of every month.
- For semi-monthly pay:
 - Deadline to submit all forms: 1st and 3rd Tuesday of each month.
 - Deadline to submit timesheets: 8th and 21st of each month.

If a deadline day falls on a University holiday or weekend, the closest business day serves as the observed deadline. For example, if the 8th falls on a Saturday, then Friday the 7th is the actual deadline day for that time period. If the 8th falls on a Sunday, then Monday the 9th is the actual deadline day for that time period. If a deadline occurs on a mid-week University holiday, the preceding business day is the observed deadline. For example, if July 4th is a University holiday and it falls on a Tuesday, Monday, July 3rd, is the payroll deadline.

INSTRUCTIONS

You can meet the forms deadlines by turning in documents as described below:

Form Name	Send to	Acceptable Ways to Send
Personnel Action Form*	Budget and Resource Planning	Hand-deliver to AD 3.108 Mail stop AD37
Authorization for Professional Services (AFPS) forms for current employees	Payroll and Data Administration	Fax to 972-883-6404 Mail stop AD36
W-4*	Payroll and Data Administration	Hand-deliver to AD 2.224 Mail stop AD36
Direct Deposit*	Payroll and Data Administration	Hand-deliver to AD 2.224 Mail stop 36
Termination*	Budget and Resource Planning	Hand-deliver to AD 3.108 Mail stop AD37

**Turn in the copy bearing original signatures for audit purposes.*

You can meet the timesheets deadlines by sending your Excel timesheets to payroll@utdallas.edu by the requested date. Please use [encrypted email](#) to transmit this data. If you need help with installing this feature, contact Information Security at 972-883-6810 for assistance.

MISSED DEADLINES

The following items will be processed during the next payroll cycle if received by the Payroll office after the corresponding deadline dates:

- Personnel Action Forms (PAFs).**
- Timesheets and time reporting adjustment sheets.



- Authorization for Professional Services forms (AFPS).
- Direct deposit forms.
- Termination forms.
- W-4 forms.

***Personnel Action Forms (PAFs) should be completed and sent to the Budget office as soon as the department is aware of an employee's termination or leave of absence. If an employee is terminated on or after a payroll processing deadline, contact Payroll immediately at 972-883-2611.*

EXTRAORDINARY CIRCUMSTANCES

To accommodate an employee who would not be paid on schedule for services rendered to the University, the department's dean or the vice president may request a contingency check from the Payroll department.

Eligibility

Contingency payroll checks, known as "off cycle checks," are issued only when extraordinary circumstances preclude the timely submission of payroll actions (e.g., new appointments or reappointments). For guidance about whether a situation qualifies for a contingency check, contact the vice president for Budget and Finance.

Since the contingency pay procedure places additional burdens on the employee involved, the requesting department and the Payroll department, you are encouraged to prepare and send payroll documents on time.

The following payments are not eligible for contingency payroll checks:

- Retroactive pay for:
 - Change from part-time employment to full-time employment.
 - Change to an acting pay position.
 - Promotion to a new position.
- Payment for work not yet performed.
- Vacation payout.
- Additional pay for:
 - Cell phone pay.
 - Hazardous pay.
 - Longevity pay.



Procedure

To request contingency pay:

- Complete the Contingency Pay Request form. Describe the circumstances for the delay in initiating the payroll action and provide the reason for the request.
 - Include the name and direct telephone extension of whom to call when the check is ready.
 - Attach supporting paperwork as needed (eg, timesheet).
- Obtain your dean or vice president's signature as authorization.
- Deliver to the payroll director in person (AD 2.224) or by fax to 972-883-6404.