

Processing Tips for Requesting Manual Payment of Salary

Pay calculations are processed every two weeks on a Thursday evening with a second pass of PAYE on either Friday or Saturday. The official pay day is Thursday after PAYE runs. For employees receiving salary payments via EFT, the funds could be in the bank by Monday after PAYE runs. When an employee fails to receive pay on the official pay day, a manual payment of salary can be processed.

An EMPLOYEE should report non-receipt of a payment to the agency POI. The AGENCY must determine if a payment was issued by checking PINQ Program PQ032, Payroll Listing, and SPPS Web Adjustments.

Paid Employees Claiming Non-Receipt of Pay

RECERTIFICATION is the processing of a second check for the same payment when a payee claims non-receipt, loss, theft, mutilation, destruction, or forgery of a U. S. Treasury check.

- If a payment was issued, begin the recertification process through the Document Tracking System External (DOTSE). These are the guidelines to follow:
- When the original payment is a hard copy check, begin the Recertification process on Monday after Thursday pay day.
- When the original payment is a hard copy check and it was sent to an incorrect address, begin the Recertification process immediately and change the mailing address in PPS.
- When the original payment is EFT, begin the Recertification process on Tuesday after Monday EFT pay day. NFC's Certification and Disbursement Section processes a tracer by contacting the bank of the original payment to ensure the funds will be returned. The Certification and Disbursement Section determines when it is OK TO RECERTIFY.

DOTSE runs at night. The payment disburses on the next business day's manual pay schedule that runs Monday – Friday, excluding holidays, at 11:00 AM CST.

Unpaid Employees

A review of PINQ Program PQ032, Payroll Listing, on Monday after pay runs indicates when an employee is unpaid. A Quick Service Request (QSR) is processed via SPPS Mainframe when an employee is unpaid for a pay period because no T&A is received or a personnel or payroll

action is not processed timely. The employee is paid 70% of the tour of duty and a debt (receipt account) is established for this amount.

The original T&A for the QSR pay period must be transmitted and received electronically with the following pay period's T&A. When the QSR T&A is paid on PQ032, the receipt account collects from the net. If the QSR T&A is not processed in the pay period after the QSR is paid, the receipt account collects from the net of the current pay period's T&A. This results in no payment for the current T&A.