

If an employee has been underpaid, the department representative should contact their Payroll Specialist. Payroll will review each underpayment issue individually and will determine the proper course of action. Generally, underpayments resulting from employee negligence (e.g., not turning in their timesheet) must be certified on the next payroll as Prior Period Hours or "PPH".

There are situations when Payroll may be able to issue an on-demand check for underpaid employees. Note that there are specific windows of time when on-demand checks can be issued. The department representative should contact Payroll as soon as they are made aware of an underpaid employee who would suffer a financial hardship by waiting until the next pay period to receive the payment due for the hours work but not paid.