



Pay Error Correction/Missing Check Form*

Fax Form To: Human Resources Process Center at 212-851-2990.

* Do not use this form to track paperwork received after the Mail Closing Date.

Employee Information

Employee ID: _____ **Empl Rec #:** _____

Last Name: _____ **First Name:** _____

Employee Status: Active LOA Terminated Retired

Employee Type: Officer Support Staff Work Study Casual Stipend

Employee Pay Group: M01 M02 M03 BW1 BW2 WK1 WK2 RET

Error Information

First Pay Error Type: Base Pay Add'l Compensation Deductions Taxes

Correction: Over Payment Under Payment Missing Payment (*inc. Vacation and Severance*) Stop Pay/Reverse

Pay Period of Error: Start Date: ____/____/____ End Date: ____/____/____

If known, please complete the fields below.

Amount: _____ **Code:** _____ **Tax Periods:** _____ **Take Normal Deductions:** Yes No

Describe the Pay Error and Reason for the Adjustment:

Second Pay Error Type: Base Pay Additional Compensation Deductions Taxes

Correction: Over Payment Under Payment Missing Payment (*inc. Vacation and Severance*) Stop Pay/Reverse

Pay Period of Error: Start Date: ____/____/____ End Date: ____/____/____

If known, please complete the fields below.

Amount: _____ **Code:** _____ **Tax Periods:** _____ **Take Normal Deductions:** Yes No

Describe the Pay Error and Reason for the Adjustment:

Authorization for Correction

Department Approver

Dept. Approver Name: _____ **Date:** ____/____/____ **Phone:** (____) ____-____

Department: _____ **Department #:** _____ **Email:** _____

For HRPC & Payroll Use Only

Help Desk Issue Log #: _____ **Issue Date:** ____/____/____

Verification of Amount Due: _____ **Approved By:** _____ **Date:** ____/____/____

Payment Method: On Cycle Date: ____/____/____ Off Cycle Date: ____/____/____ Manual Check

Manual Check Delivery: Date: ____/____/____ Pickup at 330 Mail To: _____



Form Instructions

Use of Form

- ▶ You can use this form if the original pay paperwork/electronic submission was correct. If the original pay paperwork/electronic submission was not correct then you can not use this form.

Use of Pay Error Correction Form

- ▶ **Correct and On Time Paperwork** – You **can** use this form only if the original pay paperwork or electronic submission was correct and received on time, by the appropriate Mail Closing Date.
- ▶ **Incorrect or Late Paperwork** – You **can not** use this form if the original pay paperwork or electronic submission was not correct or received late, after the appropriate Mail Closing Date.
 - Incorrect Paperwork – Must be resubmitted.
 - Late Paperwork – Will be processed on the appropriate on-cycle or off-cycle pay period based on the rules below. *It is not eligible for an emergency check.*
- ▶ The Pay Error Correction Form is available from the Treasurer & Controller's web site at http://www.columbia.edu/cu/controller/pdf/pr_payerror.doc

Payment Method Rules

For Active or Retired Employees

- On-Cycle** – If the pay error amount is less than 25% or \$1,000 of the individual's period salary then it will be paid using the employee's regular method on the next on-cycle pay period for their pay group.
- Off-Cycle** – If the pay error amount is equal to or greater than 25% or \$1,000 but less than 50% of the individual's period salary then it will be paid using the employee's regular method on the next weekly off-cycle pay period.
- Emergency Check** – If the pay error amount is equal to or greater than 50% of the individual's period salary then it will be paid by **manual check within 24 hours** of receiving the approved and signed Pay Error Correction Form. *The final decision for a manual check rests with the HRPC and Payroll Management.*

For Laid Off or Terminated Employees

- ▶ The pay error will be paid by **manual check within 24 to 48 hours** of receiving the approved and signed Pay Error Correction Form.

Process Flow

