

# Substitute Pay Process Guidelines

## I. General Policy

- The university pays all employees through the Banner payroll process.
- Departments must comply with the hiring process and paperwork deadlines set by the Division of Human Resources (DHR).
- **Substitute pay is a temporary loan**, not a replacement for standard payroll procedures.

## II. Purpose of Substitute Pay

- Designed to provide temporary financial relief when an employee is due pay but did not receive it.
- Under exceptional circumstances may apply to additional payments such as:
  - Premium pay
  - Pay increases
  - Special pay

## III. Administration & Approval

- University Payroll Office oversees substitute pay governance and approvals.
- All signatures up to the divisional Vice Chancellor or assigned designee are required.

## IV. Request Submission Requirements

- The responsible department must submit the request.
- An explanation of the delay is required, providing specific details on why the issue occurred.
- A copy of the approved personnel action form must accompany the request form.

## V. Payment Method

- **Paper check** (not processed through a system generated payroll).
- University Payroll Office submits the request via AggieMart for processing through the Accounting Office in the next available check cycle.

## VI. Eligibility & Payroll Recovery

- The requesting department must ensure the employee has an approved hiring document with HR for the next payroll cycle.
- The Payroll Office will verify substitute pay eligibility through assessment procedures.

## VII. Terms & Conditions

By signing the **Substitute Pay Request**, the employee agrees to the following:

### 1. Repayment & Payroll Processing

- The omitted gross salary will be included in the next available payroll cycle.
- This will include substitute loan recovery and applicable tax/deduction withholdings.
- Higher tax withholdings may apply due to combined gross pay.

### 2. Check Availability & Amount

- The Payroll Office **cannot guarantee** a specific date for check availability.
- The substitute pay amount does not account for tax withholdings.
- The check amount will be approximately 50-70% of the gross pay owed.
- The amount may be less than 50% based on deductions and tax liabilities.

### 3. Acknowledgment & Agreement

- By accepting the substitute pay check, the employee **agrees to all terms and conditions** of the process and repayment.

Please contact the University Payroll Office at 336.334.7888 or [payroll@ncat.edu](mailto:payroll@ncat.edu) with questions regarding the substitute pay guidelines.

# Request for Substitute Pay

**Before completing the substitute pay form the department and employee must review the Substitute Pay Process Guidelines.** Once the form is submitted, it indicates that the employee understands the terms and conditions of the process and required repayment.

The substitute pay process is a temporary loan designed to provide funds to an employee in the event that pay is due, but the employee did not receive regular pay. It is not to be used in lieu of following the guidelines for hiring and paying an employee through our normal payroll process.

<b>Employee Name:</b>	
<b>Banner ID (last 6-digits):</b>	
<b>Position Number:</b>	
<b>Missed Pay Period(s):</b>	
<b>Total Gross Pay Omitted:</b>	

**Justification**

Please indicate the department responsible for the missed pay and specify why the issue occurred.

<b>Department Name:</b>	
<b>Explanation Statement:</b>	

**Department Signatures**

Signatures must be hand-written or digital date-stamped. Signatures in word-font format are not accepted.

<b>Supervisor:</b>		<b>Date:</b>	
<b>Department Head or Dean:</b>		<b>Date:</b>	
<b>Division Vice Chancellor:</b>		<b>Date:</b>	

**Employee Authorization for Substitute Pay Deduction**

In consideration of receiving substitute pay, I acknowledge that the substitute pay payment is a **temporary loan** and I understand that:

- The substitute pay amount will be **automatically deducted** from my next payroll check where the omitted payment is included.
- The final payroll amount may be impacted by tax withholdings and other relevant deductions applied to the total gross wages, including any omitted payments.
- This authorization is binding and ensures repayment of the substitute pay.

**By signing this request, I attest that I have read and agree to the guidelines of the substitute pay.**

Signatures must be hand-written or digital date-stamped. Signatures in word-font format are not accepted.

<b>Employee Signature:</b>		<b>Date:</b>	
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Submit completed form and required support documentation to the [payroll@ncat.edu](mailto:payroll@ncat.edu).

**For Payroll Office Use Only**

<b>Omitted Gross Salary:</b>		<b>Date:</b>	
<b>Substitute Pay Amount:</b>			
<b>AggieMart Entry Date:</b>			
<b>Payroll Representative:</b>			