

# Substitute Pay Policy

It is the practice of this University to pay all employees through the payroll process in Banner. This requires all departments to accurately complete the necessary documents, acquire appropriate signatures, and assure the approved pay documents reach Human Resources by the 10<sup>th</sup> of the month. Following this procedure will ensure that employees will be paid accurately and timely.

The substitute pay process is designed to provide funds to an employee in the event that pay is due, but the employee did not receive regular pay. Regular pay does not include pay such as premium pay, pay increases, and/or special pay. The substitute pay process is not designed to be used in lieu of following the guidelines for hiring and paying employees through our normal payroll process.

The substitute pay procedures, and the enforcement of substitute pay guidelines, are administered by the Payroll Department. Please observe the following:

- The substitute pay form must be completed in its entirety with appropriate signatures, including the Vice Chancellor's signature prior to submitting the form to the Payroll Department.
- Substitute pay should be submitted by the University department responsible for the delay and must include an explanation for the delay. The explanation should not name individuals, but must be specific enough to provide an understanding of the true nature of the delay.
- Substitute pay checks are not printed in Payroll. They are submitted along with a check request to Accounts Payable and will be printed according to the schedule established by that department. The payroll department will be notified when the check is available for distribution.
- The employee should be notified by the department that:
  - The payroll office cannot guarantee the date the check will be available.
  - The check will not have any withholdings deducted. The amount will be approximately 50- 70 percent of the pay owed to the employee. The amount is determined in consideration of the taxes and other deductions to be applied once the salary payment is made.
  - When the Payroll Department is able to pay the omitted gross salary to the employee on an upcoming paycheck, the substitute pay will be deducted.
  - If the employee has enrolled in direct deposit for Accounts Payable checks, the substitute pay check will be direct deposited. The deposit of the check into the employee's account can take up to 72 hours after processing by the Accounts Payable unit.

Questions regarding substitute pay can be directed to the Payroll Department.

**REQUEST FOR SUBSTITUTE PAV**  
**North Carolina Agricultural and Technical State University**

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**Print Employee Name:** \_\_\_\_\_

**Banner ID:** \_\_\_\_\_

**Justification:** Please indicate the department responsible for the delay. Please include an explanation that is specific enough to provide an understanding of the true nature of the delay.

**Department:** \_\_\_\_\_

**Explanation:** \_\_\_\_\_

Required Signatures:

Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Dean of School or Director \_\_\_\_\_

Date \_\_\_\_\_

Vice Chancellor \_\_\_\_\_

Date \_\_\_\_\_

**AGREEMENT TO REPAY**

In consideration of this substitute pay payment, I hereby authorize North Carolina A&T State University to withhold the payment from my next payroll check. I understand that the substitute pay payment is a loan until the omitted gross salary due to me can be processed on an upcoming paycheck. The amount of the substitute pay will be deducted.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

**The employee has been notified that:**

The payroll office cannot guarantee the date the check will be available. The check will be approximately 50-70 percent of the pay owed to the employee. The amount is determined in consideration of the taxes and other deductions to be applied once the salary payment is made.

**Requester's Signature** \_\_\_\_\_

**For Payroll Office Use Only**

Substitute Pay: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Salary \_\_\_\_\_

Authorized Payment \_\_\_\_\_

Payroll Representative \_\_\_\_\_