Check Stop Pay-

The process of a bank stop payment on a payroll check that has already been issued but needs to be canceled. This can happen for various reasons, such as the check being lost, issued in error, or due to an overpayment. Once the stop payment request is processed, payroll must allow 72 hours to confirm the stop has been placed. The bank will prevent the check from being cashed or deposited. If you are the administrator submitting a request for a check stop pay, you must let the employee know that they cannot cash the check if/when they receive it.

To request a check stop pay, the department administrator must submit an inquiry and select *Payroll > Reversal/Over Payment*.

Check Register Final-

This is the final report generated after the payroll has been finalized and payments can no longer be altered. This report serves as an official record of the payroll for that period. The final register contains gross earnings by type, net pay, and will indicate in the far-right corner direct deposit or check depending on the employee's payment method on file. The total page for each area of responsibility must be signed, dated, and retained for a period of three years. Both electronic and physical methods of storage are acceptable. If storing electronically, we recommend that you save each total page to a confidential internal drive for three years.

For more information, refer to the Payroll Register Review Procedure.

Check Register Preview

This is a required preview audit report generated before the payroll is finalized. It allows payroll administrators to review and verify the accuracy of payroll data and to identify and correct any errors or discrepancies before finalizing payroll. The preview register includes detailed information on gross earnings by type and net pay for each employee for the current pay period.

The Check Register Preview is an auditing requirement.

For more information, refer to the Payroll Register Review Procedure.

Functional Calendar Final

A monthly functional calendar that includes pay dates and important payroll deadlines for items such as timecards, action approval, service requests (QuickPay/off-cycle), retry requests, ACH reversals, retroactive processing, and other critical deadlines. This helps ensure departments complete all required payroll actions timely.

Individual Compensation Plan (ICP)-SPAR Costed

This is an Individual Compensation Plan payment that provides separate payments to an individual, such as a training grant payment, summer sessions, etc. that is charged to the account information on the SPAR. Therefore, these payments do not require an account number for submission.

For more information, refer to the [Pitt Worx Hub](#).

Individual Compensation Plan (ICP)-Non-SPAR Costed

This is an Individual Compensation Plan payment that provides separate payments to an individual, such as Other Comp, Research Incentive, etc. that require an account number to be entered for where the payment is costed.

For more information, refer to the [Pitt Worx Hub](#).

Late Action Charts

The Late Action Charts outline the steps and corrective actions needed to address various late payroll activities, such as late new hires, late pay increases, late terminations, and other late payroll adjustments.

For more information, refer to the [payroll website](#).

Retroactive process

Pitt Worx automatically identifies retroactive changes made to an employee's record that affect prior pay periods, such as salary changes, late terminations, or corrections to hours approved on the timecard. The system calculates the difference between what was paid and what should have been paid based on the effective date of the change. The calculated retroactive amounts are then included with the next regular payroll run.

Note that an employee must have processed through the prior pay period for the automatic retro process to apply. Be sure to verify on your payroll register that the expected amount is correct. Refer to the [functional monthly calendars](#) for the retroactive payroll processing deadline as these deadlines are before the regular payroll deadline.

Retry

The retry process provides department administrators with an opportunity to correct an employee's pay prior to the payroll being finalized. Changes made after the payroll processing deadline on the [functional monthly calendar](#) will not automatically occur without your retry request authorization. Retry requests should only be submitted once the corrective action is fully approved in Pitt Worx.

The department administrator must [submit an inquiry](#) selecting *Payroll > Payroll Register Retry Request* before the deadline for the change to occur.

Reversal

A reversal is when an individual has been paid via direct deposit (bank ACH payment) in Pitt Worx and the department is seeking to recoup the funds from the individual's bank account. If an employee's payment was incorrect, and the payroll has been finalized, the department administrator has the ability to request that the payment is reversed from the employee's bank account. The account that the payment will be reversed from is the employee's banking account that was on file in Pitt Worx at the time the payroll was finalized.

The department administrator is responsible for notifying the individual when a reversal has been requested and must notify the individual to leave the funds in their account for the reversal process to be successful. Typically, the day the reversal is submitted in the banking system by Payroll, the employee will see the reversal come out of their bank account the next 1-2 business days.

To request a reversal, the department administrator must [submit an inquiry](#) and select *Payroll > Reversal/Over Payment*.

Service Request for QuickPay (Off Cycle Payment)

Process that allows for a payment to be issued to an individual outside the regular payroll cycle. It is intended to handle payments for financial hardships and urgent pay needs when an individual cannot wait for the next regular payday. Service Requests for QuickPay should only be submitted under these circumstances. Departments will be charged a service request fee of $75 for each off cycle pay that is needed due to the additional exception processing costs.

The department administrator may [submit an inquiry](#) and select *Payroll > Payroll Service Request* for an off-cycle payment.