

CAPS Roster/On-Line Processing

On occasion there is a need to process a payment for missed pay for an employee. Typical examples are PAFs processed after the payroll is confirmed or corrections to prior compensation rates. CAPS will recognize the need for the processing of the missed pay, prepare a roster to be processed on the next available payroll and verify payment upon payroll confirmation, thus alleviating the need for departments to process.

CAPS Expectations:

Upon approving the ePAF affecting pay (or paper PAF if required), the CAPS representative will recognize whether the effective date of the action is prior to a payroll that has already confirmed.

1. CAPS will correctly prepare a roster (or on-line if noted in the ePAF comments) with the appropriate information and forward the request to Payroll (mupayrollimaging@missouri.edu) for processing on the next available pay cycle.
 - a. CAPS will copy the department ePAF – Initiator on the email to Payroll so that they are aware the payment is being processed
2. CAPS will review the calculated paycheck to verify the payment is processing as expected
3. CAPS will review the confirmed paycheck to verify the payment was successful
4. CAPS will communicate with the department if there was an error in the processing of the payment and will work with the department for a resolution (e.g. process a roster for the next pay cycle or process an on-line check request)

Upon receipt of an Additional Pay Form, with effective dates prior to the payroll that has already confirmed, CAPS will recognize the need for processing the payment for missed pay.

1. CAPS Additional Pay Processing
 - a. One-time Payments
 - i. Summer Session earnings and MPP
 1. Enter the Additional Pay into PS with earnings begin and end dates as submitted because these payments need to reflect the appropriate periods the work was performed, even if the pay cycle has confirmed. This eases reconciliation and easily accommodates on-going payments.
 - a. A roster will be required if the earnings begin date is within a pay period that has already confirmed.

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- ii. All other earning codes
 - 1. Regardless of what dates are supplied on the APF, data enter current pay period begin and end dates so that the additional pay will process automatically on the next available pay cycle.
- b. On-going Payments
 - i. All earnings codes
 - 1. Enter the Additional Pay into PS with earnings begin and end dates as submitted because these payments need to reflect the appropriate periods the work was performed, even if the pay cycle has confirmed. This eases reconciliation and easily accommodates on-going payments.
 - a. A roster will be required if the earnings begin date is within a pay period that has already confirmed.
 - 2. CAPS Roster processing
 - a. CAPS will follow the roster processing steps 1-4 above for Additional Pay requests that are required to be processed with the actual periods worked and result in missed pay

Department Expectations:

Since this service is designed to alleviate the need for departments to perform these tasks, departments are expected to refrain from preparing roster or on-line requests. Departments will work directly with their CAPS representative to make sure payments are processed timely.

The department may indicate in the comments of the ePAF that an on-line check request is preferred to a roster. This should only be requested if there is a financial hardship incurred by the individual for the missed pay and if the gross amount is more than \$100.00.