

HX Supplemental Payroll Process:

Below is the schedule for the HX Supplemental Payroll. In order for an employee to be put on a Supplemental Payroll, the Supplemental Request Form must be sent to HRBanner@usu.edu by the deadline. If this is a new hire that was missed, the hiring EPAF must be approved and applied before the Supplemental deadline as well.

Payroll	Normal Scheduled pay date:	If missed, Supplemental Request Form Deadline:	Supplemental Scheduled Pay date:	If you miss the Supplemental Request From Deadline
1 st – 15th	25 th of the month	Two days after the 25th	1 st of the following month	Add missed hours to next payroll using the HRP Code.
16 th –Last day of the month	10 th of the following month	No supplemental request. Add missed hours to next payroll using the HRP Code	10 th of the following month	Add missed hours to next payroll using the HRP Code.

SA & GA Supplemental Payroll Process:

Below is the schedule for both the SA & GA Supplemental Payroll. In order for an employee to be put on a Supplemental Payroll, the Supplemental Request Form must be sent to HRBanner@usu.edu by the deadline. If this is a new hire that was missed, the hiring EPAF must be approved and applied before the Supplemental deadline as well.

Payroll	Normal Scheduled pay date:	If missed, Supplemental Request Form Deadline:	Supplemental Scheduled Pay date:	If you miss the Supplemental Request From Deadline
1 st – Last day of the month	1 st of the following month	Two days after the 1 st OR Two days before the 25th	10 th of the following month OR 25 th of the following month	SA Payroll: In the comments of the EPAF, request the missed pay be added to the next month's check. HR will add the missed amount to their next paycheck. This is encouraged for anyone that begins employment at the end of the previous month. GA Payroll: When you extract the next GA payroll, you will need to enter 2 units instead of entering the normal 1 unit. This will pay 2 units of the amount listed in the monthly salary field in NBAJOBS.

