ADMINISTRATIVE PROCEDURES

Procedure Number: 22-18

Effective Date: 11/21/2014
Revision Date: 08/04/2015

County Administrator

SUBJECT: **PAYCHECK ERRORS AND CORRECTIONS**

DEPARTMENT RESPONSIBLE: All County Departments

1. STATEMENT

If an employee has received a paycheck with an error in gross earning that has resulted in the employee not receiving pay according to the County's pay policies, a completed and approved Notice of Paycheck Error (NOPE) form (Attachment 1) is to be completed.

Based on the timing of when Central Payroll receives the form, a paycard will be issued on payday Friday or the following Wednesday for the missing pay.

2. PROCEDURE

A. A Pay Statement will be posted to the employee's ADP Pay & Taxes tab Thursday night of pay week.

B. When the employee reviews that Pay Statement and finds that the gross earnings for the two weeks prior is in error, a NOPE form is to be completed immediately and sent to Central Payroll for processing.

The NOPE form is located on the Finance and Risk Management Intranet, Forms tab, Payroll sub-tab.
http://intranet.pima.gov/Finance/forms.shtml

C. If the employee is reviewing a Pay Statement prior to the most recent two week's pay period and finds that it is in error:

1. A NOPE form is to be submitted to Central Payroll if the error occurred within the previous six weeks.

2. A NOPE form is to be submitted to Human Resources for investigation if the error occurred more than six weeks prior.

D. If the NOPE form is received by Central Payroll no later than noon on Pay Friday:

1. For those employees who have Direct Deposit of their paychecks, a paycard will be issued on that Friday for the paycheck variance and mailed to their residential address.

   Please retain this paycard. Should an error occur in the future, the same paycard will be utilized.

2. For those employees who receive paycard funding of their paychecks, additional funding will be added to their paycard.

E. If the NOPE form is received by Central Payroll after noon on Pay Friday:

1. For those employees who have Direct Deposit of their paychecks, a paycard will be issued on the following Wednesday for the paycheck variance and mailed to their residential address.

2. For those employees who receive paycard funding of their paychecks, additional funding will be added to their paycard on the following Wednesday.

F. Instructions for completing the Notice of Paycheck Error (NOPE) form.

1. Complete the Employee's Name, Department, EIN, and Pay Period End Date in which the error occurred.

2. Enter the specific date on which the error occurred.

3. Check the appropriate box to Add, Delete, or Modify a payroll transaction.

4. If a punch needs to be revised, check the IN PUNCH or OUT PUNCH box and indicate the correct in or out punch. If some other type of correction is to be made, check the OTHER CORRECTION box.

5. Enter the reason the correction needs to be made, i.e., employee and manager did not see that the punch was missing on the designated date.

6. The employee must sign and date the form.

7. The Manager or Supervisor must sign and date the form.

8. The Manager or Supervisor must print his/her name in case Central Payroll has questions or cannot read the signature line.

9. Email the completed form to Central Payroll. It may also be delivered in person, by FAX, or by interoffice mail.

Note: Human Resources will investigate any NOPE that is submitted six or more weeks after the pay period end date and will either approve or deny the pay request.

Attachment 1

PIMA COUNTY

Notice of Paycheck Error (NOPE)

Employee Name:					
Department:		EIN:		Pay Period End Date:	

If you have found an error on your paycheck, please complete this form and indicated the reason for the correction. The employee will need to sign this form and submit it to his/her supervisor for approval. Supervisor signs this form and send it to Central Payroll if it relates to the recent three pay periods. Otherwise, submit it to Human Resources for investigation. By signing this form you are acknowledging that the information you provided is accurate. Falsifying time is considered fraud and may make you subject to disciplinary action up to and including termination of employment.

Date of Missed Transaction	Type of Correction Add/Delete/Change	Clock In/Out Correction Or Other Type	Reason for Correction
	☐ Add ☐ Delete ☐ Change	☐ In punch ☐ Out punch ☐ Other correction	
	☐ Add ☐ Delete ☐ Change	☐ In punch ☐ Out punch ☐ Other correction	
	☐ Add ☐ Delete ☐ Change	☐ In punch ☐ Out punch ☐ Other correction	
	☐ Add ☐ Delete ☐ Change	☐ In punch ☐ Out punch ☐ Other correction	

Employee Signature _____ Date _____

Manager/Supervisor Signature _____ Date _____

Manager/Supervisor Printed Name _____ Entered by Payroll/Date _____

Investigated by Human Resources/Date _____

☐ Approved for payment ☐ Payment denied

If less than or equal to 3 pay periods:	Email to CentralPayroll@pima.gov
	FAX to 791-6663
	Interoffice mail: DT-AB7-115
If more than 3 pay periods, send to :	FAX to 724-8253
Human Resources, Employment Rights	Interoffice mail: AdminWest, 4th Floor

Revised: 07/31/15