

UB MEMORANDUM

To: CLA, MSB, LAW, Provost, ARC and other Departments that Authorize Memo Payments

From: UB Payroll Operations; Human Resources Department

Date:

Subj: Procedure for Acceptance of Memo Payments

The following procedures have been developed in order to facilitate prompt payments to UB employees who are being paid through a memo payment process.

1. Processing the Contract

The contract must first be prepared by the hiring department, forwarded to HR for processing, and set up by HR in PeopleSoft.

NOTE: Only Contingent I contracts including a Request to Hire may be used to set up Memo Payments.

Contingent II contracts are set up specifically through competitive recruiting, and are paid on an hourly basis and not subject to memo payments.

The contract must include information about the type of work that is being performed that justifies the memo payment.

Complete funding information must be included on the contract; otherwise, it cannot be set up in the PeopleSoft system.

Properly completed contracts must be received by Human Resources at least 2 weeks before pay period end date in order for payroll to be able to process submitted Memo Payment Authorization.

2. Memo Payment Authorization

- If your contract employee is to be paid via memo payment, use the standard memo payment document attached and forward it directly to UB payroll.
- Memo payments can only be set up if the contract is active.
- If a memo payment is requested after the contract has terminated, a 311 form must be forwarded to HR to extend the contract or reactivate it.
- Memo payments will be set up provided the document has been forwarded at least one week PRIOR to the pay period end date the memo payment is to occur.
- There is one pay period each fiscal year that memo payments cannot be made:
 - The pay period that crosses into the new fiscal year

Should you have any questions regarding this process, feel free to contact Eric Jones, Accounting Manager, extension 4852, or Monifa Bishop, Manager-HR Information Systems, HR, extension 5410.