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## WVU POLICY

### DIVISION OF FINANCE

### PAYROLL CORRECTION CHECKS

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#### 1. PURPOSE & SCOPE

- 1.1. **Purpose** – This policy informs University employees that a payroll correction check is available when an employee will not receive a regularly scheduled paycheck or when that paycheck may be materially affected as to impose a hardship on the employee.
- 1.2. **Scope** – This policy applies to all West Virginia University departments, including those on the regional campuses - Potomac State College of WVU, WVU Institute of Technology, Charleston division of the Robert C. Byrd Health Sciences Center, Jackson’s Mill State 4-H Conference Center and Camp, and the WVU Farms – and the West Virginia University Research Corporation.

#### 2. POLICY

- 2.1. Payroll Correction Checks are available through the Payroll Office on a limited basis. A payroll correction check is available when an employee will not receive a regularly scheduled paycheck or that paycheck will be materially affected creating a hardship for the employee. Payroll Correction Checks are not issued for less than \$50.00.

#### 3. DEFINITIONS

- 3.1. Paychecks are issued on a biweekly basis.
- 3.2. **Materially Affected** – A paycheck that is short a significant amount of pay creating a hardship situation for the employee to wait until the next pay period to receive the correction.

#### 4. RESPONSIBILITIES

- 4.1. **Interpretation** – The responsibility for interpretation of this policy rests with the Senior Associate Vice President for the Division of Finance or designee.



## FIN-PAYROLL-1

**Category:** Division of Finance  
**Title:** Payroll Correction Checks  
**Responsible Unit:** Payroll  
**Adopted:** September 10, 1998  
**Revision History:** February 19, 2024  
**Review Date:** February 29, 2024

- 4.2. **Application** – The responsibility for application rests with the Dean or Director to implement and maintain this policy within the department, unit, or organization.
- 4.3. **Procedure Development** – The responsibility for procedure development of this policy rests with the Payroll Office.

## 5. AUTHORITY & REFERENCES

- 5.1. WVU Board of Governors Finance & Administration Rule 5.1 Approvals and Delegation of Authority for Financial and Administrative Matters (under consideration for approval and out for public comment).

## 6. SUPERCEDES

- 6.1. This policy supersedes all other payroll correction check policies, procedures or guidelines at the University to the extent those documents are inconsistent with and fall under the scope of this policy.

Signature: Barbara Weiss Date: 3.6.24

Barbara Weiss  
Senior Associate Vice President – Division of Finance

