

Unit Pay/Student Stipend Pay:

1. Retrieve the Unit pay/Student stipend worksheet from the link found on our website, <https://fa.oregonstate.edu/controllers-unit/payroll/unit-paystudent-stipend>
The worksheet provides cells that can be used to track units completed through the pay period. These cells are not required to be completed.
2. Return the completed worksheet no later than 5pm the 16th of the month by emailing it as an attached Excel spreadsheet to payrollservices@oregonstate.edu
3. Print and sign a hard copy version of the worksheet and send that original to the Central Payroll office in the Kerr Administration Building.
Although the worksheet is not due until the 16th of the month payroll prefers to receive these as early as possible once the pay information can be completed. Please feel free to email it to payrollservices@oregonstate.edu as soon as you have all work completed and pay requested recorded.

Correcting Unit Pay/ Student Stipend Pay:

If you incorrectly pay an employee using the Unit Pay/Student Stipend process, the payroll office will need to be notified with the correct pay information in order to make the proper adjustment. Follow the instructions below when submitting information for correcting Unit Pay amounts for over- and underpayment.

1. The supervisor (or another identified staff member) retrieves the unit pay/student stipend worksheet from the link above.
2. Fill out all of the required fields reflecting the full amount that the employee should be paid in the pay period. Only list those who had a change to the pay amount due.
The payroll office will determine the amount due or overpaid based on the total reported on the corrected worksheet.
3. Email the spreadsheet to payrollservices@oregonstate.edu and follow it with a signed hard copy in campus mail.
4. Payroll will request an additional check for the pay due or complete the overpayment form for central payroll to process the collection of the overpaid amount.
 - a. Additional pay may not go by direct deposit. If the amount due is more than 5% of what was already paid to the employee an off-cycle check will be cut in the next processing period. If the amount is less than 5% of what was already paid to the employee for that pay period the amount due will be added to the following time entry period and be included on the employee's next regular paycheck.
 - b. If an off-cycle check is created the check will be mailed to the employee's current mailing address in Banner.