

## Correcting Unit Pay/Student Stipends:

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1. The supervisor (or another identified staff member) retrieves the [unit pay/student stipend worksheet](#) from the [AABC webpage, http://fa.oregonstate.edu/aabc/payroll/empcenter-and-multiple-assignment-tools-information](http://fa.oregonstate.edu/aabc/payroll/empcenter-and-multiple-assignment-tools-information).
2. The supervisor fills out a revised spreadsheet based on the full amount that the employee should have received during the month that was paid incorrectly. Only employees who need their pay corrected are included on the revised spreadsheet. If an employee was paid incorrectly for more than one month, please submit one new spreadsheet for each month that needs to be corrected.
3. The supervisor emails the spreadsheet as an **Excel file** to [AABC.Payroll@oregonstate.edu](mailto:AABC.Payroll@oregonstate.edu) and sends a signed **hard copy** to the AABC MU Payroll office in the **Student Experience Center (SEC), Suite 350**.
4. After receiving the spreadsheet, the AABC payroll team will determine the payment amount due to the employee and process it for payment or if the employee has been overpaid will submit and overpayment form to central payroll for collection.
  - 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 a manual check will be cut in the next processing. 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 employees next regular paycheck.
  - b. If a manual check is created the employee will pick up a paper check. Depending on the employee's department, they may need to pick up the check from their department or at the AABC SEC office, SEC Suite 350.