**PY.10 – Check Corrections and/or Manual Checks**

### Workflow Diagram

**Employee**
- **Payment not received or expired**
  - Notify Central Payroll of payment missing, check expired, or lost check

**Overpayment received**
- Notify work unit of overpayment received

**Project Accountant**
- Remove cost from project using conversion adjustment document entry
  - Process Journals (GL.02)

**BU HCM Specialist**
- Confirm and document nature and amount of overpayment
  - Notify employee of net amount owed and repayment options

**Central Payroll Super User**
- Verify payment has not been received or cashed
  - End

**Bank**
- Receive invalid bank account in payroll EFT file
  - Notify Central Payroll of invalid bank account

**Central Payroll Super User**
- Submit check to Cashier’s Office with required documentation
  - Process a Non-AR Deposit (CM.02)

**Project Accountant**
- Inform Project Accountant of project and salaries expense impact
  - Yes
    - Paid prior to 2018?
      - No
        - On-Cycle?
          - Yes
            - Payment Remitted?
              - Yes
                - Notify Central Payroll of necessary element entries to add for upcoming payroll
              - No
                - Notify Central Payroll of invalid bank account
            - No
              - End
          - No
            - Enter element entries to recoup previous overpayment
            - End
    - Yes
      - Project-funded?
        - Yes
          - Notify work unit of overpayment received
        - No
          - End

**Central Payroll Super User**
- Review and validate repayment check
  - End

**Pre-Payroll Processes (PY.04)**
- Void payment not received and reissue payment with new check number
  - End

**Central Payroll Super User**
- Process paper check
  - End

- External transaction must debit University Deposits cash and credit the salaries expense for the financial unit originally charged

- Journal entry must move the expenditure from the project’s NAC to the unrestricted 05 NAC