

Iowa Department of Human Services
Payroll Rewrite Request

Payroll Rewrite is the process of completing a special payroll outside of the normal payroll process. This special payroll may occur due to a severe underpayment or overpayment in an employee's payroll check.

To be eligible for payroll rewrite, one of the following criteria must be met:

1. The employee was not paid at all
2. The employee was terminated, and deferred compensation was not pulled correctly
3. The employee is overpaid to the point it cannot be recouped in one pay period **or** the recoupment may reduce their pay below minimum wage.
4. The employee is under paid more than 50% of their normal hours.

To Request a Payroll Rewrite

If the employee is eligible for a payroll rewrite, complete the attached form. Be as descriptive as possible when explaining the issue. In situations of incorrect or incomplete payroll completion, leave of absence or return from absence was not correctly implemented, or any other situation requiring corrective action, this correction **must** be completed prior to submitting a payroll rewrite request. If it is not corrected, this will cause a delay in processing the payroll rewrite request.

Not Eligible for Payroll Rewrite

In situations that do not meet the payroll rewrite criteria, a payroll retro correction will be completed. To complete this process, make the necessary correction to the employee's payroll for the week(s) that are in error. The additional pay or recoupment of pay will automatically be processed during the normal payroll cycle and will be reflected on the next check for that pay period. No additional action is necessary.

Payroll Rewrite Request Form

Please provide the employee's information and answer the following questions.

Today's Date: _____

Employee Name: _____

Employee ID: _____

Is the employee overpaid to the point it cannot be recouped in one pay period OR the recoupment may reduce their pay below minimum wage? Yes No

Is the employee underpaid more than 50% of their normal hours? Yes No

Pay period in which the error occurred? _____

Reason for over/under payment

What happened that the employee was not paid correctly? Please be detailed.

What have you done to correct the error? (ex. Timesheet corrected, return from leave corrected, etc)

Requestor's name: _____

Please submit the completed form to centralpayroll@iowa.gov

Employees eligible for Payroll Rewrite will need to be communicated to Centralized Payroll by noon on Wednesday of the pay week for overpayments and no later than noon on pay Fridays for underpayments. Any timesheets, return from leave, etc. will need to be completed and fully approved by close of business on that same day.