



One-Time Pay Period Change Request:

Client Name: _____ Client Code: _____

Person Requesting Change: _____ Date: _____

Out of sequence payroll run details:

Check Date: _____ Period Begin Date: _____ Period End Date: _____

Live Check Direct Deposit

Reminder of ACH Schedule for Direct Deposit:

| Payroll received before 10a MT on: | Direct Deposit Funds pulled on: | Direct Deposit to employees on: |
|------------------------------------|---------------------------------|---------------------------------|
| Monday | Tuesday | Friday |
| Tuesday | Wednesday | Monday |
| Wednesday | Thursday | Tuesday |
| Thursday | Friday | Wednesday |
| Friday | Monday | Thursday |

Initial You are responsible for the accuracy of payroll. **Additional Taxes, Garnishments, Split Direct Deposit Accounts, Scheduled Earnings/Deductions/Memo Calcs, Accruals and Salaries** must be reviewed carefully prior to processing payroll on a unique pay period. – **fees may be applied to correct payroll errors.**

Following the out of sequence payroll run, what are the dates of the next scheduled payroll processing:

Check Date: _____ Period Begin Date: _____ Period End Date: _____

If you changed your payroll funding bank account to use a PPP Loan, notify Autopaychecks when/if payroll funding must change to a different account after PPP funding is finished. **You must request the change 72 hours prior to processing applicable payroll.**

| Bank Account | | | | |
|-------------------------|----------------|---------------------------|--------|------|
| Bank Name: | | Effective Date of Change: | | |
| Routing Number: | | Account Number: | | |
| Account to be used for: | Direct Deposit | Tax Impound | Checks | Fees |

Authorized Signature: _____ Date: _____

Email: info@autopaychecks.com

Fax: 970-257-1872

Reminder – you are responsible for each of the following items. Please consider how each of the following items will be affected. This is a basic guideline; your payroll may have unique or additional circumstances for you to consider prior to processing payroll.

| | |
|--|--|
| | <p>Salary</p> |
| | <p>Salaries are calculated for your regular pay period time frame. For a one-time change to your pay period, you will need to override the salary to correspond with the unique date range.</p> <p>For example, if the regular biweekly salary amount is \$1500 and you are processing for a single week then divide the pay in half. In this example that would be \$750.</p> |
| | <p>Earnings</p> <p>Some earnings are scheduled to be paid every pay and may need to be adjusted for a one-time change to your pay period. You can override the scheduled amount to correspond with the unique date range.</p> <p>For example, if an employee has a scheduled Car Allowance that adds \$100 to every biweekly pay and you are only paying for a single week, then you will need to divide the earning in half and update the pay grid.</p> |
| | <p>Deductions</p> <p>Each deduction can be on different schedule, please review all deductions and adjust for the one-time change to your pay period. You can override the scheduled amount to correspond with the unique date range.</p> <p>For example, if an employee has a scheduled Pre-Tax AFLAC deduction of \$14 to every biweekly pay and you are only paying for a single week, then you will need to divide the deduction in half and update the pay grid.</p> |
| | <p>Memo Calcs</p> <p>Any scheduled per pay Memo Calculation may need to be adjusted to reflect the one-time pay period. You can override the scheduled amount to correspond with the unique date range. For example, if the company pays for LTD as a regularly scheduled memo calculations, the amount may need to be adjusted for the one-time pay period change.</p> |
| | <p>Garnishments</p> <p>If you have employees with Garnishments, please call Autopaychecks prior to processing payroll. Every garnishment is unique each must be addressed carefully.</p> |
| | <p>Direct Deposits</p> <p>For employees that have scheduled amounts going to multiple direct deposit accounts – those amounts may need to be adjusted based on the one-time change to the pay schedule. Employees may need to be consulted prior to the change.</p> |
| | <p>Bank Account</p> <p>Verify funds are coming out of the correct bank account by reviewing your Payroll Summary.</p> <p>The moment you hit process; files are generated. Therefore, all banking updates must be made prior to processing.</p> |
| | <p>Leave Accruals</p> <p>Leave accruals may be calculated by payroll processing, consider how your employees balances may be affected.</p> |

Every payroll is unique – review reports carefully to ensure the accuracy of your payroll.

With questions – please call Autopaychecks (970) 245-4244, we are here to help!