1. Purpose

To provide a means for requesting rush processing (priority on-line processing by the Disbursing Office, Payroll Section) for add and change documents of the Student, Casual and Overload Payroll Information System (SCOPIS). The SCOPIS system provides the mechanism for the processing of the University's non-regular employee payroll payments.

2. Responsibilities

a. Each Campus/Department that administers non-regular employee payroll payment processing through the SCOPIS system is responsible for the timely submission of required documents (UH Form 6, SEWA, UH Form 25, Scan Sheets) to the Payroll Office.

b. The Fiscal Officer is responsible for ensuring that the SCOPIS Rush Request process is being properly administered. This includes ensuring that the SCOPIS Rush Request is used only under extenuating circumstances and that the process is not being abused.

c. Fiscal Officers and Program Managers (Approving Authority) who authorize Student, Casual and Overload payroll are responsible for compliance with applicable Federal and State laws, rules, regulations, and University policies and procedures.

d. The Disbursing/Payroll Office is responsible for the priority on-line processing of the SCOPIS add and change documents (UH Form 6, SEWA, UH Form 25) to which the SCOPIS Rush Request is attached.

3. Guidelines and Procedures

a. The Student, Casual and Overload Payroll (SCOPIS) Rush Request (UH Form 24 - Attachment 1) is designed to provide a means of indicating to the Payroll Office staff that priority on-line processing of the attached SCOPIS document is required. The SCOPIS Rush Request may be attached to the
Overload and Casual Notification of Personnel Action form (UH Form 6), the Student Employment Work Agreement (SEWA), or the SCOPIS Change Form (UH Form 25). The pink-colored SCOPIS Rush Request is to be stapled on top of each SCOPIS document that is to be processed on a rush basis. A separate SCOPIS Rush Request is to be prepared for each SCOPIS document that requires rush processing. To expedite the payment process, only basic information will be required to be included on the SCOPIS Rush Request and justification statements for late processing will not be required.

b. Fiscal Officers are required to sign and date the completed form to certify compliance with procedures. Fiscal Officers must ensure that the SCOPIS Rush Request is used only under extenuating circumstances where rush, priority on-line processing of transactions by the Payroll Office is essential (i.e. examination of the reasons for processing delays and consideration of timing and circumstances). Indiscriminate use of the SCOPIS Rush Request process will result in deterioration of system performance. Corrective action should be initiated immediately to avoid recurrence of these types of processing delays.

c. Scan sheets will be printed in the Payroll Office for new hires entered on-line after the normal batch (Computing Center) printing of scan sheets (SCOPIS Rush Requests attached to UH Form 6 and SEWA documents). It will be the responsibility of the Payroll Office to coordinate the timely pick-up of these Payroll Office scan sheets and the field unit's responsibility to submit completed scan sheets by the established deadlines.

4. SCOPIS Rush Request (UH Form 24)

a. Detailed Instructions for Completing the SCOPIS Rush Request (UH Form 24)

1) **Fiscal Officer Number**
Enter the 3-digit Fiscal Officer Number assigned to the Fiscal Officer by the University's Central Accounting Office.

2) **UH Campus/Department**
Enter the appropriate Campus or Department (e.g. Agr-Bio Chem, Honolulu CC).

3) **Date**
Enter the month, day, and year on which the form is being prepared (e.g. 01/15/91).

4) **Type of Input Form**
Check the appropriate block (Type of document attached).
5) **Payroll Number**
   Check the appropriate block (Payroll Number reflected on the attached document for which rush processing is requested).

6) **Warrant Distribution Code**
   Enter the Warrant Distribution Code reflected on the attached document for which rush processing is requested.

7) **Employee Name**
   Enter the employee name reflected on the attached document for which rush processing is requested.

8) **Social Security Number**
   Enter the employee social security number reflected on the attached document for which rush processing is requested.

9) **Date of Hire**
   When Overload and Casual Notification of Personnel Action forms (UH Form 6) and Student Employment Work Agreements (SEWA) are involved, enter the employee's actual date of hire.

10) **Requesting Authority (Signature)**
    Based on internal control requirements, the appropriate requesting authority is to sign and date the completed form.

11) **Fiscal Officer Approval (Signature)**
    The Fiscal Officer is required to sign and date the completed form to certify compliance with procedures.

12) **Contact Person**
    Enter the full name of the individual that the Payroll Office is to contact for clarification of problems and for pick-up of scan sheets generated by the Payroll Office.

13) **Phone Number**
    Enter the telephone number of the "Contact Person" listed above.

    **Note:** The section on the bottom of the form is reserved for internal Payroll Office processing notations. **Do not mark this section.**

5. **Availability of Forms**
   Supplies of the SCOPIS Rush Request (UH Form 24) are available upon request from the Disbursing Office.
UNIVERSITY OF HAWAII

STUDENT, CASUAL & OVERLOAD PAYROLL RUSH REQUEST

Fiscal Officer No.: ____________

UH Campus/Department: ___________________________ Date: __________________

Type of Input Form

☐ Casual & Overload (UH Form 6) Payroll Number
☐ Student Assistant (SEWA)
☐ F1
☐ Change Form (UH Form 25)
☐ F2
☐ F3
☐ F4

Employee Name: ____________________________

Social Security No.: __________________________

Date of Hire: __________________________

Requested By: __________________________

Requesting Authority (Signature) Date

Approval: __________________________

Fiscal Officer (Signature) Date

Contact Person: ____________________________

(Type of Print)

Phone No.: __________________________

General Instructions

Complete and staple on top of the SCOPI8 document (UH Form 6, SEWA, UH Form 25) that requires rush processing (priority online processing by the Payroll Office). A separate SCOPI8 Rush Request is to be prepared for each SCOPI8 document that requires rush processing.

Payroll Office Use Only

Date Read: __________________ Initials: __________________

On-Line Input Date: __________________ Y/N Date: __________________

Scan Sheet Date: __________________

Internal Authorization Date: __________________

Contact: __________________ Phone: __________________