



Special Payroll Runs

Human Resources/Payroll
Mat-Su Borough School District
501 N. Gulkana
Palmer, Alaska 99645
907-746-9250

Notes: The following information must be completed and reviewed by the HR Director prior to any special payroll run.

To be completed by HR/Payroll Specialists:

Payroll Date

Payroll Type

Nature of the Error

How was the error discovered?

Is this an: (choose one)

Isolated Error

Ongoing Error How far back does the error date?

Employees Affected

Monetary value of error

To be completed by HR/Payroll Supervisor(s):

Immediate response plan for correction

Date correction occurs

Plan for future prevention

Timeline for implementation

Date Approved by HR Director