

## Off Cycle Checks

Updated: 6/15/2020

### Purpose

To pay employees who did not receive their regular paycheck due to incomplete records and/or appointments.

### Policy

Off cycle checks may be requested for earnings that were due to be paid on a prior scheduled payroll run but were not processed due to incomplete records and/or appointments. Off Cycle checks can be requested for hourly and monthly employees for the following reasons:

- A monthly employee's appointment was not submitted and/or approved before the scheduled monthly payroll run.
- The department did not submit an hourly employee's hours before the payroll deadline.
- Retro payments for monthly employees owed earnings from prior pay periods.

Off Cycle Payments will **not** be issued for:

- Vacation Payout
- Moving Expense Reimbursements
- Overtime
- Longevity
- Additional Pay (Awards, Bonuses, Supplements)
- Student FICA Refunds
- CDA Reimbursements

All of the above will be processed on the next available regularly scheduled payroll for the employee.

If a financial hardship exists and the employee is in dire need, a written exception may be requested. Requests must be approved by the Vice President of Business Affairs or their designee.

Off cycle checks will also be generated for corrections, if an error occurred in back-office processing. No off cycle request needed.

### Procedures

Off Cycle Payrolls will be processed by the Payroll Department on a bi-weekly basis (every other Friday) paid via direct deposit. The Payroll department will take requests until 10:00 am Friday for Tuesday processing. Any requests received after the deadline will be processed and paid on the next available off-cycle run or on cycle payroll. Checks will be deposited on Tuesday.

Effective June 1, 2020 benefit deductions will only be taken with the monthly payrolls. Off cycle payments will be processed **without** benefit elections. Employees may see double deductions on their next regular payroll check.

To Request an Off Cycle Payroll:

Ensure the employee has an active assignment (job data) and a completed HR record for the requested pay period. Off-cycle payments cannot be processed if the employee does not have an active assignment in the HR system.

Off Cycle checks should be requested by the department and approved by the authorized signer on the cost center/project ID.

- Department may request an off cycle check by completing the [Off Cycle Payroll Request Form](#) IAP.
- The Off Cycle IAP should be filled out completely including the correct Employee ID, position number, pay period to be paid, project or cost center approver, and the gross pay amount. A reason must be selected and a description entered to justify request.
- If the off cycle request is for an hourly employee, the hours must be entered and submitted in PeopleSoft before the request is processed.

**Applicability**

All University employees.

**Responsible Party**

Assistant Vice President Business Affairs