OFF-CYCLE PAYROLL PAYMENT

Off-cycle payments are issued in lieu of regular payments and are requested when an approved time/labor record is not submitted by the required deadlines for positive pay employees or if there was an administrative error in the department or institutional administrative units.

- UAccess Employee
- Request MSS Transactions
- Payment Request
- Request a Payment/Adjust Hours
    - Choose Off-Cycle Check Request or if it is for SuppComp, choose "Supp Comp - Pay due for prior pay period"
    - Use the first day of the pay period that the payment is owed or the start date of the position if it takes place in the middle of a pay period
    - Enter Department ID
    - Add comments that address why the off-cycle is being requested, amount owed, etc., and how the department will prevent this from happening again.

Attachments:

Notes:
The deadlines for these requests are as follows:
- For Pay on Pay Day Friday: 5:00 pm on Tuesday of Pay Week
- For Pay on Non-Pay Week Tuesday: 5:00 pm on Friday of Pay Week
- For Pay on Non-Pay Thursday: 5:00 pm on Tuesday of Non-Pay Week

Parameters:
The Payroll Office will review/process requests that meet one of the following:
- The Employee has received less than 50% of their wages
- The hours owed to the employee are more than 8 hours
- The Employee has not been paid for two Pay Cycles
- The Employee is leaving the country
- Administrative Error (Internal/Central Admin Units Only)
- The Employee submitted hours on time, but the Time Approver did not approve hours in time
- The Employee has been Involuntary Terminated

The Payroll Office will not process an off-cycle payment if:
- If the employee did not enter and submit their time on time (deadline is Friday non-pay week)
- Retroactive pay for any reason
- Pay for additional pay, like SuppComp, if the employee has been paid for their regular position
- The new employee was not entered in UAccess Employee in time to add hours to the time sheet for the current pay date. (Such as late submission of paperwork to Workforce Systems.

Resources
- Tutorial: **Off-Cycle Payroll Requests** (EDGE Learning)