

 <p>Category: Financial</p> <p>Policy applicable for: Faculty/Staff</p>	<p><i>Policy Title:</i> Off-Cycle Payroll Payments</p> <p>Effective Date: 11/01/2011</p> <p>Prior Effective Date: mm/dd/yyyy</p> <p>Enabling Act(s): University Rule 10-5-04</p>	<p><i>Policy Number:</i> 2.7.4</p> <p>Policy Owner: Sr. VP for Administration and Finance</p> <p>Responsible Office(s): Payroll Operations</p>
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Background

Employee off-cycle payroll payments require a full payroll process to be executed. This is very costly to the university for various reasons including the internal resources required to process and reconcile the payments plus the additional bank fees. Given these costs, the university has determined that off-cycle payments should only be used when necessary and unavoidable.

Policy

Off-cycle payroll payments will be processed only for those employees who cannot wait for the payment to be included in their next regular payroll payment. Managers must specifically ask the employee if they can wait for payment to be included in their next regular payroll payment. For those employees who cannot wait for their payment, a "Request for Off-Cycle Payroll Payment" form must be completed and signed by the employee and their organizational unit head/authorized departmental representative. Any designation of the employee's signature will only be accepted under unusual circumstances and preapproval is required by Payroll. The KRONOS[®]/Salary Time System must be adjusted to reflect the change in the system and a screen print(s) from KRONOS[®] must be attached to the off-cycle request. The completed form and backup should either be e-mailed to HRPEIS@UC.edu or faxed to 513-556-0242.

Off-cycle payments will be prepared on Monday and Thursday of each week, except when regular payroll is processing. Direct deposits are dated the business day following the day they are processed and are viewable on Employee Self Service. Checks are dated two business days following the day they are processed and then mailed to the home address of record.

Off-cycles will not be issued for the following reasons:

- Additional pay (ADL), extra compensation (EXC), bonuses (BNS), automobile allowance (ATO), moving (MVG or MVT), overload (OVL) and other Special Pays.
- Failure to comply with Onboarding policy.
- Failure to clock in and out in KRONOS[®] unrelated to software/system failures or management delinquencies.
- Graduate students/adjuncts/resident advisors missing \$75.00 or less of their pay.
- Failure to submit time-off documentation during the pay period.
- Employee has received 75% or more of regular pay.

Related links:

[Payroll Operations
Request for Off-Cycle Payment Form](#)

Phone Contacts:

Payroll Operations 556-2451