

## **POLICY GUIDELINES FOR OFF-CYCLE PAYROLL PAYMENT**

The Department Representative should consult with the Employee regarding the missing amounts/hours to determine if they may be included on the next paycheck prior to filling out an off-cycle request form.

### **Frequency:**

Off-cycle checks will be prepared on Monday and Thursday of each week, except when regular payroll is processing. If an off-cycle has not been completed prior to the next time payroll processes, the underpayment from the previous pay period will be applied to the employee's next paycheck – the underpayment can no longer be paid through the off-cycle process.

### **Payment Timing:**

- Direct deposits are dated the business day following the day the off-cycles are processed and are viewable on Employee Self Service.
- Checks are dated two business days following the day the off-cycles are processed and then mailed to the home address listed on Employee Self Service.

### **Off-cycles will not be issued for any of the following reasons:**

- Additional pay (ADL), extra compensation (EXC), automobile allowance (ATO), moving (MVG or MVT), overload (OVL) and other special pays not considered regular pay.
- Failure to comply with Onboarding policy, including failure to turn in all necessary Onboarding documents by Human Resources' established deadlines.
- Failure to clock in and clock out.
- Failure to submit request for time off during the pay period through the Time Off From Work (TOFW) process on Employee Self Service.
- Graduate students/Adjuncts/Resident Advisors missing \$75.00 or less of their pay.
- Employee has received at least 75% or more of regular pay.

### **Authorizations/Actions Required:**

- Three (3) actual signatures are required on the off-cycle request form.
- Forms not including the employee signature will only be accepted under extreme circumstances with necessary preapproval from Payroll Operations.
- Completed request forms should be sent to [ucflexpa@uc.edu](mailto:ucflexpa@uc.edu).

### **Instructions Regarding Hourly Employees:**

The hourly employee's timecard on the UCFlex Time and Attendance System must be adjusted to reflect changes prior to the submission of the off-cycle request form. In addition, time must be approved by one of the organizational unit's designated approvers prior to the submission of the off-cycle request form to Payroll Operations.