Subject: Payroll Off-Cycle Payment

Authority: Rule 69I-31.226 Florida Administrative Code
Effective Adopted Date: 3/21/06

Revision(s) 3/8/17
Related References
Purpose To establish guidelines for payments made to employees outside of the regular biweekly payroll processing.

1.0 General Information

In the event of an administrative error or unforeseen circumstance, payroll will process salary payments to employees outside of the normal pay cycle. The off-cycle payment is issued in lieu of a regular paycheck based on an established criteria. The scheduled off-cycle process will run during the pay week for payment on Thursday and the week after pay day for payment on Wednesday. The payment will be made as a direct deposit into the employee’s account(s). If a paper check is issued, the employee or departmental representative can picked the check up from the Controller’s Office. The Off-Cycle Request form must have the proper approvals and be submitted for each request.

2.0 Definition

A. On-Cycle – The processing of the biweekly payroll on regularly scheduled pay dates.
B. Off-Cycle – The processing of payments made outside of the normal pay cycle.

3.0 Responsibilities

A. Department is responsible for completing the Off-Cycle Request form and obtaining appropriate signatures from the Vice President, Dean or designated delegate for their department.
B. Academic Affairs is responsible for requesting off-cycle payment(s) on behalf of the academic programs.
C. Payroll Operations is responsible for calculating and processing off-cycle payment(s) correctly.

4.0 Off-Cycle Check Request Parameters

A. Payroll Operations will review each request and process a payment. The request must meet at least one of the following criteria:
   1. Employee received less than 20% of their wages; or
2. Hours owed are more than eight (8) hours; or
3. Administrative error; or
4. Employee submitted hours on time but the Time Approver did not approve hours on time

B. Payroll Operations will not process an off-cycle request for the following reasons:
   1. Employee did not enter or submit hours on time; or
   2. Hours owed are less than eight (8) hours

5.0 Procedures

1. The department is responsible for submitting an Off-Cycle Request form to Payroll Operations.
2. The Off-Cycle Request form must be submitted for each request.
3. The request must be received in Payroll Operations by the below deadlines:
   a) Administrative Off-Cycle opens on Tuesday before pay day and closes on Wednesday. The request form must be submitted to Payroll Operations no later than 10:00 a.m. on Tuesday.
   b) Departmental Off-Cycle opens on Monday after pay day and closes on Tuesday. The request form must be submitted to Payroll Operations no later than 10:00 a.m. on Monday.
4. All off-cycle(s) requested by a department must be approved by the Vice President, Dean, or designated delegate for each area.
5. All off-cycle(s) requested by an academic area must be submitted to Academic Affairs for approval. Once approved, a list will be sent to Payroll Operations for processing.

6.0 Records

A hard copy of the off-cycle request will be placed in the payroll file in the Office of Human Resources.