

**Florida A & M University  
Office of Human Resources**

**HR OPERATING POLICY-PROCEDURE**

**Procedure No. HR – 2002**

<b>Subject: Payroll Off-Cycle Payment</b>	
<b>Authority: Rule 69I-31.226 Florida Administrative Code</b>	<b>Effective Adopted Date: 3/21/06</b>
<b>Revision(s)</b>	<b>3/8/17</b>
<b>Related References</b>	
<b>Purpose</b>	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 pick up the check 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.