

Off-cycle payments are requested when a payment is necessary at a time other than the established payroll calendar. These instructions should be utilized as a supplement to assist in the completion of the OneUSG Connect Off-Cycle Request Form. The completed request form should be emailed to [offcycle@usg.edu](mailto:offcycle@usg.edu).

## Instructions

1. The Off-Cycle Request Form is available on the OneUSG Connect website at [https://www.usg.edu/oneusg\\_connect/](https://www.usg.edu/oneusg_connect/).

**Navigation:** Practitioner Services > Payroll > Off Cycle Check Processing

2. Complete the form:

### 2.1. Employee Information:

- **Name** – Enter the employee’s full name
- **Employee ID** – Enter the employee’s seven (7) digit ID number
- **Rcd #** – Indicate on which record number the employee should be paid
- **Pay Group** – Indicate what pay group the employee should be paid under
- **Company** – Select the institution’s company

### 2.2. Off-Cycle Type:

- **Standard** – As defined in BPM 5.3.8, all off-cycle payments will be attached to the off-cycle pay calendar that has been established by the SSC. The off-cycle calendar is established annually and will run in between each normally scheduled Bi-Weekly Pay Run. The off-cycle processing calendar can be found on the OneUSG Connect website at [https://www.usg.edu/oneusg\\_connect/](https://www.usg.edu/oneusg_connect/). All off-cycle requests are considered standard requests unless they are approved for emergency payment.
- **Emergency** – Emergency payments are a subset of off-cycle pay that require a pay date earlier than the established off-cycle pay dates and shall only be processed in limited situations. Emergency payments will only be processed if the below criteria are met:
  - Undue hardship is placed on the employee because his/her respective paycheck has not been routinely issued
  - The underpayment was due to no fault of the employee
  - The request is approved by the institution’s Chief Business Officer (CBO)

More than one emergency request for an employee, in any given calendar year, must be approved by the institution president. Emergency payments are issued as same day ACH payments via direct deposit to the employee’s bank account. All requests for emergency payments **must** be submitted to the SSC by the deadline as indicated on the established off-cycle processing calendar. Requests not received by this deadline will be added to the next emergency processing run.

### 2.3. Payment Method:

- **Direct Deposit** – Default payment method. In accordance with BOR policy 7.5.1.1 and BPM section 5.3.1, all payments will be issued via direct deposit unless a Direct Deposit exemption has been approved.
- **Printed Check** – Approved emergency payments can be issued via a printed check only in extenuating circumstances, and can only be utilized if the employee has an approved direct deposit exemption form on file. Where possible, all emergency payments should be processed as ACH payments/direct deposits. If an extenuating circumstance warrants a printed check, the

check will be printed at the SSC and mailed to the employee's home address unless otherwise indicated in the special processing instructions section of the form. Any postage related to the mailing of an emergency payment will be billed to the institution directly by the SSC.

- **Pay Card** – Approved emergency payments can only be issued via a pay card if the employee has an approved direct deposit exemption form on file. Each institution has a supply of pay cards on campus. Payroll practitioners need to work with the SSC to properly enroll the card prior to issuing to the employee.

## 2.4. Justification for Off-Cycle Request

In accordance with BPM section 5.3.8, off-cycle requests will only be approved and processed if the payment meets at least one of the below criteria.

- Paycheck reversal due to employee overpayment
- Payment omitted or incorrect due to one of the following reasons (a detailed analysis of root cause is required):
  - Administrative error
  - Reported system error/issue
- The employee has received less than 50% of their wages
- The employee is owed 10 hours or more
- The employee has been involuntarily terminated

In accordance with BPM section 5.3.8, off-cycle payments will **NOT** be approved for any of the below situations. These requests must be added to the employee's next regularly scheduled payroll.

- Retroactive pay
- Payment of less than 10 hours
- Payment due to failure of employee to enter and submit his/her time report on schedule, regardless of the % of underpayment
- Additional pay, if the employee was paid for their regular wages
- Vacation pay out; unless authorized by the institution's CBO

## 2.5. Root Cause Analysis

Metrics will be maintained to determine root cause of all off-cycle payments processed for each institution. Requests that are submitted without root cause analysis will be denied and sent back to the institution for adjustment.

- **Responsible party** – A primary party responsible for omission or incorrect payment must be assigned
- **Reason detail** – A primary reason must be assigned
- **Detailed explanation** – A detailed explanation must be included on all requests, including steps to keep the issue from happening going forward

## 2.6. Payment Details

All worked and absence hours must come from the system of record and will not be added directly to the pay line. Any requests asking for time to be entered directly on the pay line will be denied and sent back to the institution for modification. This includes any requests for bi-weekly employees to have REG, OVT, or RTP added to the pay line.

- **Should hours be loaded from Time and Labor (TL)?**
  - **YES** – Typically BW Employees

- Has **payable** time been converted and approved; if no, request will be denied
- TL Load Begin Date – Earliest date that hours should be expected to pull
- TL Load End Date – Latest date that hours should be expected to pull
- Total expected hours to be paid – Total hours expected to come from TL
- **No – Typically MO Employees**
  - ERN Code – Enter the earn code that should be utilized
  - Amount –
    - Gross amount to be paid
    - Net amount if reissuing a Direct Deposit Reject
  - Pay Period Begin – Enter the pay period begin date for the payment
  - Pay Period End – Enter the pay period end date for the payment

## 2.7. Special Processing Instructions

This section is to provide the off-cycle processor any additional information needed to process an accurate payment for the employee. These can include, but are not limited to:

- **Retirement** – Should retirement come out
- **Deduction** – Should general deductions come out
- **Combo code** – Only needed if the payment should be charged to a combo code other than the employee's home department
- **Other** – Utilize the given space to identify any other special processing instructions that are need to produce an accurate payment for the employee

## 2.8. Approvals

To ensure all concerned parties are properly notified, the required signatures are outlined below. In addition, if the off-cycle request is an emergency payment request the institution's CBO must sign the request as well.

- **Payroll signature** – Required on all requests
- **HR signature** – Required on all requests
- **CBO signature** – Required if the off-cycle is an emergency request and for any request made for a vacation pay-out
- **Supervisor signature** – Only required if the request involves employee time worked. This signature is to attest that the time being paid is what the employee truly worked and is due pay.

3. Email the completed request form to [offcycle@usg.edu](mailto:offcycle@usg.edu).