

## Off-Cycle/Missed Payroll Request Form Instructions for Campus/Division/Department

### Purpose

Off-Cycle Payroll is available should an employee not be paid on the regular payroll and has met the pre-determined criteria. See Criteria/Prioritization section below.

### How it Works

Off-Cycle Payrolls will be processed in HRS by the Service Center with checks payable on Tuesday and Thursday of each week. Requests must be received at the Service Center Support Center (SCSC) by:

**NOON on Monday for a Tuesday check or NOON on Wednesday for a Thursday check.**

Employees will be paid via paper check; there is no option to be paid via direct deposit. Paper checks will be ready for distribution by Wednesday or Friday AM and will be sent to the central campus offices for distribution. Communication/verification of the distribution will come from SCSC staff.

### Instructions for Requesting Off-Cycle Payroll for Campus/Division/Department

1. Validate that the employee is due the payment.
2. Verify that waiting for the next regular payroll for payment would result in a hardship for the employee.
3. Inform the employee that payment will be made via paper check; no direct deposit option is available.
4. Complete the Missed Payroll form.
  - a. For all employees, process the appropriate Hire/Position or Job Change Forms.
  - b. For Bi-weekly employees, complete the section of the form stating exact hours per day missed.
  - c. If this is for a retroactive rate adjustment for a Bi-weekly employee, note the effective date and rate adjustment change amount in the Rate Adjustments area.
  - d. For monthly staff, complete the gross missed section to be paid of the form
5. The Off-Cycle Payroll Request will not be processed by the Service Center without including signatures of both the PY/HR Representative and Division/Campus final approver (if different).
  - a. NOTE: Hours that you indicate were missed on the form will be entered in Time and Labor by the Service Center staff.
6. Please see that you have a deadline for receiving these requests internally so that the requests are received at the SC **by the NOON Monday and Wednesday deadlines.**
7. Questions will be directed to the person who has submitted the WiscIT.
8. The Service Center sends checks to the "Requestor" by Wednesday or Friday AM when the Off-Cycle check(s) is available, unless other arrangements have been made. Verification of the distribution will come from SCSC staff.

## Off-Cycle/Missed Payroll Request Form Criteria and Prioritization

### Criteria

For "Regular Hours/Gross" only

1. Student Help (SH) ~ 5 Hours or more
2. Classified & Unclassified Hourly Staff ~ 8 Hours or more
3. Unclassified ~ 10% of "Regular" Gross

Items that should not be submitted (on their own) on an Off Cycle/Missed Payroll

1. OT or Add-ons
2. Additional Pay, which is not part of their "Regular" gross
3. Termination Pay

### Prioritizations

1. The Service Center will make every effort to produce these checks, but if staff are inundated with requests, the requests will be prioritized as follows:
  - a. Hourly Staff, descending order by number of hours missed
  - b. Monthly Staff, descending order by gross missed