Instructions for completion of the Off-Cycle Request Form. E-mail completed form to offcycle@ssc.usg.edu.

➢ **Employee Information**

- o **Name** – Enter the employee's full name
- o **Company Code** – Select the institution's company code.
- o **Employee ID** – Enter the employee's 7 digit ID number.
- o **Record #** – Indicate on which record number the employee should be paid.
- o **Pay Group** – Indicate what pay group the employee should be paid under.

➢ **Off-Cycle Type**

- o **Regular Off-Cycle** – Default. All off-cycle payments will be attached to the off-cycle pay calendar that has been established by the SSC. This calendar will run opposite weeks from the ordinarily scheduled Bi-weekly payroll. The off-cycle pay calendar will be published and distributed by the SSC via the payroll list serv. The calendar can also be found on the SSC SharePoint website.
- o **On-Demand** – On demand payments are payments that a CHRO has determined must be paid to an employee immediately and cannot wait for the normal off-cycle processing. These request should be a last resort and must be signed off on by the CHRO. More than 1 on demand request for an employee in a calendar year must be approved by the institution's administrative level above the CHRO.
- o **Check Reversal** – Any reversals that need to be made in the HCM system must be requested using this option.

*If an employee is overpaid and a check reversal is needed **and** a new correct payment is needed please select the regular off-cycle (or on-demand) **and** check reversal radio buttons.

➢ **Payment Method**

- o **Direct Deposit** – Default payment method. In accordance with BOR policy 5.31.1 and BPM section 5.3.1, all payments will be issued via direct deposit unless and exemption has been approved. This form of payment is for regular off-cycle payments only.
- o **Printed Check** – This payment method is only available if the employee has an approved direct deposit exemption form on file. A copy of this exemption must be sent in with the off-cycle request. This form of payment is for regular off-cycle payments only and will be mailed to the employee's address on file.
- o **On Demand – Pay Card.** Any approved on demand checks can be issued via a pay card. This form of payment is for on-demand payments only.
- o **On Demand – Printed Check.** Any approved on demand check can be issued via a printed check. These checks will be printed at the SSC and overnighted to the employee directly, or to the institution's HR/Payroll office for employee pickup. This form of payment is for on demand payments only. Any postage related to the mailing of an on-demand payment will be billed to the institution directly by the SSC.

  - ▪ **Mailing address for on demand printed check** – If an on demand check is approved for printed check, the mailing address must be filled out completely. The SSC will overnight the check to the address provided here.

➢ **Reason for Off Cycle Request**

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
- Employee is owed less than 10 hours or less than 50% of their wages
- Employee fails to enter and/or submit his/her time report on schedule
- Additional pay, if the employee was paid for their regular wages
- Vacation pay out; unless authorized by the institution's CHRO

Off-Cycle requests will only be approved and processed if the payment meets at least one of the below criteria. Provide an explanation for the request; requests with no explanation will not be approved.

- **Reverse an incorrect payment** – For any payment reversal requests please select this reason. Give the required information to ensure the employee's correct check is reversed. If a stop payment is required at the bank please indicate that here.
- **Employee was involuntarily terminated** – Select this reason if an employee has been involuntarily terminated and the institution's HR department has determined that the employee should be paid out sooner than the next regularly scheduled payroll.
- **Employee submitted time, but the time approver did not approve the time** – If the employee submitted their time appropriately, but the employee's supervisor/time approver did not appropriately approve the employee's time.
- **Employee has received less than 50% of their wages** – If an employee has received less than 50% of their wages select this reason. This reason could include, but not limited to, direct deposit rejects where the employee's entire paycheck was rejected.
- **Employee is owed 10 hours or more** – If an employee has been underpaid by 10 or more hours select this reason.
- **Administrative error** – If an administrative error occurred that prohibited the employee from getting paid select this reason. The administrative error is NOT a catch all to get off-cycle checks through. This reason will be analyzed closely to determine the root cause of the error. A DETAILED explanation is required if you utilize this reason code.

➢ **Payment Details**

- **ERN Code** – Enter the earn code that should be utilized.
- **Pay Period Begin** – Enter the pay period begin date for the payment.

- **Pay Period End** – Enter the pay period end date for the payment.
- **# Hours** – Enter the number of hours per pay period.
- **Hourly Rate** – Enter the employee's hourly rate for the payment.
- **Total Gross** – Enter the expected employee's gross pay by earn code here.

➢ **Special Processing Instructions**

  o Provide any special processing instructions here. These can include, but are not limited to, any special deduction overrides, tax overrides, retirement, etc.

➢ **Approvals**

To ensure all concerned parties are properly notified there are 3 levels of signatures required for each request; the employee's supervisor, the HR department, and the Payroll department. In addition, if the off-cycle request is an on demand request the institution's CHRO must sign the request as well.

  o **Supervisor signature** – Required on all requests.
  o **HR signature** – Required on all requests.
  o **Payroll signature** – Required on all requests.
  o **CHRO signature** – Required if the off-cycle is an on-demand request and/or for any request for vacation pay-out.