

On Demand Payment Summary

Procedure

PRA-PY-005-PR-002

Version 001; 07-01-17

OneUSG HCM: SOP

Funds to Employee Same Day (Emergency Situations Only)

If an emergency situation occurs that requires a same day payment to an employee, the payment would be processed as an on-demand check. The on-demand check should be requested by the institution in compliance with BPM 5.3.8. (For easy reference, a copy of 5.3.8 is included at the bottom of this document.) The request would utilize the SSC Off-Cycle Payment Request Form which is available from SSC. (PRA-PY-005-F-001)

For the first payroll after OneUSG Connect go-live, the requirement for the employee/his supervisor to make the request for the on-demand disbursement will be waived. Instead the institution's CHRO can initiate the request. These on-demand checks will not count in the count for the calendar monitoring. (Reference highlighted section of BPM 5.3.8 below.)

On-demand checks can be distributed to the employee via 2 mechanisms.

1. Same Day ACH

If employee's direct deposit is established, utilize same day ACH.

\$25,000 per transaction limit (unless between 2 Wells Fargo accounts).

SSC payroll trained to create same day ACH.

Deadlines for submission of Same Date ACH files:

Morning submission deadline at 9:00 a.m. EST

Afternoon submission deadline at 1:00 p.m. EST

Note: This is the deadline for the file to be at the bank, not the deadline for the request to be submitted.

2. Instant Issue Pay Card (not available for federal college work study)

If employee same day ACH direct deposit is not available, utilize pay card.

There is a supply of pay cards at each institution. Initial supply is between 5 and 50 as determined based upon past usage of pay cards.

SSC employees have been trained to enroll employees for a pay card. In conjunction with information from the institution's pay card representative, an instant issue pay card can be provided to the employee. Funds can be added to the pay card in 2 ways:

1. Same day ACH
2. USO can wire funds to Global Cash Card and the funds will instantly load to the pay card without utilizing the ACH.

Wires can be sent until 5:30 pm, including the secondary approval by USO Business Services.

Employees can obtain cash from any VISA sponsored bank, use pay card for point of sale/internet purchases,

or can obtain cash from surcharge-free network ATMs (MoneyPass– moneypass.com or view their mobile app, or Allpoint Network – allpointnetwork.com or view their mobile app).

Federal Work Study students would have to have a paper check printed by SSC and overnighted to the employee unless a delivery by SSC or pick-up by the institution is necessary, as determined by joint agreement between the SSC Management and the Institution's CHRO or CBO.

BPM 5.3.8 Off-Cycle Payroll Processing

(If difference in this version and the published BPM, the BPM should be utilized; after 7-1-17 version of BPM is published.)

If a payroll payment is necessary at a time other than the regularly scheduled pay date, an off-cycle disbursement or on demand/emergency disbursement may be requested. Off-cycle disbursements and on demand/emergency disbursements are an exception to regular payroll processing and should never be substituted for the timely processing of employee pay.

OneUSG Connect off-cycle disbursements and on demand/emergency disbursements shall be processed by the SSC. OneUSG Connect off-cycle disbursements shall meet the criteria below and will be processed in accordance with the established OneUSG Connect off-cycle pay calendar. Within OneUSG Connect, on-demand/emergency disbursements are a subset of off-cycle disbursements that require a pay date earlier than the established off-cycle pay dates.

OneUSG Connect off-cycle disbursements should meet at least one of the following criteria:

- Paycheck reversal due to employee overpayment
- Administrative error
- The employee has received less than 50% of their wages
- The employee is owed 10 hours or more
- The employee submitted his/her hours on time, but the time approver did not approve the hours on time
- The employee has been involuntarily terminated

OneUSG Connect off-cycle disbursements should not be processed for the following criteria:

- Retroactive pay
- The employee is owed less than 10 hours
- Employee fails to enter and 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 Chief Human Resources Officer (CHRO)

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OneUSG Connect on-demand/emergency disbursements should be very limited emergency situations. The employee or his/her direct supervisor must request an on-demand/emergency disbursement and verify that a financial hardship will occur if payment is not received prior to the next scheduled off-cycle and/or on-cycle check date. The institution's CHRO must approve the on-demand/emergency request. For an on-demand/emergency disbursement requested for the same employee more than one (1) time in a calendar year, the request must be approved by the institution's administrative level above the CHRO.

Please consult the OneUSG Connect SOP for detailed off-cycle disbursements procedures and forms.

The OneUSG Connect off-cycle pay calendar will be established annually and published by SSC. The off-cycle pay calendar defines the off-cycle pay processing dates for the year.

In accordance with Section 7.5.1.1 of BOR Policy, *Required Electronic Transfer of Funds*, all payroll payments, including off-cycle and on demand disbursements, should be issued via electronic transfer (direct deposit) unless an exemption has been approved. OneUSG Connect on demand/emergency payments will be paid utilizing a same day electronic funds transfer to the employee's designated account or a pay card provided by the USG's pay card provider. For OneUSG Connect institutions, federal work study students cannot receive pay via the pay card and will be issued a paper check, printed by SSC and mailed to the employee's mailing address.