

**UMass Dartmouth**  
**Off-Cycle Payroll Payment/Manual Check Procedure**

**Procedure Statement**

The purpose of this procedure is to establish the guidelines for requesting an off-cycle payroll payment (manual check) for University employees.

**Reason for Procedure**

Off-cycle check requests are typically requested when an individual, paid through University payroll, was not paid or not paid correctly on the regularly scheduled pay period. In most cases, an “off-cycle” check is issued to the employee before the next scheduled pay date.

*Note: The off-cycle paycheck provision is not intended to be used as an alternative to submitting payroll/human resources information in a timely and efficient manner.*

**Criteria**

Manual payroll checks are a very time consuming and costly administrative correction. Therefore, managers are encouraged to request off-cycle payroll payments in limited financial hardship situations only. Below are some general criteria for consideration:

1. The employee received no money at all on the regular pay day or is missing a significant portion of their pay and needs to be made financially “whole” due to Management’s error. (If the employee does not report their time accurately or in accordance with the self reporting on-line training procedures a manual check will not be issued.)
2. The employee's job is being involuntarily terminated.

*Exceptions:* Off-cycle checks for ADDITIONAL PAY (compensation which is earned in addition to base pay) to an employee will not be issued. Payments for additional pay will be included in the next scheduled pay cycle.

**Required Documentation**

Federal and state law requires that employees are paid on a “regular payday” designated in advance by the employer. This is accomplished through timely preparation and submission of complete authorized payroll and human resource documents.

In situations where a payment was not processed due to missing or incomplete department, payroll or human resource documentation, an off-cycle check request will only be considered for payment after the following documents have been received from the requesting department:

**New Hires**

- Work authorization (proof of I-9 completion)
- New Hire/Rehire Paperwork
- Payroll Action Request Form

**Existing Employees**

- Payroll Action Request Form

**Processing Time and Distribution**

An approved off-cycle paycheck, in the amount equal to 70% of the earnings, will normally be available for the employee within three business days of requesting it. The employee will be required to complete and sign the advance/repayment payroll form, insuring they understand the “advance” will be deducted from their next normal paycheck. The employee or requesting department will be notified when the off-cycle check is ready for pick-up.

Off-cycle paychecks for involuntary terminated employees must be made available within 24 hours of the last day of employment.

***Black-out Dates:*** Off-cycle checks will not be issued during the processing of the normal payroll cycle. A black-out period is defined as the time interval between the date Payroll begins processing pay data for a designated pay period and the date Payroll concludes processing pay data for a designated pay period. During this period of time (Friday, Monday or Tuesday prior to pay day), the ability of the end user to request changes to an employee record is temporarily suspended or restricted. Any necessary adjustments or corrections to an employee pay record will be made after the Blackout Period.

Please view dates on [HR Payroll Calendar](#) located on the Human Resource Department's website.

***\* NOTE \* Direct deposit is not available for off-cycle payment.***

**Enforcement**

The University requires all Time Approvers and/or Department Timekeepers to review and approve work time, leave time and overtime in accordance with the University's Payroll Calendar available at the link above.