



Off-Cycle Check Request Form

NOTE: Off-Cycle checks are NOT intended to be used as a substitute for meeting payroll deadlines as established in the payroll calendars published on the Payroll website.

EMPLOYEE /DEPARTMENT INFORMATION- All Fields are Required			
Last Name	First Name	Emp ID #	Emp Record #
Division/Department Name		Date Requested	
Financial Activity Object	Approved in T&L <input type="checkbox"/> Yes <input type="checkbox"/> N/A	Contact Phone #	Name of Requester
Employee is Owed <input type="checkbox"/> Hours - # of Hours _____ Earnings Code <input type="checkbox"/> Dollar -\$ Amount _____ Earnings Code		Form Prepared By Pay Group (Pick One)	
Reason for Off Cycle			
Charges			
There will be a \$30 charge per off-cycle check request. The charge may not be made to a GR account. Please indicate the FAO for this charge. The spend category is SC53700.			
FAO			
Payroll Use Only			
PP Processed: _____		Payroll Processor: _____	Date: _____
Page #: _____	Check #: _____	T & L Approved <input type="checkbox"/> Yes <input type="checkbox"/> N/A Full _____ Partial _____ Partial w/ deductions _____	
Benefits: All _____ Subset ER _____		General Deductions : All _____ None _____	

Upon picking up the check at the payroll window, please print and sign your name below, along with the date

Signature

Date

Print Name

GUIDELINES:

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 documents (PAF, 211) have been received and processed.

Off-cycle payroll checks are used to pay employees for pay missed on a previous pay period and for which they cannot reasonably be expected to wait until the next regular pay period. Off-cycle payroll checks are a very time consuming and costly. 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. Managers are encouraged to request off-cycle checks in limited financial hardship situations.

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.

SCHEDULES:

Due to the volume of off-cycle payroll check requests the Payroll Office cannot guarantee same day processing. Payroll will contact the requestor when the check is available for pickup. Off-cycle checks will not be issued during the processing of the regular payroll cycle.

PAYMENT METHOD:

Off-cycles are paid in the form of a paper check. Direct deposit of off-cycle checks is not available.

SUBMISSION OF FORMS:

Submit the Off-Cycle Request Form directly to University Payroll Office, Box 278893, Rochester, NY 14627-8893, email to payroll@hr.rochester.edu, or fax 585-427-7188. Please ensure that Time & Labor entries are approved and ready for Payroll to process prior to submitting the request. If the off-cycle request is due to a status or pay change, verify information has been entered into HRMS before submitting 211 form to Payroll.

Contact the Payroll Office with questions @ 5-2040 or via e-mail to payroll@hr.rochester.edu.

INSTRUCTIONS FOR COMPLETING FORM:

1. Enter Employee Name (Last and First)
2. Enter the HRMS Employee ID number
3. Enter HRMS Record Number
4. Enter Division/Department number (i.e. 100xxx, 400xxx, 500xxx, etc.) and Department Name
5. Indicate the date the Off-Cycle is requested
6. Indicate a Financial Activity Object (FAO) to charge the earnings codes paid only if different then the regular distribution.
7. Indicate if information was entered into Time & Labor and approved
8. Indicate a contact phone number
9. Indicate the name of the requester
10. Employee is owed: For hourly paid staff and students indicate the amount of hours and the Earnings Code (REG, VHA, etc.). Hours reported need to be reported to the hundredths place. All hours and time reporting code must match and be seen in T&L as approved for an off-cycle check to process. If additional codes are seen or there are questions with the time processed, the off-cycle request cannot be processed that same day. For those paid salary or receiving a flat dollar amount through T&L, indicate the amount to pay and the Earning Code to pay. Time that is normally paid through T&L will still be required to be entered and approve within T&L for processing to occur.
11. Enter the name of the individual who prepared the form
12. Select the pay group the individual (BWH, NRB, SMO, NRS, MTH, NRM)
13. Explain the reason and off-cycle check is being requested
14. There is a \$30 processing fee per off-cycle check. Please include a Financial Activity Object (FAO) for that charge.