

## **PAYROLL OFF-CYCLE CHECK REQUEST INSTRUCTIONS FOR COMPLETION**

October 2010

**Purpose of the form:** The off-cycle check request form is used when an individual, paid through payroll, was not paid or not paid correctly on their regular on-cycle pay period.

**Guidelines:** Completed forms received in Payroll by 11am will be processed and available for pick up between 4-5pm that same day. Please note if the off cycle check request is for the current pay period, the check will be available on the scheduled pay date. With the University's implementation of Positive Pay, requests that are seen missing necessary steps or information (account numbers, time and labor approval) cannot be processed on the same day - any request that needs follow up will not be available for pickup until the following day after 9am. Payroll will contact the requester when the check is available for pickup.

### **Instructions for completion:**

1. Enter HRMS Employee ID Number and HRMS Record Number
2. Enter Employee Name (First and Last)
3. Enter which pay group the individual is paid (BWH, NRB, SMO, NRS, MTH)
4. Enter Div/Dept number (i.e. 100xxx, 400xxx, 500xxx, etc) and Department Name
5. Time 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.
6. Indicate the date the Off-Cycle is requested
7. Indicate a departmental account number to charge the earnings codes paid **only** if different then the regular distribution.
8. Enter the name of who completed the form
9. Enter the name of the requestor, one who is responsible for reporting and payment. An employee cannot request their own check.
10. Indicate a phone number to contact for questions, preferably the requestor and/or timekeeper.
11. Provide a brief description for the request (i.e. late approval, late paperwork, etc)
12. **There is a \$30 processing fee per off-cycle check.** Please include a departmental account number for that charge. Check charges will be automatically charged to sub code 7000

The bottom portion of the form is for Payroll Use Only – please do not write below the line.

Submit the request directly to Payroll, Med Ctr 1-7220 or fax 273-1329. Please ensure that the time seen in T&L is approved and ready for Payroll to process prior to submitting the request.

Contact the Payroll office with questions @ 5-2040 or via e-mail to [payroll@hr.rochester.edu](mailto:payroll@hr.rochester.edu)