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OFF-CYCLE ISSUANCE OF PAYROLL PAYMENTS (ON-DEMAND PAYCHECKS)

POLICY

Off-Cycle Issuance of Payroll Payments (On-Demand Paychecks)

ISSUED

ON

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2025

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ABOUT THIS POLICY

Issuing Authority

Administration & Finance

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I. Policy purpose

To establish procedures regarding off-cycle payments to an employee who does not receive, through normal payroll processing, payment for time worked. Off-cycle or on-demand payments are payroll checks made outside of the regularly scheduled on-cycle payroll process (bi-weekly hourly, semi-monthly, monthly). Off-cycle payroll checks require manual entries for each transaction line and are limited to certain situations.

II. Requirements

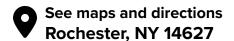
A request for an off-cycle (on-demand) payroll disbursement must meet one of the following requirements:

 Earnings that are due to an employee in a previously scheduled payroll but were not processed due to late or incomplete

BOUNDLESS POSSIBILITY

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