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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

Print Download PDF(<https://www.rochester.edu/policies/policy/off-cycle-issuance-of-payroll-payments-on-demand-paychecks/?pdf=1>) Email(m

JANUARY

2025

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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:

1. 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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Rochester, NY 14627**



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