

Policy Title: Off-Cycle Payroll Policy

Policy Number:

Date Issued: June 1, 2020

Responsible Executive: Director of Payroll Tax & Compliance

Date Last Revised: June 1, 2020

Responsible Office: Payroll Office

Off-Cycle Payroll Policy

Policy Statement

This policy allows for processing of payroll payments to employees outside of normal payroll dates when circumstances outside of the employee's control prohibit payment as scheduled or as otherwise required by law.

Reason for the Policy

An employee can be unduly burdened when, due to circumstances outside of the employee's control, he or she does not receive a paycheck, or receives less pay than the amount due. Therefore, the Payroll Office allows for off-cycle payroll processing to reduce or eliminate the burden of waiting until the next regular pay date.

Individuals/Entities Affected by this Policy

All employees are impacted by the policy.

Forms and Tools

Off-Cycle Pay Request Form (Appendix A.)

Definitions

These definitions apply to terms as they are used in this policy.

Off-Cycle Payment	Payroll processed outside of the normal bi-weekly or monthly pay dates resulting from issues that prevent an employee from receiving a payroll disbursement or only receiving a partial disbursement, or a situation where payroll disbursement prior to the next regularly scheduled disbursement is mandated by law.
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Contacts

Subject	Contact	Telephone	Office email/web site
Policy Questions	Director of Payroll Tax & Compliance	254-710-8654	
	Human Resources	254-710-2000	

Responsibilities

HCM Specialists	<p>HCM Specialists in each unit are responsible for the timely and accurate entry of data to ensure that employees are paid as scheduled. If an underpayment, or no payment, issue occurs, the HCM specialist is responsible for:</p> <ul style="list-style-type: none">entering the necessary corrections or updates to the employee's pay andsubmitting the Off-Cycle Payroll Request Form to the Payroll Office.
Employees	<p>Employees are responsible for submitting requested payroll information, including hours worked for hourly employees, in a timely manner.</p>
Payroll Office	<p>The Payroll Office is responsible for ensuring that the bi-weekly and monthly payrolls are processed and that all eligible employees are compensated for hours worked. When an Off-Cycle Payroll Request Form is received, the Payroll Office will:</p> <ul style="list-style-type: none">review the request for conformity with this policy,contact the HCM Specialist for clarification or additional information, if necessary, andif approved, include the payroll correction in the next off-cycle payroll processing.

Principles

In most instances, faculty, staff, and students will only be paid through the normal monthly or bi-weekly payroll cycles. However, in some specific circumstances, an off-cycle check may be issued before the next scheduled pay date. The off-cycle check option is not to be used as an alternative to submitting payroll information in a timely manner and is only available when the employee would be unduly burdened by waiting until the next regular pay date, or as otherwise required by law.

When issues arise that prevent disbursement of pay to an employee on the scheduled pay date, the employee should not be unduly harmed when such issues are outside of the employee's control. Off-cycle pay dates are used to minimize the impact to employees when such issues occur.

Procedures

Criteria for requesting an off-cycle payment

An off-cycle payment will be processed for one of the following circumstances:

- No Payment: The employee received no money at all on the regular pay date

2. Off-Cycle Payroll Policy

- Underpayment: The employee was underpaid on his or her anticipated paycheck

Exceptions to these criteria will be considered only in cases of extreme hardship or as legally required.

To comply with Texas payday requirements, off-cycle payments will also be generated in instances where an employee is laid off, discharged, fired, or otherwise involuntarily terminated. An Off-Cycle Payroll Request Form is not required in such instances. Instead, Baylor policies for involuntary termination should be followed.

Required Paperwork

An off-cycle payment request will be considered for payment only after the following documentation has been submitted to the Payroll Office:

- All job, time, and other documentation has been accurately updated and approved in the HCM system
- An Off-Cycle Pay Request Form has been submitted to the Payroll Office

Distribution

Off-cycle pay will be available by 10:00 AM on the Friday it is processed. Payment will be distributed by direct deposit or by payment card. The employee and/or HCM specialist will be notified when the off-cycle payroll has been processed. Payment cards must be picked up by the employee in the Payroll Office.

Appendix A. Off-Cycle Pay Request Form

Employee Name:

Baylor ID#:

Assignment #:

Employee Department/Unit:

Normal Payroll Cycle (Monthly or Bi-weekly):

End Date of Pay Period Impacted by Underpayment/No Payment:

Gross Amount to be included in Off-Cycle Payroll:

Description/Cause of Underpayment/No Payment Issue:

HCM Specialist Submitting the Request

Name:

Email Address:

Phone:

By submitting this form, I confirm that the request conforms to the Off-Cycle Payroll Policy.

Signature/Submit: _____