
THE UNIVERSITY OF ALABAMA

Off Cycle Payroll Request Guidelines

Purpose

Off-cycle checks are processed between scheduled check dates to compensate employees for pay that is due to avoid undue financial hardship (i.e. the employee received no pay during a month). These checks require manual entry and intervention by multiple contacts in benefits and payroll and due to the administrative burden, potential TRS penalties, and associated cost, off-cycle payments will be limited to situations causing undue financial hardship only. The following guidelines are provided to emphasize consistent application.

Requirements

To request an off-cycle payment, departments should submit an ePA and attach an approved Off-Cycle Payroll Request Form. The Off-Cycle Payroll Request Form must be approved by the division Vice President or designee. Off-cycle checks will be processed within seven (7) days after the regular payroll run for bi-weekly and monthly pay schedules.

Requests will be granted based on the following criteria:

- Pay advances are NOT permitted at The University of Alabama and will not be paid.
- Minimum amount – Off-cycle checks will not be processed for amounts less than \$500.
- Bi-weekly employees – Biweekly paid staff and student employees will receive multiple email reminders for the timesheet submission deadline during payroll processing. Therefore, off-cycle check requests will not be granted for staff and student employees due to late timesheet submission
- Pay rate increases – Hourly and monthly pay rate increases will only be processed and compensated on the regular paycheck cycles. Employee increases that are submitted after the payroll processing deadlines will be paid on the following regular paycheck date.
- Separation payouts, i.e. annual leave – Payouts will be processed on regular paycheck dates. Termination and change requests received after the payroll processing deadlines will be paid on the following scheduled paycheck date based on appointment type (monthly/bi-weekly). Any late or exception requests must be approved by the respective Vice President or their designee
- HR/Payroll System – If an HR/Payroll system error causes an employee to miss pay on a regular paycheck, the Payroll Office will correct the error with an off-cycle check to avoid hardship when possible.

Questions

For questions regarding the off-cycle check guidelines please contact the HR Service Center at 205-348-7732.

Please see the HR/Payroll website to view the [Payroll Calendar](#) for deadlines.