



Off-Cycle Payroll Processing Guidelines

Procedure Objective

This procedure establishes the GSU off-cycle objective and pay process, which is consistent with the USG off-cycle check processing business procedures.

Procedure Statement

Pay requests and timesheet submissions requested after the regularly scheduled on-cycle pay-run due dates will be processed on the next applicable regularly scheduled on-cycle pay-run, unless the request meets the criteria for an off-cycle payment, which is determined by the USG. The overarching USG guidelines are - [OneUSG BP 5.3.8 Off-Cycle Payroll Processing](#).

Off-cycle payments are an exception to regular payroll processing and should never be substituted for the timely processing of employee pay. It is the responsibility of each college and/or department to establish procedures and controls that will ensure that the appropriate approvals and/or time submissions are provided to GSU Payroll on a timely basis consistent with the payroll processing schedule - [GSU Payroll Processing Schedule](#). Off-cycle pay requests should be at a minimum, hardship requests will be reviewed on a case-by-case basis.

This off-cycle payroll processing procedure does not apply to pay reversals/stops or reissue requests.

Standard Off-Cycle Pay Disbursements

Off-cycle payments request need to meet at least one of the following criteria below to be considered and will be processed in accordance with the established off-cycle pay calendar.

1. Paycheck reversal due to employee overpayment
2. Payment omitted or incorrect due to one of the following reasons (a detailed analysis of root cause is required):
3. Administrative error
 - i. Erroneous system generated deductions and/or taxes.
 - ii. Incorrect employee data entered into the system, by someone other than the employee
 - iii. Late employee pay records entered into the system by Central or Department Human Resources and/or Payroll
 - iv. An error that occurred within GSU payroll processing activity



4. OneUSG system error/issue that has been reported by Central Payroll and a ticket number has been assigned.
5. The employee has received less than 50% of their wages
6. The employee is owed 10 hours or more
7. The employee has been involuntarily terminated

Off-cycle payments will not be processed for the following reasons, the payment will be processed on the next regularly scheduled payroll.

1. Retroactive pay
2. Payment for less than 10 hours
3. Payment due to failure of employee to enter and submit his/her time report on schedule, regardless of the % of underpayment
4. Additional pay, if the employee was paid for their regular wages
5. Vacation Pay-out unless authorized by the institution's Chief Business Officer (CBO)

Offcycle Submissions

Off-cycle requests must be made by fully completing and submitting an Off-Cycle Payment Request Form. Incomplete requests will be returned to the Department for correction prior to processing.

Fully completed off-cycle requests must be submitted by COB, the Friday before the off cycle pay disbursement date, which is posted on the Payroll website - [Payroll Processing Calendars](#).

Offcycle Pay Disbursements

Off cycle pay requests for monthly paid employees submitted after the 15th of the month will be paid on the next monthly payroll date.

Off-cycle disbursements are distributed every other Friday, opposite of the Biweekly on-cycle payroll disbursement schedule - - [Payroll Processing Calendars](#).

Emergency Payments:

Emergency payments are a subset of off-cycle pay that require a pay date earlier than the established off-cycle pay dates, listed on the off-cycle payroll processing schedule and will only be processed in limited situations.

Emergency payments shall only be utilized when the employee communicates and undue hardship due to their respective paycheck not been routinely issued. Central Payroll must request and receive written approval from the Payroll Director and Senior



Vice President of Finance and Administration (CBO) to process all emergency pay requests.

Only one (1) emergency payment may be requested per employee each calendar year. Incomplete requests will be returned to the Department for correction prior to processing.

Emergency payment requests must be made by fully completing and submitting an Off-Cycle Payment Request Form. Incomplete requests will be returned to institutions for correction before processing.

All emergency pay requests must be paid via a direct deposit.

Off-Cycle Payment Request Instructions

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Instructions for completion of the Off-Cycle Request Form.

- 1) Request must meet criteria for off cycle:
- 2) All time & absences must be submitted and approved. Historical timesheet must be submitted and approved for time that is greater than 28 days back from the current date.

Employee Information

- Name - Enter the employee's full name
- Employee ID - Enter the employee's 7-digit ID number.
- Record # - Indicate on which active record number the employee should be paid.
- Pay Group - Indicate what pay group the employee should be paid under.
- Company Code – 090 – Georgia State University

Off-Cycle Type

- Standard should be selected.
- Emergency – Should be selected on a limited basis as a last resort- Emergency payments are only utilized when the employee communicates and undue hardship due to their respective paycheck not been routinely issued. Central Payroll must request and receive written approval from the Payroll Director and



Senior Vice President of Finance and Administration (CBO) to process all emergency pay requests.

Only one (1) emergency payment may be requested per employee each calendar year. Exceptions, require the additional written approval of the GSU President.

Payment Method

- Direct Deposit is the default payment method.
- Printed Check - This payment method is available if the employee is not setup for direct deposit. This option is only for standard off-cycle payments. The check will be mailed to the employee's system address.
- All emergency pay requests must be paid via a direct deposit.

Justification for Off-Cycle Request

In accordance with BPM section 5.3.8, off-cycle payments will not be approved for any of the below situations. These requests must be added to the employee's next regularly scheduled payroll.

1. Retroactive pay
2. Employee is owed less than 10 hours or less than 50% of their wages.
3. Employee fails to enter and/or submit his/her time report on schedule.
4. Additional pay, if the employee was paid for their regular wages.
5. Vacation Pay-out, unless authorized by the GSU Central Payroll Director and Senior Vice President of Finance and Administration (CBO)

Off-Cycle requests will only be approved and processed if the payment meets at least one of the below criteria. Provide an explanation for the request; requests with no explanation will not be approved.

1. Employee has received less than 50% of their wages - If an employee has received less than 50% of their wages select this reason. This reason could include, but not limited to, direct deposit rejects where the employee's entire paycheck was rejected.
2. Employee is owed 10 hours or more - If an employee has been underpaid by 10 or more hours select this reason.



3. Employee was involuntarily terminated. Select this reason if an employee has been involuntarily terminated and the GSU HR and/or Payroll department has determined that the employee should be paid out sooner than the next regularly scheduled payroll.

4. Administrative error - If an administrative error occurred that prohibited the employee from getting paid select this reason. The administrative error is not a catch-all. This reason will be analyzed closely to determine the root cause of the error. A detailed explanation is required if you utilize this reason code. Typical Administrative errors are as follows:
 - Erroneous system generated deductions and/or taxes.
 - Incorrect employee pay data entered into the system, by someone other than the employee
 - Late employee pay records entered into the system by Central and/or Department Human Resources and/or Payroll
 - An error occurring within GSU payroll processing activity

5. Reported system issue – The issue has been reported by Central Payroll and a ticket number has been received. The ticket number must be included on the request.

Root Cause Analysis

Responsible Party

- The responsible party in which the reason for the pay request is aligned to. If other is selected, other must be identified in the box. The box cannot be left blank.

Reason Detail

- A reason for the pay request must be selected. If other is selected, other must be identified in the box. The box cannot be left blank.

- Detailed Explanation – the explanation must be clearly explained. The box cannot be left blank.

Payment Details

- Should the hours be loaded from Time and Labor (TL)

Yes

- Has worked time been converted and approved – This will be completed by Central Payroll.

- The TL begin and ends date, as well as total hours to be paid should be entered

- The absence event questions should be answered. The dates should also be listed.



No

- The earn (ERN) code and amount should be listed. If there are multiple Earn codes they should be listed. Use the additional space under special processing, if more than 2 earn codes need to be listed.
- The pay period (PP) begin and ends dates, which the request payment is for should listed.

Special Processing

- Retirement This will be completed by Central Payroll.
- Deductions This will be completed by Central Payroll.
- If a different code is being used, please identify the different combo code. Do not enter anything in the box, if there is no change in the combo code.

Approvals

The Departments should only sign on the right side.

- Supervisor - The supervisor should sign, if TL and absences are being paid.
- College Dean/CAO – The responsible party authorizing the payment should sign.
- Payroll - This will be completed by Central Payroll.
- HR - This will be completed by Central Payroll.
- CBO - This will be completed by Central Payroll.

Compliance:

Off-cycle requests will be denied if the criteria outlined in this procedure is not met, in such case the pay request will, if approved, will be paid on the next regularly scheduled GSU payroll.