

## **Off-Cycle Pay Requests**

### **Prevention Recommendations**

Our employees are valuable. The most fundamental thing we can do is pay them correctly and on-time for the work they do. Failure to approve timesheets sends the wrong message.

To avoid this, the following steps should be taken:

#### **Enter MSS transactions as early as possible:**

Process new hire and job change transactions in a timely manner. There are often several approval steps needed for each transaction. Getting them in early helps ensure all approvals can be made before established deadlines.

#### **Ensure appointment of Designated Time Coordinators:**

It is expected that each department have a designated time coordinator. The purpose of this role is to review unapproved hours on timesheets and remind supervisors and time approvers of deadlines until all time is submitted and approved before the deadline. This role is critical to ensure all our employees are paid correctly and on time. Supervisors are responsible for the timely approval of their employees' timesheets.

### **Processing Off-Cycle Pay Requests**

In the event that all procedures were followed, and an employee still has not received their pay, the following process should be followed.

#### **Process for Off-Cycle Paycheck Requests:**

Off-cycle paychecks should be a rare occurrence that will be approved only if certain criteria, as defined by UA Payroll, are met. You can find those criteria and deadlines at the link below.

<https://www.fso.arizona.edu/payroll/departments/off-cycle>

In the event an off-cycle check is needed, you will need to submit a payment request through UAccess Employee (UAccess Employee > UA Manager Self Service > MSS WorkCenter & Approvals > Payment Request > Request a Payment/Adjust Hours > Off-Cycle Check Request).

- Select the date that the employee was not paid correctly (typically first day of the pay period).
- Enter your department ID used for routing for approval
- Choose the employee ID and the job associated with the request
- Unit Head approval via email is required to be attached to the payment request
- Comments on the transaction are required and must include the following information:
  - Number of hours requested
  - Dollar amount requested
  - The reason the employee did not receive pay
  - Steps that have been taken to avoid off-cycle requests in the future

All off-cycle payment requests will be automatically routed to Janis Rutherford for approval and, if approved, forwarded to UA Payroll for processing.