

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, send an email to Kina Barton kina@email.arizona.edu to make the request. Incomplete submissions will be returned to the requestor.

All requests must include the following.

- Unit Head approval in the email chain or as an attachment
- Employee Name
- Employee ID
- Position Number
- Pay period affected
- 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

Complete submissions will be review and, if approved, forwarded to UA Payroll for processing.