1020.00 Off-Cycle Payroll

The University has an established payroll system to ensure timely payment to employees provided deadlines are met for data input and time entry and approval by employees, supervisors and University Services Payroll. When paychecks cannot be produced through the established biweekly and/or monthly cycle, it adds an estimated $75 per offcycle check in additional costs.

Departments submitting personnel action forms should allow ample time to accomplish the administrative review and signature process as outlined in the form instructions. When personnel actions arrive at Human Resources, the proposed action is reviewed for consistency and adherence to applicable employment regulations, collective bargaining agreement/employee handbook, and UMS policy. The deadlines for receipt of these materials in HR allow for this review, any required followup with departments, and for data entry. The HR deadlines for personnel actions are:

- Hourly paid actions: At least 2 business days prior to the effective date
- Monthly paid actions: Prior to effective date of action or the 15th of the month, whichever occurs sooner

Employees should enter their time and Time Approvers and Department Payroll Processors should review and approve their employee’s time worked and leave time taken in accordance with the University of Maine System Payroll Schedule.

The UMS Payroll Center processes offcycle paychecks as follows:

- During weeks when the regular biweekly payroll is processed
  - Thursday with a deposit/check issued for the following Friday
- During weeks when there is no regular biweekly payroll is processed
  - Tuesday with a deposit/check issued for the following Wednesday
  - Thursday with a deposit/check issued for the following Friday

The UMS Payroll Center will automatically process off-cycles for:

- Time entered by the employee after the deadline and the Time Approver has approved the time after the deadline; the employee received no paycheck or a partial paycheck on the regular payroll.*
- The employee submitted their hours before the deadline, but the Time Approver approved the hours after the payroll deadline.*

Submitting an Off-Cycle Check Request

Complete this Google Form to submit a request for an off-cycle emergency check request.

Offcycle check requests must be received by Payroll by 10 a.m. on off-cycle processing days for:

- Payroll received all required paperwork on time, but employee did not receive a paycheck.
- A department did not submit paperwork (for actions other than additional pay as outlined below) in a timely manner to reach HR by the established deadline for personnel actions forms.*

Important Information about Off-Cycle Paychecks

General deductions and additional taxes will be withheld from off-cycle checks as well as regular paychecks resulting in double amounts for a single pay period. Contact Payroll to override deduction from next regular pay period if necessary.

Direct deposits will be processed as set up per regular and off-cycle checks. For example, if an employee has $50 set up to be deposited into a separate account each pay period and there is an off-cycle check processed, the employee will receive the $50 deposit with the regular pay cycle as well as the off-cycle.

Note

Employees who have not completed the I9 within 3 days of the date of hire, as required by federal law, should not continue to work.