



**Institutional Handbook of Operating Procedures
Policy 04.01.01**

Section: Finance	Responsible Vice President: Chief Financial Officer
Subject: Payroll Services	Responsible Entity: Department of Finance

I. Title

Off-Cycle Check Requests

II. Policy

[Off-cycle checks](#) are used to correct an error on a prior scheduled payday for regular salary and wages.

The policy covers all UTMB employees.

Every employee in an organization has the right to expect accurate and timely compensation for the service provided to the organization. All campus departments are responsible for processing personnel actions and approving timecards for their employees within the published payroll deadline.

*Please note that off-cycle checks must be requested and are not produced automatically.

III. Procedures

A. Requesting an Off-Cycle Check

1. Payroll Services will only process off-cycle payroll check requests that have been approved by the President of UTMB or appropriate Area Executive Vice President or their designees.
2. An off-cycle check request form must be submitted for each request. Off-cycle checks approved by Executive Leadership will be processed on the next available off-cycle check run as determined by Payroll Services. Payments will be produced with the same payment method as the employee's regular on-cycle paycheck, i.e., direct deposit or paper pay check. Off-cycle check requests must be submitted by 3:00 p.m. on the Tuesday before the biweekly pay period closes to be paid on Friday.
3. Departments must also complete and submit all historical edits prior to the submission of the off-cycle check request. Please enter a note that the historical edit is to be processed as an off-cycle check.

B. Off-Cycle Checks Not Issued

UTMB adheres to the [Fair Labor Standards Act](#). Thus, non-exempt classified employees will be paid for all hours worked, including overtime. However, off-cycle checks will not be issued for the following:

1. Employees that received more than 80% of his/her regular wages
2. Compensation which is earned in addition to base pay (Additional pay)
3. Off-cycle check requests that were not received by the stated deadline
4. Off-cycle check requests that did not obtain all necessary signatures

Rather, these corrected payments will be made in the next pay period pursuant to UTMB's established payroll schedule.

C. Documentation

Payroll Services must receive the approved off-cycle check request and all historical edits prior to processing any off-cycle checks.

IV. Relevant Federal and State Statutes

[Fair Labor Standards Act, 29 U.S.C. 201](#)

V. Dates Approved or Amended

<i>Originated: 5/15/2015</i>	
<i>Reviewed with Substantive Changes</i>	<i>Reviewed without Substantive Changes</i>
	11/06/2018

VI. Contact Information

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