

# FISCAL ACCOUNTABILITY RULES

## RULE 10.4 – OFF-CYCLE PAYROLL CHECK REQUEST

### Purpose

The purpose of this fiscal rule is to set conditions for when an off-cycle payroll check may be requested. Off-cycle payroll requests shall be limited to those situations that cause an undue financial hardship on an employee or would result in a benefit to the City.

### Definition

**Off-Cycle Payroll Check** – A payroll check or direct deposit advice not created during the City's normal pay cycle.

**Off-Cycle Payroll Check Request** – Form completed by the employee's supervisor or manager or the employee's Human Resource Department in order to request an off-cycle check.

### Rule

1. All off-cycle payroll check requests shall be requested using the [Off-Cycle Payroll Check Request](#) form and emailed to the Controller's Office, Payroll Division, no later than 10:30 a.m. on Thursday to ensure that the request will be included in the Friday off-cycle run.
2. Only the employee's supervisor or manager or the employee's Human Resource Department shall submit an [Off-Cycle Payroll Check Request](#).
3. Off-cycle payroll checks shall be processed in the following situations:
  - a. To pay an employee who is missing 39 or more regular hours of his/her salary at the discretion of the Controller's Office, Payroll Division.
  - b. To prevent an employee from being overpaid as long as a payroll check was prepared and is still in the possession of the Controller's Office, Payroll Division, or in the possession of the employee or his/her supervisor, or that the Controller's Office, Payroll Division, has successfully reversed the direct deposit and confirmed that the funds have been returned to the City.

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## RULE 10.4 – OFF-CYCLE PAYROLL CHECK REQUEST, CONTINUED

- c. To resolve a returned/rejected direct deposit advice, but only if the return of the funds into the City's payroll bank account has been confirmed by the Controller's Office, Payroll Division.
- 4. In most cases, refunds of payroll deductions taken in error and exception pay (such as overtime and shift or equipment differential, etc.) are to be processed with the next regular paycheck and not be requested as an off-cycle payroll check.

### Procedures and Forms

The **Controller's Office** is responsible for any procedures and forms associated with this rule.