
2417 OFF-CYCLE ISSUANCE OF PAYCHECKS

Effective: December 1986
Revised: May 2014
Last Reviewed: April, 2016
Responsible Office: Comptroller
Approval: Comptroller

PURPOSE

To establish policy regarding payment to an employee who does not receive, via normal payroll processing, payment for time worked.

POLICY

1. The processing of off cycle payments is limited to those payments which meet the criteria for off cycle payments.
2. A department in need of an off cycle payment must call the payroll department to receive approval to submit the request for review. A member of the payroll staff will give verbal approval to submit an off cycle payment request form (http://www.finance.upenn.edu/forms/off_cycle_pmtreq.pdf).
3. Once the fully completed off cycle request form is received in the payroll office with a screen print of the approved late pay screen, the payroll office will review to insure that the request meets the requirements for an off cycle payment.
4. Once approved, the Payroll Department will process the off cycle payment request within 3 to 4 business days. The Funds will be available 24 hours after the payroll information is available on MY PAY on the Penn Portal.
5. Please note that all off cycle payments made to employees will be made via direct deposit or by ADP Aline Card.