PURPOSE

Off Cycle checks are processed between scheduled check dates to compensate employees for pay that is due to avoid undue financial hardship. These checks require manual entry and intervention by multiple contacts in benefits, payroll and accounting, and due to the administrative burden, potential PERS/STRS penalties, and associated cost, off cycle payments will be limited to situations causing undue financial hardship only. The following guidelines are provided to emphasize consistent application.

REQUIREMENTS

To request an off cycle payment, departments may send an email to their OAA HR Service Center Specialist including an explanation of missing pay and justification for the off cycle paycheck request.

Requests will be granted based on the following criteria:

- **Pay advances** are not permitted at Ohio State and will not be paid on or off cycle.
- **Minimum amount** – Off cycle checks will not be processed for amounts less than $200.
- **Non-Exempt employees** – Biweekly paid staff and student employees will receive multiple email reminders for the timesheet submission deadline during payroll processing. Therefore, off cycle check requests will not be granted for staff and student employees for late timesheet submission.
- **Pay rate increases and bonuses** – Hourly and monthly pay rate increases and bonuses will only be compensated on the regular paycheck cycles. Employee increases and bonus requests that are submitted after the payroll processing deadlines will be paid on the following paycheck date.
- **Separation and appointment payouts** – Payouts will be processed on regular paycheck dates only. Termination and change requests received after the payroll processing deadlines will be paid on the following scheduled paycheck date based on appointment type (monthly/biweekly).
- **HR/Payroll System** – If an HR/Payroll system error causes an employee to miss pay on a regular paycheck, the HR Service Center will collaborate with payroll to correct with an off cycle check to avoid hardship when possible.

QUESTIONS

For questions regarding the OAA off cycle check guidelines, or to request an off cycle check, please contact your [HR Service Center Specialist](mailto:).

Please see the OAA website to view the [OAA Payroll and Transaction calendar](http://) for deadlines.