Off-cycle Payroll Payment Instructions

The Off Cycle Payment Request form is required to generate an off cycle payment.

Guidelines:
Off-cycle payment requests can be made for the following reasons:

1. A semi-monthly new hire worked more than 5 days in the last pay period and was not paid.
2. A bi-weekly or weekly employee was not paid for 8 regular hours or more or 8 over-time hours or more.

Off-cycle payment will be processed on the following days:
        Bi-weekly payroll- payday Friday and the following Monday, Wednesday and Friday
        Semi monthly payroll- Monday, Wednesday, and Friday (except if Semi payroll is processing)
        Weekly payroll- payday Friday and the following Monday

Off-cycle payment process:

	ISR	TIME ENTRY
Step 1 – Department/Unit	ISR is created for new hire, OT for semi-paid non-exempt, etc.	Time Entry is corrected using CATS, Kronos and Nightingale for missing hours for a prior pay period.
Step 2 – Shared Services	ISR is processed by HR Shared Services and dept./unit receives notification.	Time entered into Kronos and Nightingale is submitted overnight to payroll and processed by Payroll Shared Services.[1]
Step 3 – Department/Unit	Review off-cycle guidelines and submit off- cycle request form to Payroll Shared Services.	Review off-cycle guidelines and submit off-cycle request form to Payroll Shared Services via email.
Step 4 – Shared Services	Payroll Shared Services processes the off cycle request form.	Payroll Shared Services processes the off cycle request form.

Form Instructions:
1. Complete date, employee ID# (SAP identification number), and employee name
2. If the employee is a weekly or bi-weekly paid employee, indicated how time is entered.
3. Check one of the reasons indicated on the payment request.
4. For hourly paid, enter the detail for hours that need to be paid by date worked and pay code.
5. Choose the payment method. Note: direct deposit is generally more convenient for employees who have direct deposit, but the amount will not be available until about 2 days after the pay advice is issued to allow time for standard bank clearing process.
6. Choose delivery method for checks only; deposit advices will be mailed to the home address in SAP.
7. Approval
   a. The org. unit preparer attaches the completed form and sends it to the approver with the subject line: *Employee's last name, first name check request* (e.g., Smith, Jane check request).
   b. The org. unit approver approves the form by forwarding the form to Payroll_offcycle_checks@jhu.edu by 11:00 am.
   c. The name of the approver on the form must match the name on the email that is forwarded to Payroll. Also, the preparer's name on the original email must match the preparer on form.
8. The payment request must be emailed to Payroll_offcycle_checks@jhu.edu by 11:00 am. The approver's name on the payment request must match the sender's name on the email. If the preparer and sender do not match the form, it will be sent back to the sender.
9. If this form is incomplete, it will be sent back to the sender for corrections.

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[1] See http://ssc.jhu.edu/payroll/cut_off.html for the cut-off schedule for Kronos and Nightingale.

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