**RULE 10.4 – OFF-CYCLE PAYROLL PAYMENT REQUEST**

Adopted Date: 12/05/2006  
Revised Date: 02/03/2020

**PURPOSE**

The purpose of this fiscal rule is to set conditions for when an off-cycle payroll payment may be requested and issued outside of the regular pay cycle. Off-cycle payroll payment requests shall be limited to situations that cause an undue financial hardship on an employee.

**DEFINITIONS**

**Off-Cycle Payroll Payment** – A payroll payment created outside 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 to request an off-cycle payment.

**RULE**

1. An off-cycle payroll payment can be requested for the following scenarios:

   A. An employee is missing 25 percent or more regular hours from his or her salary. Only the employee’s supervisor or manager or the employee’s Human Resource Business Partner shall submit an **Off-Cycle Payroll Payment Request Form**.

   B. An employee requires an off-cycle payment for payroll deduction adjustments.

   C. A direct deposit is returned.

   D. A change is required for garnishment release.

   E. At the discretion of the Controller’s Office.

2. A supervisor shall approve the **Off-Cycle Payroll Payment Request Form** when an employee’s gross amount is changed.

3. An off-cycle payroll payment request shall be requested using the **Off-Cycle Payroll Payment Request Form**.
4. When an off-cycle payroll payment request is replacing a payment, the Controller’s Office shall perform the following based on the payment type:

A. Verify the physical check has not been cashed and retrieve the physical check from the employee (if applicable).

B. Confirm the direct deposit is returned to the city.

5. An off-cycle payroll request that does not comply with Rule 1 shall be processed with the next regular payroll.

**AUTHORITY AND ACCOUNTABILITY**

The **Controller’s Office** is responsible for this fiscal accountability rule and any procedures, guides, job aids, forms, and one-page summaries with this fiscal accountability rule.