

## RULE 10.4 – OFF-CYCLE PAYROLL PAYMENT REQUEST

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

### PURPOSE

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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

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**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

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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](#).

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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

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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.