

RULE 10.4 – OFF-CYCLE PAYROLL PAYMENT REQUEST

Adopted Date: 12/05/2006

Revised Date: 02/03/2020

PURPOSE

The purpose of this fiscal accountability 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 and County of Denver's (city) 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.

RULES

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

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