



OFF-CYCLE PAYCHECK PROCESSING POLICY	
Responsible Official: Chief Financial Officer	Responsible Office: Financial Services/ Director of Payroll

Policy Purpose

This policy specifies the circumstances for processing paychecks for employees and students outside of the regular payroll cycle.

Policy Statement

In cases where the required employee or student payroll information is not received in the appropriate offices by the regular payroll processing deadline, the employee or student payment will be made on the next regularly scheduled pay date. If payment outside of the regular payroll schedule is necessary, an off-cycle paycheck may be requested.

For the request to be granted:

1. The request must detail the reason for the administrative delay in the payroll submission;
2. The amount of pay due employee or student must be greater than five-hundred dollars (\$500); and
3. The delay of pay must result in a documented extraordinary financial hardship to the employee.

Off-cycle payroll payments are an exception to regular payroll processing and should never be substituted for the timely processing of employee pay.

Authority: TCA § 49-8-203 et seq.

Previous Policy: Financial Procedures; Payroll; XVIII. Supplemental Pay

Defined Terms

A defined term has a special meaning within the context of this policy.

None

Policy History

Effective Date

- a. Initial:
- b. Revised:

Procedure

Off-Cycle Paycheck Requests:

Please contact the [Director of Payroll](#)

Requests must be approved by the employee's supervisor, departmental budget authority, and the Director of Payroll. An administrative charge-back will be made to the requesting department for each off-cycle paycheck. If approved, the check will be processed within 24 hours.

Procedure History

Effective Date

- a. Initial:
- b. Revised:

Related Form(s) & Information

Scope and Applicability

Primary: INSERT CATEGORY

Secondary: INSERT CATEGORY

