

Financial Services Manual (FIN)

FIN 603: Request for Off-Cycle Payroll Check

Effective: 9/12/2011

Revised: 3/1/2025

Purpose

To establish guidelines for requesting an off-cycle payroll check (manual check) for an ASU employee

Issuing off-cycle checks is a time consuming and costly administrative function. Payroll Services will honor requests for off-cycle checks when a financial need has been expressed and the payment is within the policy guidelines listed below

Source

University policy

Applicability

All departments

Policy

Off-cycle checks should only be requested when a true financial hardship exists making it necessary for the employee to receive a check before the next on-cycle payroll. Departments request off-cycle checks by logging into Workday and entering *create request* in the search bar. User should select *off cycle payroll check* and complete the form. Off-cycle checks are issued for time worked that was payable to the employee on a previous on-cycle payroll. ASU does not advance pay to employees under any circumstances.

Off-cycle checks will only be issued in the following circumstances:

1. involuntary termination payment
2. base pay if the employee has requested the off-cycle check be issued rather than adding the pay to the next on-cycle check, and the gross pay is \$50 or more.

Off-cycle checks will not be issued for Additional Pay/Supplemental Pay (compensation in addition to base pay), stipends, overtime, or pay rate adjustments. These types of transactions will be paid to the employee on the next on-cycle payroll. Departments that repeatedly request off-cycle checks due to deficient departmental processes may be assessed a fee of up to \$50 per off-cycle check produced. The fee is considered authorized by the department upon submission of the off-cycle payroll check request in Workday. Sponsored accounts will not be charged, but the responsible local account may be charged.

Examples of departmental processes that are subject to the fee include:

- untimely processing of hiring paperwork
- untimely submission of timesheet(s) by employee
or
- untimely approval of timesheet(s) by departments.