

Guidelines for Off-Cycle (Manual) Payrolls

Purpose:

To define Memorial University's practice with respect to the issuance of Off-Cycle (Manual) Payrolls to employees paid by the University.

Scope:

These guidelines apply to all individuals paid by the University and are issued under the authority of the Director of Human Resources.

Definitions:

Off-Cycle (Manual) Payroll - a payment issued outside of the normal pay cycle that requires manual production of a direct deposit to an employee's account.

Regular Earnings - The pay associated with performing the normal duties and responsibilities of a position. It includes the regular base salary in accordance with the employees' minimum and maximum salary range expressed in annual or hourly values.

Unit – Academic or administrative unit as defined in the University Calendar.

University – Memorial University of Newfoundland.

Guidelines

- An off-cycle payroll will only be issued if there is a discrepancy of 30% or more in the employee's regular earnings. Students and those demonstrating extreme financial hardship may be given special consideration.
- Off-cycle payrolls are an exception to regular payroll processing and should not be substituted for the timely submission of paperwork or reporting of employee's time.
- In no case will an off-cycle payroll be processed as an advance of earnings to be paid.
- All off-cycle payrolls will be direct deposited into the employee's bank account. Paper payroll cheques are no longer issued by the University.

1. Situations where an off-cycle payroll may be required

An off-cycle payroll request is typically made when an individual was not paid correctly on the regularly scheduled payday. This may happen due to:

- a. Incomplete documentation

- b. Missed deadlines
- c. Errors in form completion
- d. Employee's time not entered correctly or in a timely manner
- e. Processing errors

It is the responsibility of the Unit to ensure they are aware of the [Human Resources deadlines](#) regarding submission of paperwork. Instances that require submissions may include:

- i. New hires
- ii. Contract extensions
- iii. Terminations
- iv. Time entry
- v. Position changes, etc.

Units are reminded of their responsibility to review their Departmental Action Notice report (PWRRDAN) on a timely basis. This report identifies employees whose contracts, default earnings, work visa or social insurance numbers are expiring or whose leave of absence is ending. Timely review of this report can prevent the employee from ever needing an off-cycle payment.

2. Processing time and distribution

Off-cycle payrolls can only be processed if complete and correct documentation is received from the Unit by the deadlines noted below. Off-cycle requests are processed on a best efforts basis.

An off-cycle payroll, if approved, will normally be available for the employee on the following schedule:

- Requests received by 10:00 a.m. on Wednesday of pay week will be deposited to the employee's bank account on Friday.
- Requests received by 10:00 a.m. on Friday of pay week will be deposited to the employee's bank account on Tuesday of the following week.

Statutory holidays falling during the off-cycle processing period will delay the employee's bank deposit by one day. The Unit's deadline to submit the request remains the same.

Off-cycle payrolls **will not** be issued during the processing of the normal payroll cycle. They will only be processed and issued according to the schedule noted above. Missed pay which cannot be accommodated on a scheduled off-cycle payroll will be added to the next payroll.

3. Reporting

An off-cycle payroll report will be provided to the Department of Human Resources Management team for inclusion in the quarterly Quality Indicator report. This report will provide a usage summary and identify any emerging trends.