

UGA (Emergency and Standard) Off-Cycle Instructions and Request

- The Off-Cycle Calendar is posted on the [Payroll calendar page](#).
- Employee's supervisor or department manager should submit the Off-Cycle Payment Request (included below) to oneusgsupport@uga.edu with the subject "Off-Cycle Request".
- OneUSG Support assigns ticket with form to UGA Central Payroll.
- UGA Central Payroll reviews form for completeness and makes sure the request meets criteria for emergency or standard off-cycle check. If not, department will be notified. If it meets emergency check criteria, it will go to CBO for approval.
- UGA Central Payroll will send approved forms or spreadsheet to offcycle@usg.edu for emergency and standard off-cycle payrolls.
- Department will be notified via ticket response when emergency or standard off-cycle check will be paid.



UGA Off Cycle Payment Request

BEFORE SUBMITTING THIS REQUEST THE FOLLOWING MUST BE COMPLETED:

- 1) Request must meet criteria for off cycle:
https://www.usg.edu/business_procedures_manual/section5/C1235/#p5.3.8_off_cycle_payroll_processing
- 2) All time & absences must be submitted and approved.
 - If entering time beyond 28 days contact oneusgsupport@uga.edu.
- 3) Job data must be corrected (i.e. Correct effective date, comp rate, paygroup or pay frequency)
 - Additional instructions for corrections:
https://training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/data/toc.html

If you have questions or concerns please contact oneusgsupport@uga.edu.

Name _____	Empl ID (7 digits) _____
Paygroup _____	Empl Rec # (1 digit) _____
Ticket # _____	
Combo code (if different from home dept) (14 digits) _____	
Detailed explanation of reason for off-cycle request: 	

Payment Details: (Note - Do not complete this section for lost checks)																											
Should hours be loaded from Time & Labor?																											
<table style="width: 100%;"> <tr> <td style="text-align: center;">Yes</td> <td></td> <td style="text-align: center;">No</td> </tr> <tr> <td>Has worked time been submitted & approved?</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td>Pay Period dates: From _____ To _____</td> <td></td> <td></td> </tr> <tr> <td>(Biweekly) Total hours to be paid: _____</td> <td></td> <td></td> </tr> <tr> <td>Does an absence need to be paid?</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td>Dates of absence: _____</td> <td></td> <td></td> </tr> <tr> <td>Has the absence been approved?</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> </table>	Yes		No	Has worked time been submitted & approved?	Yes	No	Pay Period dates: From _____ To _____			(Biweekly) Total hours to be paid: _____			Does an absence need to be paid?	Yes	No	Dates of absence: _____			Has the absence been approved?	Yes	No	<table style="width: 100%;"> <tr> <td style="text-align: center;">No</td> </tr> <tr> <td>Earn code _____ Amount _____</td> </tr> <tr> <td>Pay Period begin _____ Pay Period End _____</td> </tr> <tr> <td>Earn code _____ Amount _____</td> </tr> <tr> <td>Pay Period begin _____ Pay Period End _____</td> </tr> </table>	No	Earn code _____ Amount _____	Pay Period begin _____ Pay Period End _____	Earn code _____ Amount _____	Pay Period begin _____ Pay Period End _____
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 Supervisor/Business Manager Signature Date

 Supervisor/Business Manager (Printed) Date

(Required if work or absence hours should be loaded from Time & Labor)

 Dept. Head Signature Date

 Dept. Head (Printed) Date