Guidelines for Off-Cycle Payroll Payments
December 6, 2019

Off-cycle payroll payments may be requested for earnings that were due to be paid to an employee in a previously scheduled payroll but were not processed due to late or incomplete appointments in PeopleSync or incorrect records in myTime.

If an employee or a student* has not received a timely or accurate payment, they may be eligible for an off-cycle payment. Off-cycle payments will NOT be issued for the following:

• Hours that have already been captured in the next regularly scheduled payroll
• The employee has received more than 80% of their regular pay
• Supported retroactive transactions (e.g. compensation change, activity pay, add additional job, retroactive hire)
• Additional compensation, including but not limited to, summer pay, with the exception of employees on unpaid leave of absence.

*student off-cycles can be submitted but not if the hours have already been captured in the current payroll.

Off-cycle payment requests may be submitted by an authorized requestor via the on-line Off-Cycle Payment Request Form in ServiceLink. Off-cycle payment requests are generally processed weekly on Thursday for disbursement on Friday. The deadline for submission on Thursday’s is 9:00 AM. The off-cycle payment will be made in the same manner in which the employee receives their regular on-cycle payment.

Requests for exceptions from the eligibility criteria for off-cycle payments should be directed to Sabrina Ellis, VP Human Resources or Kerri Tricarico, SAVP & University Controller.

As a reminder, the University has the following five payroll cycles:

• Weekly – Essential personnel, paid every Friday
• Biweekly – Administrative and hourly paid students, paid every other Friday
• Semi-Monthly Student – Stipend Recipients, Teaching Assistants, Graduate Assistants and Research Assistants, paid on the 1st and 15th of each month
• Semi-Monthly Employee – Adjunct Professors, P/T Administrators, Research Scientists, paid on the 1st and 15th of each month
• Monthly – Faculty and F/T Administrators, paid on the 1st of every month

Please contact PeopleLink at askpeoplelink@nyu.edu or 212-992-LINK (5465) with any questions.