



## 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 1<sup>st</sup> and 15<sup>th</sup> of each month
- Semi-Monthly Employee – Adjunct Professors, P/T Administrators, Research Scientists, paid on the 1<sup>st</sup> and 15<sup>th</sup> of each month
- Monthly – Faculty and F/T Administrators, paid on the 1<sup>st</sup> of every month

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