



Off-Cycle Check Request

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Off-Cycle Check Request Process Guidelines

Off-cycle checks are payments provided outside the normal pay cycle. Unless a large portion of an employee's pay is missing, the payment should be added to the next regular payroll cycle rather than requesting an off-cycle check. Processing off-cycle checks is significantly more costly to the University than the regularly scheduled on-cycle process. Steps should be taken to ensure that the root cause of the issue is identified and prevented from occurring in the future.

- Off-cycle checks will not be processed for amounts less than \$100.00.
- On average, off-cycle checks are completed 2-5 business days after the request is received.
- Payments will be directly deposited into the employee's account(s). Checks will be mailed to the employee's home address if not enrolled in direct deposit. If an employee needs to pick up their paper check, pre-approval and a photo ID is required.
- 3rd party pick-up of checks is not permitted.

Any questions or situations not outlined in these guidelines should be directed to the payroll analyst assigned to your area or to the payroll noticeboard at payrolloffice@osu.edu prior to the off-cycle check request being submitted.



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Managing Off-Cycle Check Requests

You can manage your off-cycle check requests in the PeopleSoft HR system on the Manage Off-Cycle Check Request page. In order to access the Manage Off-Cycle Check Request page, the **Submit/View Off-Cycle Check Requests** role must be granted through data security using the HR System Request Form.

1. Open PeopleSoft HR (<http://eprofile.osu.edu>) and log in.
2. Click on the **My Work** tab.
3. Click on the **Manage Off-Cycle Check Request** link in the Timekeeping and Payroll section.

Note: The Manage Off-Cycle Check Request page can also be accessed by navigating to: HRMS > Payroll for North America > Payroll Processing USA > OSU Manage Off-Cycle Check Req.

The screenshot displays the PeopleSoft HR system interface for The Ohio State University. The top navigation bar includes the university logo and links for Home, Buckeye Link, Map, Webmail, and Sign out. Below this, there are tabs for 'My Home' and 'My Work', with 'My Work' being the active tab. A 'Main Menu' dropdown is visible. The main content area is divided into several sections: 'Workforce Administration', 'Timekeeping and Payroll', and 'Reporting'. The 'Timekeeping and Payroll' section is expanded, showing a list of links including 'eTime', 'eLeave', 'PeopleSoft Timekeeping', 'Monthly Certification', 'Kronos Timekeeper', 'Review Paycheck', 'Manage Off-Cycle Check Request' (highlighted in yellow), and 'Payroll Services'. The 'Workforce Administration' section includes links for HRA, Manage Positions, Green Action, P3, Flu, TB, Department Budget Table, Add Employment Instance, Job Data, and Personal Data. The 'Reporting' section includes 'PS Query' and 'BuckIQ'.

- The Off-Cycle Check Request search page opens.

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Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Request ID

Assigned To

Status Code

Request Date =

Date to be Processed =

Empl ID

Requester User ID

Requester Name

Requester VP Unit/College

Case Sensitive

If you wish to **submit a new** off-cycle check request, review [these instructions](#).

If you wish to **view an existing** off-cycle check request, review [these instructions](#).



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Submitting a New Off-Cycle Check Request

Once you have navigated to the Manage Off-Cycle Check Request page, follow the instructions below to submit an off-cycle check request.

1. Click on the **Add a New Value** tab. Press on the **Add** button.

The screenshot shows a web form titled "Off-Cycle Check Request". At the top, there are two tabs: "Find an Existing Value" and "Add a New Value", with the latter being selected. Below the tabs is a text input field labeled "Request ID" containing the text "NEW". At the bottom of the form is a yellow "Add" button.

2. The Off-Cycle Check Request page opens.

The screenshot displays the full "Off-Cycle Check Request" page. At the top, there is a header and a paragraph of explanatory text. Below this, the form is populated with the following information:

- Request ID:** NEW
- Requested On:** 09/21/2015
- Status:** N
- Requested By:** Todd, Kristi Lee (with email test.1000@osu.edu)
- Assigned To:** 100230072 (McGurrin, Heather Elizabeth) | Ofc of Business and Finance | 614/292-5444
- *Employee ID:** [Searchable field]
- *Reason:** [Searchable field]

The page contains several expandable sections:

- Current Job Information:** A table with columns: Empl Record, Department, Description, Title, Status. The Empl Record is 0.
- Current Earnings Distribution:** A table with columns: Empl Record, Combination Code, Chartfield Details, Percent. The Empl Record is 0.
- Earnings:** A table with columns: *Empl Record, *Pay Group, *Earnings Code, Description, *Earnings Begin Date, *Earnings End Date, Hours, Rate, Amount, Gross-Up, Combination Code, Edit Chartfields. Includes search and navigation controls.
- Deductions (for central use only):** A table with columns: *Empl Record, *Pay Group, *Plan Type, Benefit Plan, *Deduction Code, *Ded Class, *One-Time Code, Amount. Includes search and navigation controls.
- Taxes (for central use only):** A table with columns: *Empl Record, *Pay Group, *State, Locality, Locality Name, *Tax Class, *One-Time Code, Amount. Includes search and navigation controls.
- Comments:** A section with "Find | View All" and "First 1 of 1 Last" controls. It shows a comment by "Todd, Kristi Lee" added on "09/21/2015" with a text input field for the comment.



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3. Enter the **Employee ID** of the person who is in need of the off-cycle. Click the look-up icon to search by name if the employee ID is not known.

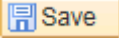
Once an Employee ID is selected, the employee's current/recent job information and current earnings distribution will display on the page.

4. Enter the **Reason** for the off-cycle check request. Click on the look-up icon to see a list of reasons.

Reason Code	Description	Uses
ADDL_COMP	Additional Compensation Issue	Used by service centers for late/incorrect additional payments
BENEFITS	Benefits Issue	Central benefits only
CONTRACT	Contract Agreement	Union and other payments per contract agreement
DDR_EE	DDR - EE Request	Central payroll only
DDR_INV	DDR - Invalid Account	Central payroll only
DECEASED	Deceased Employee	Central payroll only
EARLY_REL	Early Release	Used for employees leaving the country prior to final pay date
EDUC_DEP	Dependent Tuition Assistance	Central payroll only
EDUC_EE	Employee Tuition Assistance	Central payroll only
EMERGENCY	Emergency Fund	Central payroll only
GDED_REF	General Deduction Refund	Central payroll only
JOB_DATA	Job Data Issue	Used by service centers for late/incorrect Job Data entries
PAY_PROC	Payroll Processing Issue	Used for central payroll issues/errors
RELOCATION	Relocation Reimbursement	Used in accordance with relocation policy payments
SETTLEMENT	Settlement	Central payroll/legal affairs only
STALE_DATE	Stale-Dated Check Refund	Central payroll only
TAX_REF	Tax Refund	Central payroll only
TECHNICAL	Technical Issue	Central payroll only
TIME_LEAVE	Timekeeping Issue	Used by service centers for late/incorrect time and leave entries

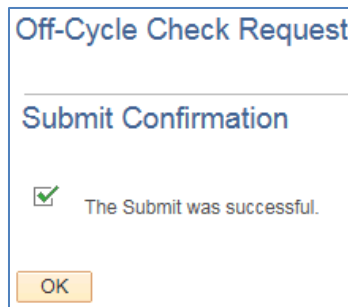
5. In the **Earnings** section, enter the **Empl Record**. The current pay group will default.
6. Enter the **Earnings Code** for the payment being requested. Click on the look-up icon for a list of valid values.
7. Enter the **Earnings Begin Date** and **Earnings End Date** for when the work was performed.
8. Enter the **Hours, Rate** and/or **Amount**.
9. Select the **Gross-Up** checkbox if necessary. This should rarely be used for off-cycle checks. Please consult your payroll analyst when using this option.
10. Click on the **Edit Chartfields** link to enter funding distribution information.
11. Click on the plus sign button  to insert additional earnings rows if necessary.

12. In the **Comments** section, add detailed comments regarding the nature of the request and any other necessary information.

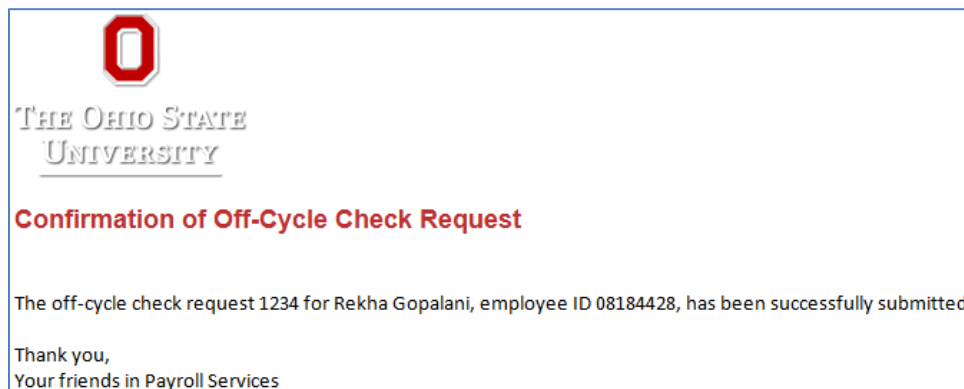
13. Press the **Save** button  to submit your off-cycle check request to Payroll Services.

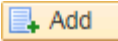
Once submitted, the off-cycle check request is automatically assigned to the payroll analyst responsible for the requestor's VP Unit/College. Except for adding comments, the request can no longer be modified by the requestor. Any changes must be communicated to your payroll analyst. The payroll analyst will review and verify the request and notify the requestor with any questions or issues.

14. A **Submit Confirmation** page displays. Press the **OK** button to be returned back to your request.



15. You will receive an email notification that your off-cycle check request has been successfully submitted with a **Request ID** assigned.



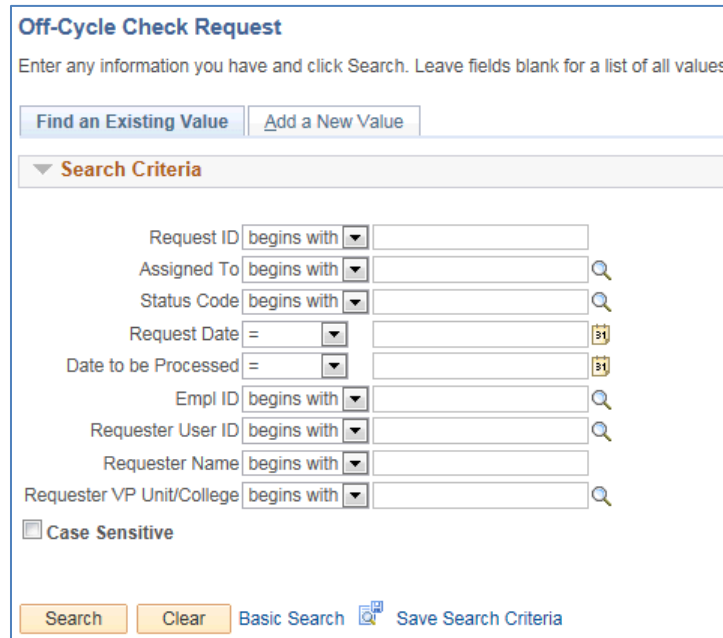
Press the **Add** button  at the bottom far right of the page to request additional off-cycle payments.

To see the status of previously submitted requests, follow [these instructions](#).

Viewing an Existing Off-Cycle Check Request

Once you have navigated to the Manage Off-Cycle Check Request page, follow the instructions below to view an existing off-cycle check request.

1. With the **Find an Existing Value** tab displayed, enter search parameters to find previously submitted off-cycle check requests.



Possible off-cycle check request **Status Code** values are as follows:

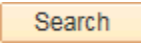
Status Code	Description	Uses
O	Open	Default status when a request is submitted to Payroll Services
P	In Progress	Payroll Services is validating and working on the request
R	Ready	Request has been researched and is awaiting payroll entry
C	Complete	Request has been processed
X	Canceled	Request has been canceled and cannot be reopened

The **Date to be Processed** field is completed by Payroll Services when issuing off-cycles for a specific pay day.



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- Press the **Search** button  to view the list of requests that meet your search criteria.


Off-Cycle Check Request
Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value | Add a New Value


Search Criteria


Request ID begins with


Assigned To begins with 

Status Code begins with 


Request Date = 

Date to be Processed = 





Empl ID begins with 

Requester User ID begins with TODD1962 

Requester Name begins with

Requester VP Unit/College begins with 

Case Sensitive


   

Search Results

View All First 1-9 of 9 Last

Request ID	Assigned To	Status	Request Date	Date to be Processed	Empl ID	Name	Pay Frequency	Requester User ID	Requester Name	Requester VP/College
1141	McGurrin,Heather Elizabeth	Canceled	09/10/2015	(blank)	85072638	Barrick,Leon Harold	Biweekly	TODD1962	Todd,Kristi Lee	Ofc of Business and Finance
1142	Mandelkorn,Heidi A	In Progress	09/10/2015	09/28/2015	80021725	Thompson,Wendi Lynnette	Biweekly	TODD1962	Todd,Kristi Lee	Ofc of Business and Finance
1144	Mandelkorn,Heidi A	In Progress	09/10/2015	09/29/2015	200119178	White,DeAnna M.	Biweekly	TODD1962	Todd,Kristi Lee	Ofc of Business and Finance
1145	Unassigned	Open	09/10/2015	(blank)	200119178	White,DeAnna M.	Biweekly	TODD1962	Todd,Kristi Lee	Ofc of Business and Finance
1146	Unassigned	Open	09/10/2015	09/29/2015	200119179	Taylor,Michelle	Monthly	TODD1962	Todd,Kristi Lee	Ofc of Business and Finance
1151	McGurrin,Heather Elizabeth	Ready	09/11/2015	09/21/2015	200241270	Minnick,Kaitlin Elizabeth	Biweekly	TODD1962	Todd,Kristi Lee	Ofc of Business and Finance
1154	McGurrin,Heather Elizabeth	Canceled	09/11/2015	(blank)	06159993	Mandelkorn,Heidi A	Monthly	TODD1962	Todd,Kristi Lee	Ofc of Business and Finance
1155	McGurrin,Heather Elizabeth	Complete	09/14/2015	09/14/2015	08184428	Gopalani,Rekha Harish	Biweekly	TODD1962	Todd,Kristi Lee	Ofc of Business and Finance
1178	McGurrin,Heather Elizabeth	Open	09/21/2015	(blank)	06159993	Mandelkorn,Heidi A	Monthly	TODD1962	Todd,Kristi Lee	Ofc of Business and Finance

- To view the details of a request, click on that request in the Search Results to open the Off-Cycle Check Request page.

The request will be display-only, with the exception of the Comments section. New comments can be added and saved by clicking on the plus sign button  in the Comments section.



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Request ID 1144 Requested On 09/10/2015
Status P In Progress Requested By Todd,Kristi Lee test.1000@osu.edu
Assigned To MAND9993 Mandelkorn,Heidi A Ofc of Business and Finance 614/292-5444
Employee ID 200119178 White,DeAnna M. Reason JOB

Current Job Information

Empl Record	Department	Description	Title	Status
0 09654		MRN-Plant Operations Maint	Custodial Worker	Active

Current Earnings Distribution

Empl Record	Combination Code	Chartfield Details	Percent
0 280		Chartfield Details	100.000

Earnings

Empl Record	Pay Group	Earnings Code	Description	Earnings Begin Date	Earnings End Date	Hours	Rate	Amount	Gross-Up	Combination Code	Edit Chartfields
0	BW1	SON	AMCP Bonus	09/10/2015	09/10/2015		-10.00	10.00	-100.00		

Deductions (for central use only)

Empl Record	Pay Group	Plan Type	Benefit Plan	Deduction Code	Ded Class	One-Time Code	Amount
						Refund	

Taxes (for central use only)

Empl Record	Pay Group	State	Locality	Locality Name	Tax Class	One-Time Code	Amount
					Withholding	Refund	




Payroll Services

Date to be Processed	09/29/2015	<input type="checkbox"/> No Direct Deposit
Benefit Deductions Taken	Subset	Benefit Deduction Subset ID RTX
General Deductions Taken	Subset	General Deduction Subset ID RTX

Comments

Comments By	Added On
Todd,Kristi Lee	09/21/2015

Comment

4. Press the **Return to Search** , **Previous in List** , or **Next in List**  buttons to view additional requests.