

Roles and Responsibilities

The following information outlines common Payroll areas and highlights key role/responsibility by group:

	Employee	Hiring Unit/ Hiring Department	Payroll Services
On-Boarding/New Hire/Rehires	<ul style="list-style-type: none"> Schedule appointment with <u>Workforce On-Boarding Hub</u> on or before first day of work to complete <u>required paperwork</u>. No work should be performed prior to completing your Workforce On-Boarding Appointment. Bring in <u>acceptable work authorization</u> original/unexpired documents to intake appointment Must claim UC Merced Net ID in order to receive Welcome Notice email & “Finalize” On-Boarding Activities: Complete <u>UCPATH On-Boarding Activity</u> Complete <u>Campus On-Boarding Activity</u> 	<ul style="list-style-type: none"> Complete Request for In-Take appointment <ul style="list-style-type: none"> <u>Student Intake Request</u> <u>Staff Intake Request</u> <u>Academic Intake Request</u> <u>Contingent Worker Intake Request</u> <u>Remedial Tutor Intake Request</u> All paperwork submitted must be reviewed and completed fully and with accuracy to avoid being pushed back for correction and must be submitted timely to ensure employee can be on-boarded before being authorized for work to start <ul style="list-style-type: none"> Pushed Back Paperwork is the responsibility of the unit to resolve timely to avoid delays in on-boarding and does not create a priority for entry by Payroll Services due to this delay 	<ul style="list-style-type: none"> Workforce Onboarding team will review all paperwork submitted and push back for correction as necessary to ensure information is accurate for entry Workforce Onboarding team provides Calendly link to employee in order to <u>Schedule in-take appointment</u> Workforce Onboarding team will meet with new employee to complete all <u>necessary documents</u> <ul style="list-style-type: none"> Tracker system will be updated for I9 compliance Respective <u>Payroll Services Operations Team</u> (Staff and Student/Academic Workflow) will review and enter new hire

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		<ul style="list-style-type: none"> Responsible to ensure that New/Re-hire employee(s) DO NOT begin performing services until they have visited the Workforce On-Boarding Hub office in KL122G and completed all necessary onboarding documents. If individual tries to perform services before documentation is completed (such as Oath/I9/Patent) the unit is out of compliance. (See also <u>Damage Payment</u>) 	<p>information into UCPATH System</p> <ul style="list-style-type: none"> Payroll Services will email newly hired UC Merced employee with a welcome notice and reminder to complete On-Boarding Activities <ul style="list-style-type: none"> <u>UCPATH On-Boarding Activity</u> <u>Campus On-Boarding Activity.</u> Set Up TRS Profile for Employee, Supervisor assignment and work schedule as needed for Non-Academic represented employees
Work Authorization: Reverification	<ul style="list-style-type: none"> Employees with expiring immigration status, employment authorization, or employment authorization documents should have the necessary application or petition filed well in advance to ensure they maintain continuous employment 	<p>Manager/Supervisor:</p> <p>Responsible to know that if their employee fails to come by the <u>Workforce Onboarding Hub</u> on-campus location and provide physical documentation to complete Section B Reverification as requested by the deadline, the employee is not confirmed</p>	<p>Workforce Onboarding Hub sends reminder to employees starting at least 90 days before the date reverification is required, that they will be required to present a List A or List C document (or acceptable receipt) showing continued employment authorization before the date that their employment</p>

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	<p>authorization and/or valid documents.</p> <ul style="list-style-type: none"> Schedule appointment with <u>Workforce On-Boarding Hub</u> before work authorization expires to update records Contact Tax Services to update Glacier Records Responsible to know that if they fail to come by the <u>Workforce Onboarding Hub</u> on-campus location and provide physical documentation to complete Section B Reverification as requested by the deadline, the employee is not confirmed for continued work authorization within the University and will be escalated to the employees Unit Leadership and Payroll Services to begin termination process for non-work authorization eligibility. 	<p>for continued work authorization within the University and will be escalated to the employees Unit Leadership and Payroll Services to begin termination process for non-work authorization eligibility.</p> <ul style="list-style-type: none"> Upon receipt from Workforce OnBoarding Hub the notice of expiring authorization email subject line “Cease Work-Separation Required” – all work by the employee must be stopped and termination request submitted to Payroll Services according to the dates effective in the email. Taking them only off work schedules is not enough, they must be termed from employment in UCPATH Records. If employee fails to present documentation before work authorization expiration date, but later receives updated work authorization, this would constitute a rehire and all Rehire processes must be completed by 	<p>authorization or documentation whichever is sooner, expires. The reminder email includes a link for Calendly for scheduling an appointment.</p> <p>Workforce OnBoarding Hub Update Tracker I9 Supplement B according to newly presented/updated work reverification authorization</p> <p>If employee fails to respond to request for updated documentation on 90-day email notification in subsequent notifications such as on the 60-day request, 30-day, 15 day and daily thereafter the employee supervisor/backup supervisor will be included on the email notification</p> <p>Payroll Services Operations (Academic)(Staff and Student (non-academic) workflow teams will send out request for</p>

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	<ul style="list-style-type: none"> • Before going out on a Leave of Absence or Short Work Break, if the employee has expiring work authorization, they will proactively reach out to Workforce Onboarding Hub before work authorization is expired, to update I9 Tracker to ensure continued work authorization • If employee fails to present documentation before work authorization expiration date, but later receives updated work authorization, this would constitute a rehire and all Rehire processes must be completed by both the employee and the Hiring unit/Hiring Department prior to any resumption of services in any form by the individual. 	<p>both the employee and the Hiring unit/Hiring Department prior to any resumption of services in any form by the individual.</p>	<p>separation documents approximately 10 calendar days before employee work authorization expiration</p> <p>On the date when authorization is expiring the email is sent to employee, supervisor, escalated leadership with an Email Subject line: **CEASE WORK - SEPARATION REQUEST** **URGENT**Re: Expiring Work Authorization: Employees Name - Expiration Date. All work must stop and termination documents need to be completed ASAP.</p> <p>Payroll Services Operations Team:</p> <p>Will work through the Separation/Termination processing steps</p>

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Timekeeping	<ul style="list-style-type: none"> • Complete/Submit Timesheet on time with information that accurately reflects hours worked/leave taken • Acknowledge any updates made to timesheets by Supervisors when system acknowledgment is required • For Represented Staff employees review work schedule in TRS for accuracy and report changes to Supervisor for updates timely. • Staff employees review Election for Compensatory Time and complete necessary forms as appropriate • Employee should review TRS training materials in LMS as well as Job Aids (How To, FAQ's etc) to keep informed on TRS processes • Review Employee Profile and ensure time reporting is recorded on correct timesheet 	<p>TRS Supervisor/TRS Backup Supervisor</p> <ul style="list-style-type: none"> • Review/Reject/Approve/Amend employee timesheet on time with information that accurately reflects hours worked/leave taken • If any employee has failed to create a timesheet, Supervisor acts by Creating a Timesheet on behalf of their employee • Make any updates requested by DTA (departmental time admin) timely (by the deadline) when required • Current Supervisors may need to act on behalf of employees for periods of time where they were not Supervisor of record. When this occurs, a current Supervisor must act and can add a comment to Timesheet to explain any extenuating circumstances. • Request update to TRS Supervisors timely to ensure employees timesheets have Supervisor and Backup Supervisors designated. This may include sending in <u>request form</u>, or notifying appropriate department leadership to have them send in timely request. 	<p>Payroll Services Operations Team:</p> <ul style="list-style-type: none"> • Assigns/Updates Employee's primary and backup Supervisors • Returns timesheets to Supervisor (Time Approver) for corrections/adjustments as needed • Submits time data via TRS into UCPATH for processing • Create manual I-181-time file in accordance to business needs • Enter/update schedule for Represented employees • Enter/update compensatory election on new hires, rehires or on approved schedule timeframes <p>Payroll Services-HCM</p> <ul style="list-style-type: none"> • Payroll Services- HCM team will work with UCI on timekeeping

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	<p>on correct month/bi-weekly period</p> <ul style="list-style-type: none"> Report issues timely to your Supervisor/Manager or directly to Payroll Services directly 	<ul style="list-style-type: none"> For represented employees ensure work schedules are accurate and send in updates as needed in accordance with time keeping deadlines. Supervisors should review TRS training materials in LMS as well as Job Aids (How To, FAQ's etc) to keep informed on TRS processes Report issues timely to Payroll Services via appropriate channels <p>Unit/Department</p> <ul style="list-style-type: none"> Department submits timely update form to Payroll Services team to request update to TRS Supervisors timely to ensure employees timesheets have Supervisor and Backup Supervisors designated Unit/Dept should review TRS training materials in LMS as well as Job Aids (How To, FAQ's etc) to keep informed on TRS processes Report issues timely to Payroll Services via appropriate channels 	<p>updates in application (releases, enhancements, bug fixes)</p> <ul style="list-style-type: none"> Payroll Services- HCM team will monitor MOU with UCI for hosting services for TRS. Payroll Services- HCM team will draft, update and publish How To guides and LMS materials in support of TRS.

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<p>UCPATH: General Use (Self-Service, Access, General Navigation)</p>	<ul style="list-style-type: none"> Log into UCPATH to manage all <u>Self-Service Activities</u> Work with unit leaders to determine if any additional UCPATH Access is required to perform essential duties Utilize Ask UCPATH for inquiries 	<ul style="list-style-type: none"> Managers -Log into UCPATH to use Manager Self-Service Activities Unit-Work with employees to determine any additional UCPATH Access is required to perform essential duties and submit <u>UCPATH Access Request Form</u> Utilize <u>Job Aids</u> to navigate key UCPATH functions for business unit/managers 	<ul style="list-style-type: none"> Payroll Services- HCM team will review <u>UCPATH Access Request Form</u> and consult with unit leaders on access related needs Payroll Services- HCM team will update Security role provisioning in UCPATH system Payroll Services- HCM draft and post <u>Job Aids</u> to help aid campus users on UCPATH: General Use needs Payroll Services -HCM will work with UCPATH Center on system related inquiries
<p>Summer Salary Payments</p>	<ul style="list-style-type: none"> Responsible for working with School representative to request Summer Salary Payments on time per the published <u>deadlines</u> on Payroll Services website 	<p>School Representative:</p> <ul style="list-style-type: none"> Responsible for initiating the paperwork for the issuance of Summer Salary Payment within published deadlines for timely payment 	<ul style="list-style-type: none"> Process the Summer Salary Payment requests received Review entry input against form submission for data entry errors

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	<ul style="list-style-type: none"> Responsible for reviewing earning Statements every pay period to and ensure confirm that there are not any omissions, inaccuracies, underpayments or overpayments. Any discrepancies in pay should be reported to School Representative for review immediately. 	<ul style="list-style-type: none"> Complete a reconciliation of the Distribution of Payroll Expense Reports at least monthly to ensure accuracy and completeness of expected payroll expense. Please review for any inaccuracies and report any issues timely to the Payroll Services team via appropriate channels Summer Salary Payment Requests submission after November 1st of the calendar year requires an Escalation Questionnaire for Prior Year Request for Summer Salary Payment to be completed. Please include substantiation of funding with appropriate signatures where required. Complete and attach Questionnaire to requests with substantiation of funding. <p>APO:</p> <ul style="list-style-type: none"> Responsible for the review of the Summer Salary Payment Request, ensuring it's accuracy, completeness and adherence to APM policy requirements 	<p>Please note that summer payment requests received after November 1st of each calendar year are consider an exception to the standard processing schedules. All exceptions to the standard processing schedules will require that the questionnaire is completed.</p> <p>The Controller's Unit and/or VC CFO will use the responses therein to determine if payment should be issued as an Escalated Late Summer Payment request.</p>

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<p>Request for UCPATH Transactions:</p> <ul style="list-style-type: none"> • Rehires, Concurrent Hires • Reinstatements • Position Management • Transfers • Leave Administration • Accrual Management • Job Data Changes • Short Work Break 	<ul style="list-style-type: none"> • Earning Statements should be reviewed every pay period to review for any omissions, inaccuracies or overpayments. Any discrepancies in pay should be reported to Unit for review immediately. • Work with respective HR or Academic Personnel Office to timely request formal Leave of Absence Requests as needed • Report issues regarding TRS timely to the Payroll Services team via <u>appropriate channels</u> • Report issues regarding Leave Accruals timely to the Payroll Services team via <u>appropriate channels</u> 	<p>Department Representatives:</p> <ul style="list-style-type: none"> • Are responsible for initiating the paperwork within published <u>deadlines</u> for timely entry <ul style="list-style-type: none"> ○ All paperwork submitted must be reviewed and completed fully and with accuracy to avoid being pushed back for correction and must be submitted timely <p><i>Pushed Back Paperwork is the responsibility of the unit/dept to resolve timely to avoid delays in UCPATH entry and <u>does not</u> create a priority for entry by Payroll Services due to this delay</i></p> <ul style="list-style-type: none"> • Distribution of Payroll Expense Reports are to be reconciled every month to review for any inaccuracies and report any issues timely to the Payroll Services team via <u>appropriate channels</u> 	<p>Payroll Services Academic as well as Staff/Student Workflow Team:</p> <ul style="list-style-type: none"> • Review all requests received for accuracy and Push Back as needed to Unit/Departments to notify reason for push back and request corrective action by Department/Unit <p><i>Pushed Back Paperwork is the responsibility of the unit/dept to resolve timely to avoid delays in UCPATH entry and <u>does not</u> create a priority for entry by Payroll Services due to this delay</i></p> <ul style="list-style-type: none"> • Enter transactions into UCPATH using appropriate UCPATH functionality within established UCPATH Deadlines

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<ul style="list-style-type: none"> • Contingent Work setup and Maintenance • Extended Absence Entry • Additional Pay • One-Time Pay • Salary Cost Transfers • Funding Entry • Final Pay Requests 		<ul style="list-style-type: none"> • Responsible to ensure all Positions are properly budgeted and the CCOA used to fund positions are accurate • Utilize <u>Job Aids</u> to navigate key UCPATH functions for business unit/managers • Review UCPATH Cognos reports for monitoring key personnel and payroll information • Work with respective HR or Academic Personnel Office when an employee has requested a formal Leave of Absence Request as needed <p>APO: Responsible to review all Academic (including Academic Student) employees for necessary actions (ex: Leave of Absence – Determine action place on leave, return or extend from leave)</p> <p>HR: Responsible to review all Staff (including non-academic student) employees for necessary actions (ex: Leave of Absence –</p>	<ul style="list-style-type: none"> • Review entry input against form submission for data entry errors

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		<p>Determine action place on leave, return or extend from leave)</p> <p>*Units are expected to monitor to ensure transactions are timely submitted to Payroll Services to avoid late payments, overpayments or underpayments.</p>	
Separations	<ul style="list-style-type: none"> Notify Supervisor and Unit/Department about intentions to separate from the University <ul style="list-style-type: none"> <u>Review Termination and Final Pay</u> information for anticipating Final Pay Issuance Ensure all timesheets are Completed/Submitted with information that accurately reflects hours worked/leave taken from employment start through anticipated last day worked All acknowledgement requests for any updates made to 	<p>Department Representatives:</p> <ul style="list-style-type: none"> Are responsible for initiating the paperwork within published <u>deadlines</u> for timely entry <u>Review Termination and Final Pay</u> information for anticipating Final Pay Issuance to employee and review Job Aid on <u>Understanding the Payroll Separation Process</u> <ul style="list-style-type: none"> All paperwork submitted must be reviewed and completed fully and with accuracy to avoid being pushed back for correction and must be submitted timely <p><i>Pushed Back Paperwork is the responsibility of the unit/dept to resolve timely to avoid delays in UCPATH entry and does not create a</i></p>	<p>Payroll Services Academic as well as Staff/Student Workflow Team:</p> <ul style="list-style-type: none"> Review all requests received for accuracy and Push Back as needed to Unit/Departments to notify reason for push back and request corrective action by Department/Unit <p><i>Pushed Back Paperwork is the responsibility of the unit/dept to resolve timely to avoid delays in UCPATH entry and does not create a</i> priority for entry by Payroll Services due to this delay</p> <ul style="list-style-type: none"> Review and reconcile all TRS records to ensure all work

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	<p>timesheets by Supervisors when system acknowledgment is required have been completed</p> <ul style="list-style-type: none"> Review UCPATH Self-Service records to ensure accurate point of contact information is on file Review <u>UCPATH Portal Access for former employees</u> to ensure you retain access to vital records 	<p>priority for entry by Payroll Services due to this delay</p> <ul style="list-style-type: none"> Work with Central offices (HR/APO/LEGAL) on any separation agreements <p>TRS Supervisors:</p> <ul style="list-style-type: none"> Review/Reject/Approve/Amend employee timesheet with information that accurately reflects hours worked/leave taken from employment start through anticipated last day worked for your employee If any employee has failed to create a timesheet, current Supervisor acts by Creating a Timesheet on behalf of their employee Make any updates requested by DTA (departmental time admin) when required Current Supervisors may need to act on behalf of employees for periods of time where they were not Supervisor of record. When this occurs, a current Supervisor must act and can add a 	<p>hours have been accounted for and all balances have been reconciled for accuracy</p> <ul style="list-style-type: none"> In the event of missing Timekeeping records, Payroll Services will push back to Employee and Unit/Department/Supervisor for resolution. <p><i>Pushed Back Timekeeping Records are the responsibility of the employee/unit/dept/Supervisor to resolve timely to avoid delays in UCPATH entry and <u>does not</u> create a priority for entry by Payroll Services due to this delay</i></p> <ul style="list-style-type: none"> Enter transactions into UCPATH using appropriate UCPATH functionality within established practices <ul style="list-style-type: none"> <u>Review Termination and Final Pay</u>

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		comment to Timesheet to explain any extenuating circumstances.	
Student Employment	<p>Potential Student Employees:</p> <ul style="list-style-type: none"> Review the Student Employment Services Website Review all open on-campus undergraduate positions that are posted on UC Merced's Handshake website. <ul style="list-style-type: none"> All students applying for jobs will need to submit a resume and any other documents as indicated on the posting. The Center for Career & Professional Development offers support services for students seeking to build a resume and cover letter. For more 	<p>Hiring Mangers</p> <ul style="list-style-type: none"> Review and be familiar with Student Employee Eligibility Guidelines Review and be familiar with the process to Request a Hire Review Additional Information related to Student Employees and Student Employment Travel Review and be familiar with Student Payroll Forms and submit paperwork timely and accurately in accordance with published deadlines. <ul style="list-style-type: none"> All paperwork submitted must be reviewed and completed fully and with accuracy to avoid being pushed back for correction and must be submitted timely <p><i>Pushed Back Paperwork is the responsibility of the unit/dept to resolve timely to avoid delays in</i></p> 	<p>Payroll Services Student Employment Services Team:</p> <ul style="list-style-type: none"> Publish relevant content for potential student hires and hiring managers/units on SES website Review requests for Posting jobs into Handshake system, pushing back as needed to ensure accurate posting in compliance to University policies <p><i>Pushed Back Handshake Job Posting Requests are the responsibility of the unit Hiring Manager to resolve timely to avoid delays in posting to Handshake and <u>does not</u> create a priority for entry by Payroll Services</i></p>

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	<p>information, please visit their site.</p> <ul style="list-style-type: none"> ○ See Also Job-Aid ● No services/work (including mandatory orientation & trainings) should be performed prior to receiving a “Clear to Work Notice” from Student Employment Services, which is not sent until all Onboarding Paperwork has been completed ● Responsible to discuss with Manager any other positions they may have on campus and work with them to ensure they do not work in excess of 18 hours per week for BOTH jobs COMBINED during the academic year. <ul style="list-style-type: none"> ○ Hours may increase to up to 40 hours 	<p>UCPATH entry and does not create a priority for entry by Payroll Services due to this delay</p> <ul style="list-style-type: none"> ● Use this request form to Request a Student Employment position to be posted in Handshake ● Responsible to ensure that New/Re-hire(s) DO NOT begin performing services (including mandatory orientation & trainings) until they have visited the Student Employment Services (Workforce On-Boarding Hub) office in KL122G and completed all necessary onboarding documents. A "Clear to Work Notice" will be sent via email to the student and supervisor once all required hire documents are complete. ● Responsible to ensure all Positions are properly budgeted and the CCOA used to fund positions are accurate ● Responsible to discuss with hires any other positions the student may have 	<p>Student Employment Services due to this delay</p> <ul style="list-style-type: none"> ● Responsible to work with Hiring Managers/Units on requests to host Hiring Events conducted at an agreed upon time and venue ● See Also New HIRE topic in roles and responsibilities matrix

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	<p>maximum (between all jobs) during the weeks of spring break, summer break and winter break.</p>	<p>on campus and work with them to ensure they do not work in excess of 18 hours per week for BOTH jobs COMBINED during the academic year.</p> <ul style="list-style-type: none"> ○ Hours may increase to up to 40 hours maximum (between all jobs) during the week of spring break, summer break and winter break. ● Responsible to identify need for a coordinated Hiring Event and working with SES/Workforce On-Boarding Hub to plan an event at an agreed upon time and venue ● See Also <u>New HIRE</u> topic in roles and responsibilities matrix 	
Payroll Related Inquires	<ul style="list-style-type: none"> ● Review published information on Payroll Services Website for self-service answers to questions ● Submit Inquiry for self by completing <u>Payroll Services</u> 	<ul style="list-style-type: none"> ● Review published information on Payroll Services Website for self-service answers to questions ● Submit Inquiry for unit by completing <u>Payroll Services Inquiry Form</u>. All pertinent details should be included on 	<ul style="list-style-type: none"> ● Review and respond to Inquiries submitted via the <u>Payroll Services Inquiry Form</u> ● Internal Escalation Pathway: <ul style="list-style-type: none"> ○ Payroll Analyst >Payroll Supervisor> Executive

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	<p><u>Inquiry Form.</u> All pertinent details should be included on initial inquiry to avoid delay in response. No other channels should be used such as Teams or emails.</p> <ul style="list-style-type: none"> • Submit only one inquiry into Payroll Services for topic <ul style="list-style-type: none"> ○ Only escalate or re-submit inquiry if no response is received after 5 business days 	<p>initial inquiry to avoid delay in response. No other channels should be used such as Teams or emails.</p> <ul style="list-style-type: none"> • Submit only one inquiry into Payroll Services for topic <ul style="list-style-type: none"> ○ Only escalate or re-submit inquiry if no response is received after 5 business days 	<p style="text-align: center;">Director>Controller>VC CFO</p> <ul style="list-style-type: none"> • Respond to inquiries within 5 business days • Any emails received will be redirected to Payroll Services Inquiry form and no further response will be provided (unless specifically instructed by Payroll to email a specific payroll email for a specified topic.) • Inquiries are reviewed in the order received • Inquiries not made directly by employee or authorized representative of specified unit will be re-directed to appropriate channels • Due to the sensitive nature of Payroll Data: No Teams chats will be responded to by Payroll Analysts/Payroll Supervisors

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Off-Cycle Check Requests	<ul style="list-style-type: none"> • None- Employees are not authorized to request off-cycle checks on their own behalf. If there is a belief an off-cycle is warranted they should work directly with their units representative/supervisor. • Missing Established Payroll Deadlines for non-exempt employee timesheets is <u>not</u> a valid reason to request an Off-Cycle Check. 	<ul style="list-style-type: none"> • Understand the following: <ul style="list-style-type: none"> ○ Off Cycle Checks Requests are reserved for: <ul style="list-style-type: none"> ▪ New Hires/Rehires: If a newly hired or re-hired employee is owed past due pay, upon their becoming active in the payroll system (up to 10 business days), an off-cycle check (5 business day process) is ordered for the missed pay as they were not employed by the University to be processed on the regular on-cycle ▪ Extenuating Circumstances such as Involuntary Separations, Settlement Agreements, Union Requirements to settle unfair labor practices ▪ Final Pay for Represented Employees when separation request is received timely and accurately 	<ul style="list-style-type: none"> • Payroll Services will not process Off-Cycle check requests due to a unit missing established published Payroll Deadlines • Payroll Services will request off-cycles as follows: <ul style="list-style-type: none"> ▪ New Hires/Rehires: If a newly hired or re-hired employee is owed past due pay, upon their becoming active in the payroll system (up to 10 business days), an off-cycle check (5 business day process) is ordered for the missed pay as they were not employed by the University to be processed on the regular on-cycle

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		<p>Missing Established Payroll Deadlines by failing to submit timely/accurate paperwork by the unit is <u>not</u> a valid reason to request an Off-Cycle Check.</p> <p>Missing Established Payroll Deadlines for non-exempt employee timesheets is <u>not</u> a valid reason to request an Off-Cycle Check.</p>	<ul style="list-style-type: none"> ▪ Extenuating Circumstances such as Involuntary Separations, Settlement Agreements, Union Requirements to settle unfair labor practices ▪ Final Pay for Represented Employees when separation request is received timely and accurately