



May 27, 2008

**Payroll Letter 925**  
Supersedes Payroll Letter 759

To: Agency HR Specialists, Payroll Specialists, Budget Specialists, Benefits Specialists, Labor Relations Specialists, and Regulatory Requirements Specialists of All Departments, Institutions, Boards and Commissions

From: David Holbrook, HCM Administrator

Subject: Off-cycle (Manual) Paychecks

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The Department of Administrative Services (DAS), Human Resources Division (HRD), HCM Support unit and the Office of Budget & Management (OBM) has updated the rules and procedures for issuing off-cycle paychecks.

As a reminder, all off-cycle paychecks will show on the "Review Paycheck" screen with the next pay period end date. This means two paychecks will show under the next pay period ending date. This is not an error.

**A. Agency Paycheck Pick-up Authorization List**

Each agency Director or HR Administrator will authorize designees to pick-up off-cycle checks. To report any changes to your list, you will need to send in writing, the request along with an authorized agency signature (HR Administrator, Assistant Director or Director) to DAS HRD HCM Payroll Support.

**B. Guidelines for Issuance of Off-cycle Paychecks**

*Off-cycle paychecks will NOT be approved for the following:*

- Request is for less than \$100.00 or less than 8 hours
- Request is for overtime only
- Request is to pay the difference between the TWL rate and Regular rate
- Cash conversions of accrued leave payouts, i.e. December conversions
- For errors that were listed on the exception report, but not corrected
- To correct prior pay period adjustments
- Not approving timesheets
- For fines
- Pay Supplements only
- New employees that have been incorrectly established or have incomplete OAKS records

It is the responsibility of agency Payroll and Personnel Specialists to ensure that they have secured all necessary approvals and processed the required forms (i.e. PAs) in accordance with established DAS HRD policy and procedures.

*Off-cycle paychecks will be approved for the following:*

- Hour's employee should have received for the pay period (other than listed above). Hours must be removed from timesheet.
- Disability approved after processing week Thursday.
- While off-cycle paychecks for disability are no longer restricted to 80 hours, the following steps must be completed before an off-cycle paycheck can be issued:
  - Change Job data to disability pay;
  - Enter disability hours (TRCs) on timesheet for ALL pay periods the off-cycle encompasses;
  - In Additional Pay enter the total gross amount of the off-cycle paycheck as a **negative** amount of regular pay;
  - Forward a screen print of the **PDIW** screen from the HR2K system (not the PDIA screen) with the off-cycle paycheck request.

### **C. Requesting Off-cycle Paychecks**

When the agency has determined that an off-cycle paycheck is necessary, the attached "Request for Off-cycle Manual Paycheck" must be completed and sent to DAS HRD Payroll Support. The fax number is (614) 466-1565. Off-cycle paychecks will be available the day requested provided all required documentation is provided by 3:00pm.

<http://www.das.ohio.gov/hrd/Policy/Updated%20Forms/OffCycleManualPaycheck.pdf>

- a. Use OAKS EMPLID, not Social Security numbers as employee identifiers
- b. Use three-digit Earning Codes and not TRC codes. For a list of Earnings Codes, reference Job Aid HCMJA053 at following link:  
[http://oakspmo.ohio.gov/oaks/training/HCM\\_Job\\_Aids/content/HCMJA66\\_TimereportingCodeConfigData.pdf](http://oakspmo.ohio.gov/oaks/training/HCM_Job_Aids/content/HCMJA66_TimereportingCodeConfigData.pdf)

### **D. EFT's**

Reversals – **No reversals will be made for underpayment.** Reversal request must be submitted before 10am Wednesday of pay week to reverse the transmission of funds before they reach the employee's account. DAS HCM Support will issue a check as soon as funds have been returned to the state of Ohio (this normally takes 48-72 hours but could take up to a week).

Returns – Any reversals received after 10am Wednesday are considered returns. As soon as an employee notifies an agency that the monies were not deposited submit a "Request for Reversal/Return of Direct Deposit" form.

To initiate recovery of Direct Deposits, complete the attached "Request for Reversal/Return of Direct Deposit" and send it to the attention of DAS HRD Payroll Support. The fax number is (614) 466-1565.

*Note: If it is necessary to recover funds from an employee's direct deposit, HRD Payroll Support cannot issue the off-cycle until the funds are returned from the financial institution. This could take up to a week, depending on the Bank's procedures, no matter when reversal was initiated.*

#### **E. Lost/Stolen Warrants Including Off-cycle Paychecks**

Stop payments for lost or stolen warrants including off-cycle paychecks require the completion and submission of the appropriate Office of Budget and Management documentation. The Stop Payment of Warrants Form (OBM form 7110) must be completed and submitted to the Office of Budget and Management for processing. A duplicate copy of the form should also be submitted to DAS HRD Payroll Support along with the off-cycle paycheck request, indicating it is a replacement warrant. Upon authorization of the request, OBM will notify DAS/HRD Payroll Support at which time an off-cycle paycheck will be processed. OBM form 7110 link:

<http://www.obm.ohio.gov/forms/oaks/Stop%20Payment%20Form.pdf>

#### **F. Voided Off-cycle Paychecks**

Off-cycle paychecks include a ninety (90) day suspense date, after which they become void. DAS HRD Payroll Support will not re-issue replacements if these checks are not cashed within the ninety days. Instead, include it on payroll with the employee's next regular pay.

If you have checks that were not delivered to an employee, they must be returned to DAS HCM Payroll Support for cancellation, with clear instructions what should be done (i.e. cancel, cancel and re-issue).

#### **G. Request for Direct Deposit**

The accuracy of an employee's direct deposit record is critical and must be kept current at all times. Update the employee's direct deposit record promptly to reflect any changes or errors in employee bank account information, whether the result of changes made by the employee or by the bank (e.g. account closed by the employee, account numbers changed due to bank merger, etc.). Any changes made to the Request Direct Deposit screen will generate a payroll warrant for two pay periods. This will be a "pre-note" period allowing the employee to verify the accuracy of the bank account information. Changes made after Thursday processing week will not take effect until next pay cycle.

Agency staff can monitor EFT errors in OAKS and are advised to check the Review EFT Errors screen during the payroll processing week. The Review EFT Errors screen can be located in OAKS HCM at:

**Payroll for North America> Employee Data USA>Payroll Processing USA>Review EFT Errors**

For additional assistance, see the job aid "Review Payroll Errors" (HCMJA123).  
[http://oakspmo.ohio.gov/oaks/training/HCM\\_Job\\_Aids/index.asp](http://oakspmo.ohio.gov/oaks/training/HCM_Job_Aids/index.asp)

**H. Deceased Employees**

Off-cycle paychecks may be re-issued to the executor or estate of a deceased employee following proper notification by agency payroll personnel. If it is necessary to recover funds from an employee's direct deposit prior to making the final payoff for a deceased employee, HRD Payroll Support will not be able to re-issue the Off-cycle Paycheck until the funds are returned from the financial institution. If a paper warrant was issued, the paper check will need to be returned prior to any re-issuance.

Samples of all forms referred to in this Payroll Letter are attached.