

UGA (Emergency and Standard) Off-Cycle Instructions and Request

- The Off-Cycle Calendar is posted on the [Payroll calendar page](#).
- Employee's supervisor or department manager should submit the Off-Cycle Payment Request (included below) to oneusgsupport@uga.edu with the subject "Off-Cycle Request".
- OneUSG Support assigns ticket with form to UGA Central Payroll.
- UGA Central Payroll reviews form for completeness and makes sure the request meets criteria for emergency or standard off-cycle check. If not, department will be notified. If it meets emergency check criteria, it will go to CBO for approval.
- UGA Central Payroll will send approved forms or spreadsheet to offcycle@usg.edu for emergency and standard off-cycle payrolls.
- Department will be notified via ticket response when emergency or standard off-cycle check will be paid.

