UGA (Emergency and Standard) Off-Cycle Check Process

*Updated: June 25, 2019*

- Off-cycle Payment Request and Instructions are posted on the [Payroll forms page](#).
- The Off-Cycle Calendar is posted on the [Payroll calendar page](#).
- Employee’s supervisor or department manager should submit the Off-Cycle Payment Request to oneusgsupport@uga.edu with the subject “Off-Cycle Request.”
- OneUSG Support assigns ticket with form to Central HR.
- Central HR reviews/works with department to ensure that employee has been hired & job data is set up correctly. Ticket is assigned to Central Payroll with form that has been approved by Central HR.
- 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 the University’s Chief Business Officer (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.